

Michigan Municipal Workers' Compensation Fund

Safety and Health Resource Manual

Powered Industrial Trucks

Safe Operating Procedures

Equipment Check

1. Before operating any type of Powered Industrial Truck, perform a pre-operational safety check, including truck lights and horn.
2. Report faulty performance or signs of defect immediately to your supervisor. Defects involving steering, braking or anything else of a serious nature should take a Powered Industrial Truck out of service immediately. Do not operate a Powered Industrial Truck that is defective. Do not attempt repairs yourself.
3. Do not place any kind of objects in battery compartment.
4. Do not add water to the battery. Let the mechanics do it. It has acid in it and could be dangerous. If you should get battery acid on you, wash it off immediately.
5. No smoking in the battery room because batteries on charge give off hydrogen gas which is extremely explosive.
6. Whether a truck is loaded or empty, always be aware of the position of its fork tips. Lower them to not more than six inches (6") from the floor before traveling.
7. If a lift truck must be left unattended or when parking it at the end of a shift or job, lower the forks, put the controls in neutral, set the brakes, block the wheels if on an incline, shut off the power and remove the key or connector plug. Always park in designated areas, never where an aisle or exit is blocked.
8. Keep truck clean—especially control levers, foot pedals, forks, and platforms—to prevent slipping, which could make you lose control of truck or load.
9. Report controls and units not working properly. This can greatly reduce overall truck maintenance costs. It results in minor repairs before strains are put on other parts, causing whole assemblies to fail. Report such conditions as: decrease in normal speed, lack of power, worn or damaged tires, poor brakes, worn tires or short-circuit flashes in controller, and missing guards, covers, and fire extinguishers.

Driving Guidelines

1. Always be alert for pedestrians, other trucks, or obstructions in your path of travel. As in city traffic, keep to the right. Pedestrians have the right of way.
2. Do not drive a Powered Industrial Truck up to anyone standing in front of a fixed object, i.e., wall, tank, door, machinery, etc.
3. Stunt driving and horseplay are not permitted.

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4. The operator is required to slow down and sound the horn at cross aisles and other locations where vision is obstructed.
5. Only those pieces of equipment specifically provided with seats or platforms for the operator are to be ridden. In no case shall anyone ride the forks or hitch a ride in any manner.
6. Keep the truck under control at all times and maintain a safe distance from other vehicles. Avoid sudden stops and starts, especially when carrying liquids.
7. Be alert to floor conditions—go slow, but maintain control over drains, wet and slippery surfaces and around corners. Avoid running over debris and other loose objects—pick it up and dispose of it properly.
8. Do not pass other Powered Industrial Trucks traveling in the same direction at intersections, blind spots or other dangerous locations.
9. Be careful when operating on a grade. Always operate a loaded Powered Industrial Truck with the load upgrade.
10. Always operate so that you have a clear view of where you are going. Under normal operating conditions, operate Powered Industrial Truck with the load “pulled behind you”, i.e., forward.
11. ONLY TRAINED AND AUTHORIZED OPERATORS ARE PERMITTED TO OPERATE A POWERED INDUSTRIAL TRUCK.
12. Never back up against a wall or other fixed objects.
13. Drive at a speed that is safe for all conditions in a given situation. This includes the conditions of the truck (see Operator's Daily Report), road surface, load, and in-plant traffic.
14. Always slow down when making a turn, even with an empty truck.
15. Wear personal protective equipment as instructed.
16. Avoid sudden stops and starts when carrying liquids.
17. Do not drive in the dark. Report all poorly lighted aisles or passageways.
18. Do not drive with wet or greasy hands. Your hands may slip from controls, causing serious injury.
19. Report all rubbish, grease, oil and water on travel routes to your supervisor. When possible, don't run over such wastes.
20. Before starting truck, look to front and rear, making sure there is no one in your path. Always look behind you before backing out from under load.
21. Keep arms and feet inside the truck and away from the hoist mechanism.

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22. Do not stop suddenly except in absolute emergencies. Momentum of load may tip over truck, especially when load is elevated.
23. When reversing direction, stop electric truck completely with brakes before you throw reversing switch.

Load Handling Guidelines

1. Never exceed the load capacity of your Powered Industrial Truck.
2. Always lift with two forks. Insert both forks under the load as far as possible before raising. Lifting with one fork over-balances truck and may damage truck and/or injure you.
3. Before loading trailers, be sure the truck is stopped in its bay, and the dock lock has been engaged or wheel chocks in place. Check floor condition for defects and debris before entering.
4. Stay clear of the edges of loading dock and dock plates.
5. Enter confined spaces (i.e., elevators, trailers) with load end first (i.e., reverse) being pushed by the operator. Elevators should be approached slowly and squarely.
6. Do not block emergency exits, doorways, stairways, or emergency equipment.
7. Do not overload elevators. Observe posted elevator weight limits. All power equipment operators who use elevators are responsible for knowing the weight of the elevator being loaded and making sure an elevator is never overloaded. This also requires the operator to know the weight of the truck and weight of the load being carried with the truck.
8. Watch low-clearance signs and signals. Know the overall height of your truck and load before entering restricted overhead areas.
9. Keep the load as low as possible. This lessens the danger of tipping and lets you see over the load when moving it.
10. Before you pick up the load, inspect it. Refuse to haul loads not safely piled. Report all loads exceeding your truck's rated capacity. Remember that you are responsible for a load once it's on your truck.
11. Never handle flammable liquids or acids except in approved containers.
12. Never permit anyone to walk or stand under the forks or elevated loads.
13. Pick up every load squarely. This lessens the load's chance of slipping while traveling. Spread forks according to width of load.
14. Move control levers firmly from one speed to another. This prevents arcing, which pits contact surfaces of switches. Pitted switches may fail to give expected control in an emergency.

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15. Use tilting control when carrying loads. This brings balance of load directly over drive wheel, prevents spilling load when rounding corners.
16. Make full stop six feet in front of elevator gates. Slow down for bridges, inclines, tunnels and tracks. Cross-tracks diagonally, not at right angle.

Electric Walking Truck

1. For normal movement, you are to "pull" not "push" electric walking trucks, especially when going through doorways and into halls.
2. Never attempt to operate two electrical walking trucks at the same time by pushing one and pulling another. When traveling down a ramp with an electric walking truck, either empty or loaded, reduce speed and use the brake intermittently to maintain full control of the vehicle at all times.

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**Powered Industrial Trucks
Operator Qualification**

Only qualified, licensed drivers may operate vehicles. Employees will receive licenses only after they successfully complete the supervised driving test and written test.

EMPLOYEE COPY

INDUSTRIAL TRUCK DRIVING PERMIT



COMPANY _____
EMPLOYEE _____
NUMBER _____

IS AUTHORIZED TO OPERATE

- REACH TRUCK
- ORDER PICKER, HIGH LIFT
- OTHER _____

RESTRICTIONS _____

GLASSES HEARING AID NONE

DATE ISSUED _____ EXPIRES* _____
(3 Year Maximum)

ISSUING AUTHORITY _____

*SEE YOUR EMPLOYER BEFORE EXPIRATION DATE EXPIRES

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Equipment Inspection

The operator shall conduct a daily visual check of the vehicle and complete the checklist. Special attention should be given to safety devices—the horn, lights, brakes and backup alarm. If any feature does not work, the vehicle should not be used.

Formal inspections/repairs will be the responsibility of qualified maintenance personnel. Inspections shall be documented as to the defect found and corrective action taken.

Fork Truck Inspection

1. Check the tires for excessive wear, deep cuts, and proper inflation.
2. Check the horn and any other visual warning devices, such as lights or blinkers.
3. Check all lift, lower, tilt and attachment controls for proper operation and any visual signs of hydraulic leakage.
4. Check the brakes and familiarize yourself with their proper operation.
5. Check the steering for excessive play or binding. Also, remember some vehicles steer opposite than normal. This is especially true on narrow aisle equipment.
6. Check the forks and fork retaining pins for damage.
7. In an internal-combustion truck, check the oil level, fuel level. (If the truck is equipped with LPG, check for secure mounting and condition of tank, battery and radiator coolant each day.)
8. A battery-operated vehicle should be checked to ensure that the battery is securely mounted and fully charged, and that there is no excessive corrosion.
9. Any malfunction of the equipment should be reported immediately.