

## 1.1 PURPOSE

- 1.1.1 The purpose of this policy is to establish guidelines for all free-moving mobile equipment that may be propelled by gasoline, propane, diesel, or electricity. Only competent TERRY R PITT CONSTRUCTION personnel who are trained, certified, and authorized may operate powered industrial trucks/forklifts. An individual's competency must be demonstrated by successful completion of the training and evaluation process specified in this policy.

## 1.2 DEFINITIONS

- 1.2.1 *Free moving mobile equipment* – Operator-controlled mobile equipment not constrained by fixed rails and can include industrial fork trucks, aerial lifts, buggies, sweepers, and backhoes.
- 1.2.2 *Mobile equipment* – Free-moving equipment propelled/powered by gasoline, propane, natural gas, diesel, or electricity used to haul, transport, excavate, move, maneuver, or hoist materials, equipment, products, or personnel.

## 1.3 RESPONSIBILITIES

### 1.3.1 Safety manager

- 1.3.1.1 Ensure a competent person is available for mobile equipment/powered industrial trucks/forklift training.
- 1.3.1.2 Provide a resource for training the operators of mobile equipment/powered industrial trucks/forklifts needed to operate all equipment safely.

### 1.3.2 Supervisors

- 1.3.2.1 Enforce this policy and all departmental rules in the equipment training procedures.
- 1.3.2.2 Identify and provide the appropriate training for the competent person to conduct mobile equipment training.
- 1.3.2.3 Ensure that operators of mobile equipment are trained, evaluated, observed, and given skills needed to operate the equipment safely.
- 1.3.2.4 Document random observations and on-the-spot corrections for refresher training.
- 1.3.2.5 Enforce these safety procedures and rules as related to mobile equipment such as but not limited to seat belt use.

### 1.3.3 Employees

- 1.3.3.1 Follow this policy and other safety rules pertaining to the pre-shift inspection of, operation, and routine maintenance of mobile equipment.
- 1.3.3.2 Perform pre-shift inspections prior to start of work for respective equipment.

- 1.3.3.3 Report any pre-shift inspection deficiencies with equipment to their immediate supervisor for maintenance or further action prior to operation of the equipment.
- 1.3.3.4 Obey traffic signs and signals and audible or visual warning devices.
- 1.3.4 Competent person
  - 1.3.4.1 Train and evaluate operators in classroom, hands-on training, and refreshers.
  - 1.3.4.2 Be knowledgeable and experienced in particular equipment operation and on how to train.
  - 1.3.4.3 Document evaluations and training.

## 1.4 GENERAL OPERATING REQUIREMENTS

- 1.4.1 Only authorized persons will operate equipment.
- 1.4.2 All incidents involving mobile equipment/powered industrial trucks/forklifts will be formally investigated following the accident investigation guidelines.
- 1.4.3 Forklifts should be examined before being placed in service, and shall not be placed in service if the examination shows any condition adversely affecting the safety of the vehicle. Such examination shall be made at least daily. Where industrial trucks are used on a round-the-clock basis, they will be examined after each shift and defects, when found, must be immediately reported and corrected.
- 1.4.4 Only those company employees who have been determined to be competent under the direct supervision of persons who have the knowledge, training, and experience to train operators and evaluate their competence may operate forklifts. All operator training and evaluation must be conducted by persons who have the knowledge, training, and experience to train powered industrial truck operators and evaluate their competence.
- 1.4.5 Equipment operators are responsible for keeping the equipment under control at all times. Equipment will only be used for the purpose for which it is designed.
- 1.4.6 All equipment operators must obey traffic signs and signals, and audible or visual warning devices.
- 1.4.7 Alteration or modification of equipment is not permitted without prior written consent of the manufacturer and location management.
- 1.4.8 When parking equipment, the operator must not block fire aisles, access to stairs, stretcher storage, fire equipment, or other emergency response areas or equipment.
- 1.4.9 Stunt driving and horseplay are strictly forbidden.
- 1.4.10 All equipment rated capacities will not be exceeded.
- 1.4.11 Equipment operators will perform a pre-shift inspection on all equipment.

- 1.4.12 Any deficiencies found in the pre-shift inspections will be reported and the equipment taken out of service until repairs are made and equipment is safe to operate.
- 1.4.13 The right of way must be yielded to emergency vehicles.
- 1.4.14 Passengers/Riders are not permitted except for the operator unless approved by location management.
- 1.4.15 Operators must keep both hands free such as not eating, reading, or drinking while operating.
- 1.4.16 Equipment must have a reverse signal alarm audible above the surrounding noise level or use of a spotter is required.
- 1.4.17 More specific procedures in *Equipment Operator's Training* for mobile equipment/powered industrial trucks/forklifts must be followed.
- 1.4.18 No operator will operate mobile equipment/powered industrial trucks/forklifts without the protection of an enclosed cab or approved eye protection.
- 1.4.19 Before starting the engine, the driver will fasten seat belt and adjust it for a proper fit.
- 1.4.20 The operator of a gasoline or diesel vehicle will shut off the engine before filling the fuel tank and will ensure that the nozzle of the filling hose makes contact with the filling neck of the tank. No one will be in the vehicle during fueling operations except as specifically required by design. There will be no smoking or open flames in the immediate area during fueling operation.

## 1.5 FREE MOVING EQUIPMENT OR VEHICLES

- 1.5.1 If governors are in use and set to specific speed, they must not be removed or altered in any way.
- 1.5.2 Equipment operators must maintain a safe following distance from other equipment or vehicles (three truck lengths or three seconds).
- 1.5.3 For lines rated 50 kV or below, minimum clearance between the lines and any part of the equipment or load will be at least 20 feet.
- 1.5.4 For intersections with obstructed views, the equipment operator is responsible to slow down, sound the horn, and use fixed convex mirrors, where provided, to check for cross-traffic.
- 1.5.5 Equipment operators must stay within the floor markings and out of the pedestrian lanes.
- 1.5.6 Seat belts must be worn at all times.
- 1.5.7 Load backrest extension will not increase the maximum weight and provides overhead protection for operators and helps prevent parts of the load from falling on employees.

- 1.5.8 Excess counter-weighting is forbidden.
- 1.5.9 Unstable or unsafely arranged loads will not be picked up, banded, taped, or shrink-wrapped.
- 1.5.10 Transfer loads from broken pallets or containers to sound ones before picking them up and promptly remove these same pallets or containers to void their future use.
- 1.5.11 The proper attachments must be used for the respective equipment.
- 1.5.12 Be aware of bystanders and pedestrians that may be in the target zone of an unstable load.
- 1.5.13 Level the top of the forks and do not lift with only one fork.
- 1.5.14 Lift from the broadest side of the load and set the forks at the greatest width the pallet allows.
- 1.5.15 Fork extensions will be used for deep loads and can cause a pallet behind the load being lifted to move or fall over.
- 1.5.16 Heavy equipment must be wedged, a spotter used, and controls not run from the floor unless made for that type of operation.
- 1.5.17 Off-center loads must be strapped if they could become unstable; operate slower; and use controls such as raise and tilt smoothly.
- 1.5.18 Center of gravity of the load must be as close to the mast as possible. The stability is greater as the center of gravity of the load is brought closer to the front axle.
- 1.5.19 Tilt the mast gently backward to stabilize the load when the load is elevated.
- 1.5.20 Loads become less stable when the load is raised, turning, on slopes, tilting the load, and on rough or uneven surfaces.
- 1.5.21 Traveling surfaces must be able to support the weight of the equipment and the load.
- 1.5.22 Railroad tracks and similar edges will be crossed at a 45-degree angle, where possible.
- 1.5.23 There must be adequate overhead clearance maintained such as from lights, sprinklers, and pipes.
- 1.5.24 Employees are responsible to report and help correct leaning stacks.
- 1.5.25 Equipment operators must maintain a safe distance from edges such as elevated ramps, platforms, and docks.
- 1.5.26 Transporting an individual in a lift platform is forbidden.
- 1.5.27 Equipment operators must not pass forks or attachments over anyone, nor will anyone pass under them whether the equipment is loaded or empty.

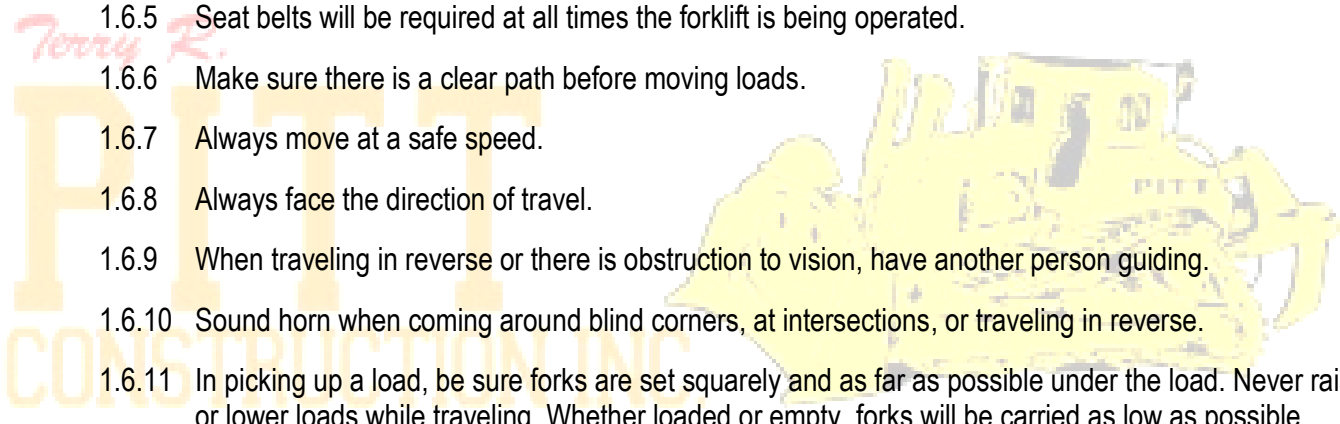
- 1.5.28 Equipment operators will not pass other vehicles moving in the same direction at intersections, blind spots, or other dangerous locations.
- 1.5.29 Equipment operators will check that wheels are blocked, brakes are set, and use dock locks before loading a trailer.
- 1.5.30 Dock boards or bridge plates must be substantial to hold the equipment and the load, be secured, and equipment operators should travel slowly on them.
- 1.5.31 Condition of floorboards must be satisfactory and have enough overhead clearance prior to boarding a trailer.
- 1.5.32 Equipment operators need to look back over both shoulders before changing direction or reversing.
- 1.5.33 Equipment operators will travel with the load as close to the floor as possible (one or two inches at the heel of the forks and four to six inches at the tips, with the load resting against the mast).
- 1.5.34 Equipment operators must follow rules for refueling.
- 1.5.35 When traveling loads on ramps greater than 10%, operators will always have the load upgrade.
- 1.5.36 When traveling unloaded on ramps, forks will be down ramp and mast tilted back.
- 1.5.37 When leaving free moving equipment or industrial trucks unattended (greater than 25 feet away is abandoned), the operator will place the forks on the floor; put the truck in neutral; set the brakes; shut-off the truck and block the wheels if on a ramp.
- 1.5.38 Operator will not load the equipment beyond its established load limit and not move loads that because of the length, width, or height that have not been centered and secured for safe transportation.
- 1.5.39 When parking near railroad tracks, equipment operators must park no closer than 25 feet from the center of the railroad tracks.
- 1.5.40 Equipment operators will travel with the load trailing if it obstructs their view.
- 1.5.41 Equipment operators must avoid running over loose materials, uneven or soft surfaces, and slippery areas including oils slicks. The equipment operator must report and help correct these situations.
- 1.5.42 Operators will slow down for the conditions including wet or slippery floors and weather factors.
- 1.5.43 Equipment operators will avoid running on ice and snow, where possible.
- 1.5.44 All free moving mobile equipment/powered industrial trucks/forklifts will have alarms.
- 1.5.45 Back up alarms and lighting must be inspected during pre-shift inspections and deficiencies corrected.
- 1.5.46 Flatbed truck operators will avoid steering wheels all the way in either direction.



- 1.5.47 The load must clear the floor for a flatbed truck before engaging the reverse speed.
- 1.5.48 Flatbed truck operators will pre-examine loads to ensure they do not overload the truck.
- 1.5.49 Flatbed truck operators will not use the reverse direction power for braking.
- 1.5.50 Flatbed truck operators will allow sufficient clearance for lowering loads into storage spaces.

## 1.6 MOBILE EQUIPMENT/POWERED INDUSTRIAL TRUCKS/FORKLIFTS SAFETY REQUIREMENTS

- 1.6.1 Only trained, certified, and authorized personnel are permitted to operate the forklift.
- 1.6.2 Operator will perform pre-shift inspections. Forms will be readily available for review.
- 1.6.3 Defective equipment must be locked out until repairs are complete.
- 1.6.4 A preventative maintenance program will be utilized and documented.
- 1.6.5 Seat belts will be required at all times the forklift is being operated.
- 1.6.6 Make sure there is a clear path before moving loads.
- 1.6.7 Always move at a safe speed.
- 1.6.8 Always face the direction of travel.
- 1.6.9 When traveling in reverse or there is obstruction to vision, have another person guiding.
- 1.6.10 Sound horn when coming around blind corners, at intersections, or traveling in reverse.
- 1.6.11 In picking up a load, be sure forks are set squarely and as far as possible under the load. Never raise or lower loads while traveling. Whether loaded or empty, forks will be carried as low as possible.
- 1.6.12 Never swing or suspend loads over people. No one is permitted to walk or stand under raised material handling equipment.
- 1.6.13 On inclines, forklifts must be driven with the load on the upgrade side of the driver.
- 1.6.14 Ensure loads are firmly fastened and positioned to prevent tipping or slipping.
- 1.6.15 Avoid any action that might dump a load.
- 1.6.16 Moveable or replaceable forks must be firmly in place by use of a proper securing pin.
- 1.6.17 Never use improvised attachments. Use only those approved by the manufacturer and be certain all attachments are properly secured.
- 1.6.18 Only the operator is permitted to ride the forklift.



- 1.6.19 The forklift may not be left unattended unless the load is lowered, controls are in neutral, brakes are set, and the lift is turned off.
- 1.6.20 When the forklift is parked on an incline the wheels will be chocked.
- 1.6.21 When trucks are unloaded the wheels of the truck must be chocked and only approved properly stabilized dock boards may be used.
- 1.6.22 Detached semi-trailers must be properly jacked before being unloaded.
- 1.6.23 The forklift driver will check the soundness of the dock plate and truck floor before driving the forklift onto either.
- 1.6.24 The forklift will be used only for the purpose for which it is designed. Raising personnel on the forks, for example, is prohibited.

## 1.7 MAINTENANCE

- 1.7.1 Inspections should be reviewed periodically and retained for three months.
- 1.7.2 The location will follow the manufacturer's recommendations in their equipment preventative maintenance program.
- 1.7.3 Only designated maintenance personnel will be authorized to perform service on equipment.
- 1.7.4 Maintenance will conduct a pre-release inspection prior to return to service.

## 1.8 TRAINING AND EVALUATION

- 1.8.1 A formal training program that consists of a combination of formal classroom instruction (lecture, discussion, interactive computer learning, video tape, written material, etc) with competency testing, practical training (demonstrations performed by the trainer and practical exercises performed by the trainee) will be conducted for all employees, and evaluation of the operator's performance in the workplace.
- 1.8.2 Training will include safety rules, operating procedures, equipment controls, and safety work instructions such as, but not limited to, job safety analyses and standard operating procedures.
- 1.8.3 A competent person who has the requisite mobile equipment knowledge, training and experience to conduct the training, and evaluations will conduct training.
- 1.8.4 The competent person will evaluate each prospective operator while performing the safe operation of the equipment.
- 1.8.5 Operators will exhibit satisfactory operating skills and pass a supervised written exam.
- 1.8.6 Employee operating equipment will be certified/re-certified on specific equipment they operate. The documentation will be training and evaluation records with the name of the operator, date of training, and the competent person performing the training. These records will be retained for review.

## 1.8.7 Safe operation topics for training:

- 1.8.7.1 All operating instructions, warnings, and precautions for the type of trucks the operator will be authorized to operate.
- 1.8.7.2 Differences between the industrial vehicle and an automobile
- 1.8.7.3 Equipment controls and instrumentation location, what they do, and how they work
- 1.8.7.4 Engine or motor operation
- 1.8.7.5 Steering and maneuvering
- 1.8.7.6 Visibility (including restrictions due to loading)
- 1.8.7.7 Fork and attachment adaptation, operation, and use limitation
- 1.8.7.8 Vehicle capacity
- 1.8.7.9 Vehicle stability
- 1.8.7.10 Vehicle inspection and maintenance equipment operator will be required to perform
- 1.8.7.11 Any other operating instruction, warning, or precaution listed in the operator's manual for the type of vehicle that the employee is being trained to operate
- 1.8.7.12 Workplace related topics and operating procedures (ex. weather, docks, etc.)
- 1.8.7.13 Surface conditions where the vehicle will be operated
- 1.8.7.14 Composition of probable loads and load stability
- 1.8.7.15 Load capacity, manipulation, stacking, unstacking
- 1.8.7.16 Pedestrian traffic areas where vehicles will be operated
- 1.8.7.17 Narrow aisles and other restricted places of operation where vehicles will be operated
- 1.8.7.18 Hazardous (classified) locations where vehicles will be operated
- 1.8.7.19 Ramps and other sloped surfaces that could affect the stability of the vehicle
- 1.8.7.20 Other unique or potentially hazardous environmental conditions that exist or may exist in the workplace
- 1.8.7.21 Closed environments and other areas where insufficient ventilation could cause a build-up of carbon monoxide or diesel exhaust
- 1.8.7.22 Operating limitations
- 1.8.7.23 Refueling and charging/recharging batteries



- 1.8.8 Classroom training
  - 1.8.8.1 The operator must report any problem that is found during the inspection (pre-shift/daily inspection) to the immediate supervisor. Operation of the vehicle is prohibited until needed repairs are complete.
  - 1.8.8.2 The visual inspection will include the following: tires and wheels, seat belt, physical damage, lights (front and rear), fluid leaks, lift/lower devices.
  - 1.8.8.3 The operation inspection will include the following: horn, steering, hour meter reading, brakes, speed control, neutral safety switch, and lift/lower system.
  - 1.8.8.4 To ensure a stable load, operators are to do the following: tilt forks until level, retract fork carriage as far as possible, and spread forks as wide as possible and lock into place.
  - 1.8.8.5 Operators are to check overhead for sprinkler heads, beams, light fixtures, or any obstructions before raising the mast on the truck.
  - 1.8.8.6 Operators are to make all turns slowly to minimize the effects of centrifugal force.
  - 1.8.8.7 Operators are to avoid sudden starts and stops to minimize the effects of momentum.
  - 1.8.8.8 Operators are to know the load capacity and carry the designated load at center and appropriate elevated height.
  - 1.8.8.9 Operators are to face away from the load and drive in that direction when a tall load obstructs the view.
  - 1.8.8.10 Operators will not travel through a facility with a load elevated.
- 1.8.9 Lift truck operator proficiency training
  - 1.8.9.1 Pre-travel inspection
    - 1.8.9.1.1 Assure that no repairs are in progress
    - 1.8.9.1.2 Complete operator’s daily checklist-visual checks section.
    - 1.8.9.1.3 Complete operator’s daily checklist-operational checks section
    - 1.8.9.1.4 Observe all gauges for correct readings
  - 1.8.9.2 Travel and load pickup
    - 1.8.9.2.1 Back up truck from designated parking area.
    - 1.8.9.2.2 Travel to selected work zone
    - 1.8.9.2.3 Select palliated load and adjust forks/Pick-up load and travel to selected materials storage area

- 1.8.9.3 Operation
  - 1.8.9.3.1 Kept proper distance from hazards and personnel
  - 1.8.9.3.2 Made proper turns without striking objects with counter weight
  - 1.8.9.3.3 Traveled with load at correct height
  - 1.8.9.3.4 Traveled with load balanced
  - 1.8.9.3.5 Traveled at correct speed
  - 1.8.9.3.6 Traveled on rough terrain with correct tires
- 1.8.9.4 Storing material
  - 1.8.9.4.1 Used sufficient mast height and tilt to store load
  - 1.8.9.4.2 Placed load and returned to travel position
  - 1.8.9.4.3 Returned to designated parking place of truck
  - 1.8.9.4.4 (If applicable) placed battery on charge
- 1.8.10 Evaluation and refresher training:
  - 1.8.10.1 Forklift operators are required to be re-evaluated every three years.
  - 1.8.10.2 A periodic evaluation and periodic formal documented refresher training based on the evaluation will be conducted for equipment operators.
  - 1.8.10.3 A competent person(s) must conduct and document an evaluation of the performance of the operator of heavy equipment/mobile equipment at least initially and where feasible triennially thereafter.
  - 1.8.10.4 Documented corrective training will be required when conditions in the workplace change or the equipment operator demonstrates the following:
    - 1.8.10.4.1 Observed operating in an unsafe manner
    - 1.8.10.4.2 Involved in an incident or near-miss incident
    - 1.8.10.4.3 Evaluated not operating the equipment safely
    - 1.8.10.4.4 Assigned to drive a different piece of equipment
    - 1.8.10.4.5 Conditions in the workplace have changed and could affect the safe operation of the equipment.
- 1.8.11 Instructors must have the knowledge and ability to teach and evaluate operators.