

COUNTY OF LOS ANGELES
PROBATION DEPARTMENT
DIRECTIVE

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SUBJECT: Powered Industrial Truck Operation Program

This Directive delineates the Probation Department's responsibilities, requirements, and training elements to ensure a program of safe operation of powered industrial trucks such as forklifts, powered hand trucks, and other equipment as defined herein. This program was developed in accordance with the requirements contained in California Code of Regulations (CCR), Title 8, Sections 3649 – 3669; Section 4650, Storage, Handling, and Use of Cylinders; and Section 5185 – Changing and Charging Storage Batteries.

This program has been designed to:

- Identify the person(s) with authority and responsibility for implementing the program.
- Ensure that all operators of powered industrial trucks are properly trained and qualified to operate such equipment in a safe manner in accordance with regulatory requirements.
- Establish training guidelines for powered industrial truck operators, methods for ensuring that operators are aware of safety rules as they apply to powered industrial trucks and trained in specifics of the work environment in which powered industrial trucks are to be operated.
- Implement methods to ensure that powered industrial trucks are inspected and maintained in a manner that will ensure their proper operation within the work environment.
- Provide details of the forms and procedures developed to meet documentation requirements as described in CCR Title 8, Sections 3650 & 3668.

This document applies to staff whose job duties include the use and operation of electric (battery) powered industrial trucks and internal combustion engine powered (gas, liquified petroleum gas, or diesel operated) industrial trucks, such as, but not limited to the following:

- Forklifts
- Powered Hand Trucks

Appendix 1 illustrates the major types of powered industrial trucks and some of the most common variations.

This Directive is separated into three (3) major sections and includes attachments as outlined below:

- Section A – Responsibilities
- Section B – Program Elements
- Section C – Training and Education

Section A – Responsibilities

Program Administrator

Probation's Health and Safety Unit will administer the program. Responsibilities of the Program Administrator are to:

- Ensure the Powered Industrial Truck Operation Program is implemented effectively to ensure that program requirements are met.
- Create and modify, as needed, policies required to maintain and support an effective Powered Industrial Truck Operation Program
- Maintain and review records and reports pertinent to the Powered Industrial Truck Operation Training Program.
- Ensure all observed, reported, or potential safety and health hazards are evaluated and corrected or controlled.
- Coordinate training to fully implement the program.
- Annually review and revise the Powered Industrial Truck Operation Training Program to ensure that it properly addresses all operational concerns.

Managers/Supervisors

- Review safety, health programs, and policies for the purpose of implementation in accordance with Probation guidelines and procedures.
- Provide support, leadership, compliance monitoring, and feedback for continual improvement of the Powered Industrial Truck Operation Program.
- Delegate authority, responsibility, and accountability to ensure adherence to policy requirements and ensure effective and comprehensive implementation of the program.

- Through discussion with supervisory personnel, evaluate the effectiveness of the Powered Industrial Truck Operation Program and provide recommendations for improvement to the Program Administrator.
- Assist supervisors in pursuing corrective performance management measures to address deviations from program policies and procedures.
- Request physical and financial resources for the timely correction of hazards and to provide training.
- Ensure that each affected employee under his/her direction is trained prior to initial use of Powered Industrial Trucks as required by this program, monitor activities to ensure compliance, provide refresher training no less than per regulatory requirements, maintain documentation of activities such as training, hazard abatement, and compliance monitoring activities.
- Investigate each employee accidents, near misses and develop a Corrective Action Plan with recommendations to prevent reoccurrence and to address procedures and practices for improvement.
- Communicate safety and health information to employees when hazards are identified or new operations, materials, procedures, or equipment are introduced into the workplace.

Employees

- Follow all guidelines and procedures related to the Powered Industrial Truck Operation Program.
- Strictly adhere to all program rules and requirements, including participation in scheduled training sessions and activities.
- Immediately report to their supervisor all incidents, near misses, property damage, resultant injuries and known safety deficiencies and/or potentially hazardous conditions. If the employee's direct supervisor is not available, and dependent on the severity or potential for employee injury, hazards and injuries are to be reported to the next available person in the employee's line of supervision.
- Inform the immediate supervisor or manager if requested to operate powered industrial trucks without having been trained in their operation.
- Make recommendations for the prevention and control of workplace hazards, accidents, injuries, and for improvements and revisions of this program.

Section B – Program Elements

Operating Rules

Powered industrial trucks are only to be operated in accordance with established rules designed to ensure their safe use. Compliance with the following rules is mandatory.

- Powered industrial trucks are only to be operated on surfaces that allow for safe operation. Powered industrial trucks are not to be operated on unstable ground or flooring that will not support the weight of the vehicle and load being transported. Operators should maintain situational awareness for slippage hazards such as sand or lubricants on otherwise hard surfaces. Floors of delivery trucks that exhibit holes, gaps, or other evidence of damage or excessive use shall be inspected before commencing operations.
- Industrial trucks are not to exceed the authorized safe speed. Trucks must always maintain a safe distance from other vehicles. All established traffic regulations must be observed.
- For trucks traveling in the same direction, a safe distance is approximately three truck lengths or preferably a three second timeframe passing the same point. Trucks traveling in the same direction must not be passed at intersections, blind spots, or dangerous locations.
- Operators are to always look in the direction of travel, ensure that loads being carried do not block their field of view, and to sound a warning at blind corners or other areas in which visibility is limited. If the load being carried obstructs forward view, the driver shall be required to travel with the load trailing. Vehicles are to be fitted with directional lights for operation when area lighting is insufficient to ensure proper visibility.
- Caution is to be exercised when operating on ramps and other inclines to ensure vehicle stability when turning or lifting. Grades must be ascended or descended slowly. When ascending or descending grades in excess of ten percent, loaded trucks must be driven with the load upgrade. On all grades, the load and load-engaging means must be tilted back if applicable and raised only as far as necessary to clear the road surface. Motorized hand and hand/rider trucks must be operated on all grades with the load-engaging means downgrade.
- Railroad tracks must be crossed perpendicular to the rail direction wherever possible. Parking closer than 8 1/2 feet from the centerline of railroad tracks is prohibited.
- Extreme care shall be taken when tilting loads. Tilting forward with a load engaging device is prohibited except when picking up a load. Elevated loads must not be tilted forward except when the load is being deposited onto a storage rack or equivalent. When stacking or tiering, backward tilt shall be limited to that

necessary to stabilize the load.

- Industrial trucks must not be loaded in excess of their rated capacity. A loaded vehicle must not be moved until the load is safe and secure. The forks must always be carried as low as possible, consistent with safe operations. The load engaging device must be placed in such a manner that the load will be securely held or supported.
- Personnel are to be lifted only in accordance with operating rules and requirements. Proper lifting platforms are to be used when lifting personnel and must be securely attached to the forks or lifting mechanism. When lifting personnel, travel is to be limited to that necessary to position the platform for the work to be performed, and the operator is to remain at the controls while workers occupy the elevated platform. Persons being lifted shall be fitted with fall-prevention restraints unless railings of the required height enclose the platform and are attached and utilized in accordance with manufacturer's specifications, requirements, and recommendations.
- Industrial truck operators are not to extend any body part beyond the running lines of the vehicle, or place hands, arms or other body parts in the mast area or other components of the lifting mechanism. Personnel are not to be allowed to walk or stand beneath an elevated load.
- Industrial trucks must not be driven in and out of highway trucks and trailers at loading docks until such trucks or trailers are securely blocked or restrained and the brakes set. The width of one tire on the industrial truck must be the minimum distance maintained from the edge by the truck while it is on any elevated dock, platform, freight car or truck.
- Industrial trucks must not be operated in areas that expose the operator to the hazards of collision with overhead obstructions unless the industrial truck is equipped with overhead guards.
- Motorized hand and hand/rider trucks must be designed so that the brakes are applied and the power to the drive motor shut off when the operator releases his grip on the control tongue, or the device used to control travel.
- Steering knobs must not be used unless the industrial truck is equipped with power steering.
- Radio remote control vehicles must be equipped with positive means which restrict the speed of the vehicle to 3.5 mph while the equipment is being operated by radio remote control.
- When powered industrial trucks are used to open and close doors, a device specifically designed for opening or closing doors must be attached to the truck,

the force applied by the device to the door must be applied parallel to the direction of travel of the door, the entire door opening operation must be in full view of the operator, and the truck operator and other employees must be clear of the area where the door might fall while being opened.

- If loads are lifted by two or more trucks working in unison, the total weight of the load must not exceed the combined rated lifting capacity of all trucks involved.
- Industrial trucks must not be run onto any elevator unless the driver is specifically authorized to do so. Before entering an elevator, the driver must determine that the capacity of the elevator will not be exceeded. Once on an elevator, the industrial truck's power must be shut off and the brakes set. Motorized hand trucks must enter elevators or other confined areas with the load end forward.
- Powered industrial trucks are to be secured when not in use. Operators are to lower the lifting mechanism, de-energize or turn off the motor, and set the parking brake when not in use and when the operator is more than 25 feet from the vehicle. Forklifts are not to be parked on ramps or inclines unless the parking brake is set, and wheels are blocked to prevent movement.
- Powered industrial truck operators are to maintain control of the vehicle and load being transported at all times. Stunt driving and horseplay are prohibited. Employees must not ride on the forks of industrial trucks. Riders are not to be permitted on lift trucks unless seating and passenger restraints have been provided for that purpose. Operators are to ensure that seat belts and other restraint measures for passengers are used during all operations.
- Powered industrial trucks are not to be modified and all components are to be secured in accordance with manufacturer's specifications. Operators are to inspect lift trucks daily and notify supervisors of any deficiencies that could affect safe operations. Attachments, batteries, fuel tanks, counterweights and all other components are to be securely attached to the vehicle in accordance with manufacturer's specifications.
- All name plates, model numbers, type designation, and load capacity markings on industrial trucks must be maintained in a legible condition. If the industrial truck is equipped with front-end attachments other than factory installed attachments, the industrial truck must be marked to identify the attachments and show the approximate weight of the industrial truck and attachment combination, and capacity of the industrial truck and attachment combination at maximum elevation of the load engaging means with the load laterally centered.
- Precautions are to be observed at all times in regard to operations involving hazardous or flammable atmospheres. No gas-powered industrial truck is to be operated with a leak in the fuel system, nor is maintenance or other operation to be conducted in areas where the presence of flammable or combustible vapors can

be ignited. Powered industrial trucks must not be operated in atmospheres containing more than 20 percent of the Lower Explosive Limit of flammable gas or vapor unless approved for the area based on NFPA 505-1982.

Refueling and Recharging Operations

Gas-Powered Vehicles

- Operators are to be trained in proper handling and refueling procedures in accordance with this written program and informed of the applicable requirements and restrictions contained in CCR § 4650 – Storage, Handling, and Use of Cylinders as well as applicable regulations regarding industrial truck operations.
- All propane gas storage areas shall comply with regulatory requirements including identification with warning signs indicating the presence of a flammable material. ‘No Smoking’ signs shall be posted at perimeter fencing with proper notifications prohibiting sparks, fire, or open flame. Smoking restrictions shall be observed by all personnel while in the refueling area.
- Inside of buildings, cylinders must be stored in a well-protected, well-ventilated, dry location, at least 20 feet from highly combustible materials, and away from elevators, stairs, or gangways. Assigned storage spaces must be located where cylinders will not be damaged by passing or falling objects, or subject to tampering by unauthorized persons.
- Powered industrial trucks are to be properly positioned with the parking brake set during refueling operations.
- Refilling operations for liquified petroleum gas (propane) cylinders shall be conducted in an area specifically established for that purpose, primarily outdoors or in areas with ventilation sufficient to ensure that no hazardous fumes or flammable vapors accumulate in the area.
- Cylinders used for propane-powered vehicles shall be stored upright at all times, with restraints to prevent falling or damage. Cylinders are not to be used for rollers or supports, nor for any other purpose than that for which they were designed.
- Cylinder valves must be closed before moving cylinders and when work is finished. Valves of empty cylinders must be closed.
- Leaking regulators, cylinder valves, hose, piping systems, apparatus and fittings must not be used. Cylinder valves must not be tampered with, nor should any attempt be made to repair them. If trouble is experienced, the supplier must be notified and instructions from the supplier must be followed.

Battery-Powered Vehicles

- Operators are to be trained in proper storage battery charging procedures in accordance with this written program and informed of the applicable requirements and restrictions contained in CCR § 5185 – Changing and Charging of Storage Batteries, as well as applicable regulations regarding lift truck operations.
- Battery recharging operations shall be conducted in areas designated for that purpose.
- Recharging stations shall be identified with warning notification signs that indicate the possible presence of fumes or flammable vapors.
- ‘No Smoking’ signs shall be posted at perimeter fencing with proper notifications prohibiting sparks, fire, or open flame. Smoking restrictions shall be observed by all personnel while in the recharging area.
- Industrial trucks and other vehicles are to be properly positioned with the parking brake set before attempting to charge or change batteries.
- When recharging, battery vent caps are to remain firmly in place to reduce possibility of electrolyte spray. Care must be taken to assure the vent caps are functioning. Battery compartment is to remain open to allow for dissipation of heat.
- Recharging areas shall be equipped with proper ventilation sufficient to ensure that no hazardous fumes, flammable vapors, or mist from the electrolyte accumulate in the area.
- Spill response stations shall be established in recharging areas, along with tools, absorbent and neutralizing agent for electrolyte or other spills. All spills are to be reported to area supervisors, who are to ensure that employees are notified of the incident and access to the area restricted, and that the area is immediately cleaned, spilled electrolyte neutralized, and wastes removed. Upon completion, the area will be returned to use.
- The use of metal tools shall be restricted, and battery storage racks shall be made of a nonconductive material that will not cause electrical arching or short-circuits.
- Acids and electrolyte shall only be dispensed by trained operators using the appropriate equipment to ensure proper handling and to reduce the possibility of spills or exposure.
- Measures shall be instituted to protect charging equipment and stations from damage by mobile equipment or vehicles.
- Mixing or preparation of electrolyte or battery acid shall be conducted by trained personnel in an area of sufficient ventilation and all necessary precautions

observed. (e.g., Acid is to be added to water while stirring.)

- Batteries are not to be lifted by hand. Proper lifting and material handling equipment will be provided to limit the possibility of operator injury.
- Facilities must be provided for quick drenching or flushing of the eyes and body unless the storage batteries are equipped with explosion resistant or flame arrestor type vents or located in a compartment or other location such as to preclude employee exposure.
- When taking specific gravity readings, the open end of the hydrometer must be covered with an acid resistant material while moving it from battery to battery to avoid splashing or throwing the electrolyte.
- When a jumper battery is connected to a battery in a vehicle, the ground lead must connect to ground away from the vehicle's battery. Ignition, lights, and accessories on the vehicle must be turned off before connections are made.

Repair and Maintenance

All maintenance and repairs to powered industrial trucks as defined by this policy shall be conducted only by qualified personnel. Vehicles should be maintained in proper working order consistent with the manufacturer's maintenance requirements.

Section C – Training and Education

Prior to being assigned to operate a powered industrial truck, operators shall be required to complete operator training. Training is to be conducted by persons who have the knowledge, training, and experience to train powered industrial truck operators and evaluate their competence. The training must consist of a combination of formal instruction (e.g., lecture, discussion, interactive computer learning, video tape, written material), practical training (demonstrations performed by the trainer and practical exercises performed by the trainee) and evaluation of the operator's performance in the workplace. The training program must include the following:

Instructions pertaining to the safe operation of the powered industrial truck, including:

- Operation, function of controls, steering, maneuvering, and braking.
- Vehicle capacity, stability, operating limitations, engine, or motor operation.
- Visibility limitations due to loading and other operations.
- Proper methods of stacking and storing materials on racks or other locations.
- Differences between the lift truck and an automobile.

- Refueling restrictions and procedures.
- Warnings and precautions specific to the type of truck to be operated.
- Fork and attachment adaptation, operation, and use limitations.
- Any vehicle inspection and maintenance that the operator will be required to perform.

Operators will be made familiar with documentation provided by the manufacturer pertaining to safe operation of the vehicle, including:

- Owner's or operator's manuals
- Specification sheets
- Advisories
- Safety notifications

Instructions pertaining to the environment in which the lift truck is to be operated, such as:

- Physical attributes of the facility which could affect lift truck operations.
- Floor surface conditions, composition of typical loads, pedestrian traffic, narrow aisles, or other restrictions to operations.
- Closed environments and other areas where insufficient ventilation or poor vehicle maintenance could cause a build-up of carbon monoxide or diesel exhaust.
- Ramps, grades, other sloped surfaces, and any other conditions that could affect lift truck operations or pose a safety hazard to operators and/or other personnel.

Refresher Training

Operators are to be evaluated every three years and recertified to ensure compliance with the requirements of this procedure, applicable lift truck operating rules, and the California Code of Regulations.

Operators will be required to attend refresher training when:

- The employee has been observed operating the lift truck in an unsafe manner.
- The employee has been involved in an accident or near-miss that is determined to involve improper operation of the vehicle.
- The employee is assigned to operate a different type of vehicle.

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- Conditions in the workplace change necessitating retraining and/or revision of operating procedures.
- Employees who successfully complete the operator training program shall receive a certificate indicating authorization to operate a powered industrial truck. The certification must include at least the name of the operator, the date of the training, the date of the evaluation, and the identity of the person(s) performing the training or evaluation.
- Trainees may operate a powered industrial truck only under the direct supervision of persons who have the knowledge, training, and experience to train operators and evaluate their competence and where such operation does not endanger the trainee or other employees.
- Records of related activities and all required documentation shall be maintained at the employee's worksite for three (3) years. Records will be made available to other County agencies, representatives of Cal/OSHA, it's Director, collective bargaining agents, and others with a legitimate cause or claim to rights to the information.

Questions or concerns related to this program may be addressed by contacting the Risk Management Office at (562) 940-2670.



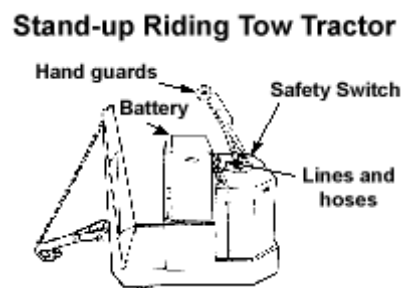
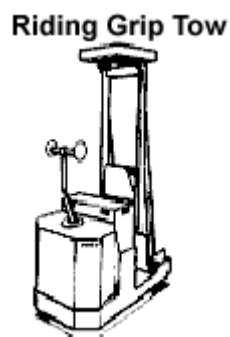
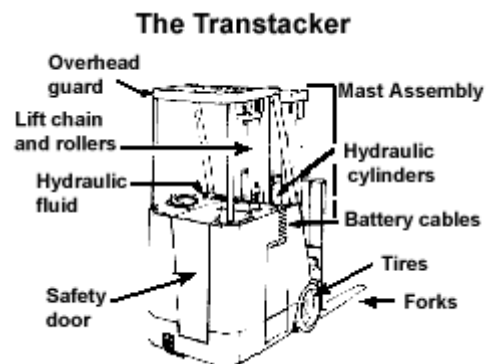
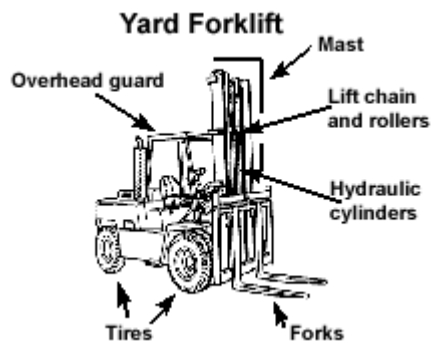
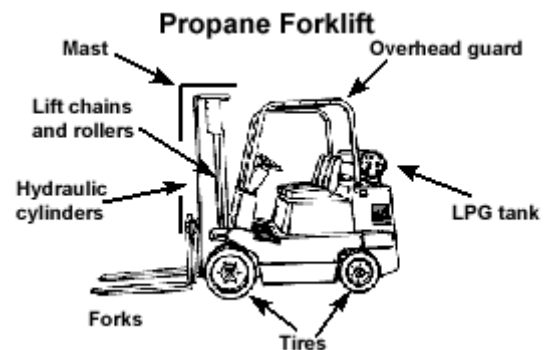
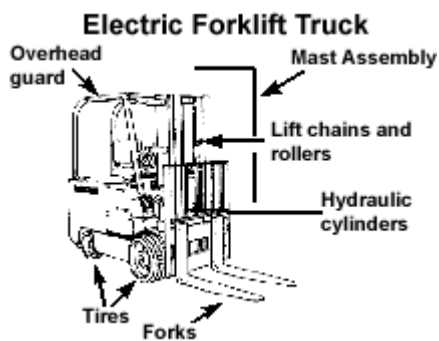
Sheila Williams, Deputy Director
Administrative Services and Operational Support



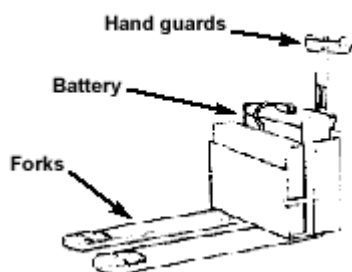
Date

APPENDIX 1

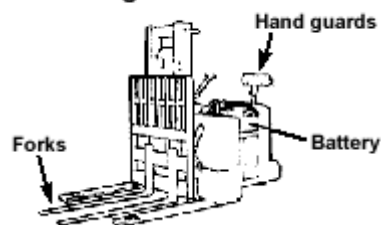
Major Types of Powered Industrial Trucks and Some of the Most Common Variations



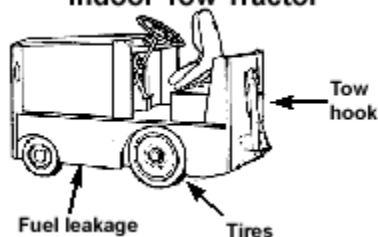
Walking Pallet Truck



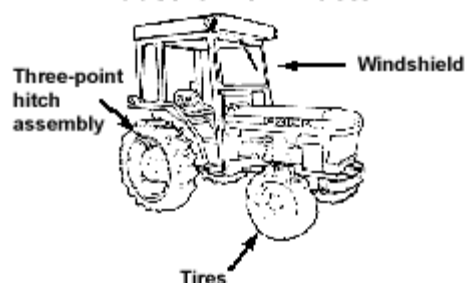
Walking Transtacker



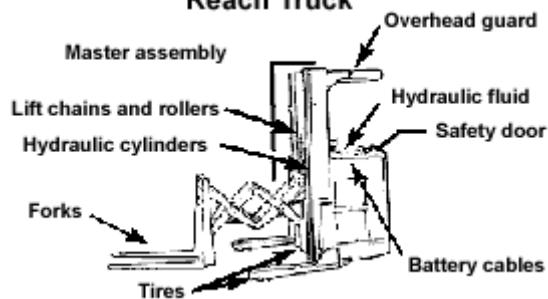
Indoor Tow Tractor



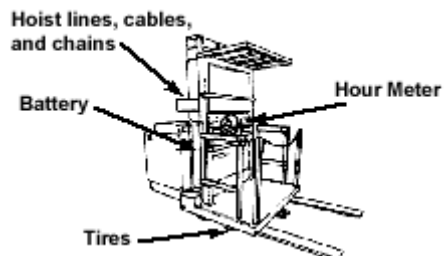
Industrial Tow Tractor



Reach Truck



Order Picker



APPENDIX 2
Forklift Operator Safety Training Program
Forklift Daily Inspection Checklist

Operators are to inspect motorized lift trucks (forklifts) at regular intervals to ensure that the vehicle is in proper working order. To complete the form, mark the “yes” or “no” checkbox for each item. Explain any “no” responses in the comments section of the form and report any safety deficiencies to the area supervisor. Remove any vehicle from service and notify area employees not to operate the equipment until it can be tagged Out of Service. Supervisors are to ensure that equipment is tagged and no operated until the necessary repairs have been completed.

SEE BELOW

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Appendix 2
Forklift Operator's Daily Checklist

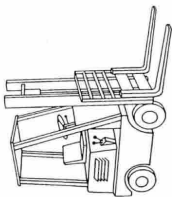
Inspection Performed by: _____ Week beginning _____ 20____

Note: This check must be made by the truck operator daily at the start of the shift. Check (✓) OK or (✗) Needs repair or adjustments (give details in comments section below). Retain this form for one year.

	Inspection Sequence	MON		TUES		WED		THURS		FRI		SAT		SUN	
		OK	Repair	OK	Repair	OK	Repair	OK	Repair	OK	Repair	OK	Repair	OK	Repair
VISUAL CHECKS	DAMAGE - Bent, dented or broken parts														
	LEAKS - Fuel, oil, radiator, hydraulics														
	TIRES & WHEELS - Drive wheels, steer wheels, load wheels, casters, etc.														
	FORKS - Secure, not bent, cracked or badly worn														
	CHAINS, CABLES & HOSES - In place														
	BATTERY - Battery cable and connector condition. Cable routing (not outside of truck). Battery retainer securely in place.														
	GUARDS - All guards in place and condition. Overhead, load backrest, etc. Gates and side rails (SP & Turret Models)														
	MECHANICAL SAFETY DEVICES - Operator harness or seat belt, fire extinguisher, name/data plate, warning labels, etc. In good condition.														
	OPERATOR COMPARTMENT/CONTROLS - All controls, steer tiller, pedals, etc. In good condition. Seat locks in position.														
OPERATIONAL CHECKS	POWER UP - Turn on key. All indicator lights and alarms are working.														
	POWER DISCONNECT - Cuts off all electrical power.														
	ELECTRICAL SAFETY DEVICES - Horn, audible signals, entry bar, flashing lights, indicator lights, etc. work properly														
	STEERING - No binding, no excessive play														
	BRAKES & TRAVEL CONTROLS - Check braking & plugging distances while traveling slowly at first. If ok, then check at higher speeds. Acceleration smooth, not jerky.														
	PARKING BRAKE - Seat, hand or foot														
	HYDRAULIC CONTROLS - Test all hydraulic functions for smooth and proper operation and no unusual noise.														
	ATTACHMENTS - Function properly, no unusual noise, securely in place especially removable attachments.														
	LIMIT SWITCHES - Travel limit, lift limit, tilt limit, safety reverse (walkies), etc.)														
	BATTERY CHARGE - Discharge meter in full green or 75% charge after raising forks.														
	WIRE GUIDANCE (SP and Turret Option) - Acquisition, tracking. Brakes set, alarm works, test by slowly driving off end aisle wire.														
	END AISLE CONTROL (SP and Turret Option) - Alarm beeps and truck slows down or stops as programmed at aisle end.														

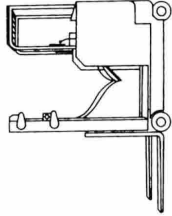
Comments: (Items needing repair or adjustment) _____

Caution - If the truck is found to be in need of repair or in any way unsafe, or contributes to an unsafe condition, the matter shall be reported immediately to the designated authority, and the truck shall not be operated until it has been restored to a safe operating condition. If during operation, the truck becomes unsafe in any way, the matter shall be reported immediately to the designated authority, and the truck shall not be operated until it has been restored to safe operating condition. Do not make repairs or adjustments unless specifically authorized to do so.



OPERATING RULES FOR INDUSTRIAL TRUCKS

Operating rules for industrial trucks contained on this poster are current through Register 2002, No. 22 California Code of Regulations (operative 6-2-7-2002). Other rules may also apply.



General Industry Safety Order 3664 Operating Rules (Part (a)).

- (a) Every employer using industrial trucks or industrial tow tractors shall post and enforce a set of operating rules including the appropriate rules listed in Section 3650(s).

General Industry Safety Order 3650 Industrial Trucks, General (Part(s)).

- (s) Industrial trucks and tow tractors shall be operated in a safe manner in accordance with the following operating rules:
- (1) Only drivers authorized by the employer and trained in the safe operations of industrial trucks or industrial tow tractors pursuant to Section 3668 shall be permitted to operate such vehicles.
 - (2) Stunt driving and horseplay are prohibited.
 - (3) No riders shall be permitted on vehicles unless provided with adequate riding facilities.
 - (4) Employees shall not ride on the forks of lift trucks.
 - (5) Employees shall not place any part of their bodies outside the running lines of an industrial truck or between mast uprights or other parts of the truck where shear or crushing hazards exist.
 - (6) Employees shall not be allowed to stand, pass, or work under the elevated portion of any industrial truck, loaded or empty, unless it is effectively blocked to prevent it from falling.
 - (7) Drivers shall check the vehicle at the beginning of each shift, and if it is found to be unsafe, the driver shall be reported immediately to a foreman or mechanic, and the vehicle shall not be put in service again until it has been made safe. Attention shall be given to the proper functioning of tires, horn, lights, battery, controller, brakes, steering mechanism, cooling system, and the lift system for fork lifts (forks, chains, cable, and limit switches).

- (8) No truck shall be operated with a leak in the fuel system.
- (9) Vehicles shall not exceed the authorized or safe speed, always maintaining a safe distance from other vehicles, keeping the truck under positive control at all times and all established traffic regulations shall be observed. For trucks traveling in the same direction, a safe distance may be considered to be approximately 3 truck lengths or preferably a time lapse—3 seconds—passing the same point.
- (10) Trucks traveling in the same direction shall not be passed at intersections, blind spots, or dangerous locations.
- (11) The driver shall slow down and sound the horn at cross aisles and other locations where vision is obstructed. If the load being carried obstructs forward view, the driver shall be required to travel with the load trailing.
- (12) Operators shall look in the direction of travel and shall not move a vehicle until certain that all persons are in the clear.
- (13) Trucks shall not be driven up to anyone standing in front of a bench or other fixed object of such size that the person could be caught between the truck and object.
- (14) Grades shall be ascended or descended slowly.
- (A) When ascending or descending grades in excess of 10 percent, loaded trucks shall be driven with the load upgrade.
- (B) On all grades the load and load engaging means shall be tilted back if applicable, and raised only as far as necessary to clear the road surface.
- (C) Motorized hand and hand/rider trucks shall be operated on all grades with the load-engaging means downgrade.
- (15) The forks shall always be carried as low as possible, consistent with safe operations.
- (16) When leaving a vehicle unattended (the operator is over 25 feet (7.6 meters) from or out of sight of the industrial truck), the brakes are set, the mast is brought to the vertical position, and forks are left in the down position, either:

- (A) The power shall be shut off and, when left on an incline, the wheels shall be blocked; or
- (B) The power may remain on provided the wheels are blocked, front and rear.
- (17) When the operator of an industrial truck is dismounted and within 25 feet (7.6 meters) of the truck which remains in the operator's view, the load engaging means shall be fully lowered, controls placed in neutral, and the brakes set to prevent movement.
- Exception: Forks on fork-equipped industrial trucks may be in the raised position for loading and unloading if the forks are raised no more than 42 inches above the level where the operator/loaders are standing, and the power is shut off, controls placed in neutral and the brakes set. If on an incline, the wheels shall be blocked.
- (18) Vehicles shall not be run onto any elevator unless the driver is specifically authorized to do so. Before entering an elevator, the driver shall determine that the capacity of the elevator will not be exceeded. Once on an elevator, the industrial truck's power shall be shut off and the brakes set.
- (19) Motorized hand trucks shall enter elevators or other confined areas with the load end forward.
- (20) Vehicles shall not be operated on floors, sidewalk doors, or platforms that will not safely support the loaded vehicle.
- (21) Prior to driving onto trucks, trailers and railroad cars, their flooring shall be checked for breaks and other structural weaknesses.
- (22) Vehicles shall not be driven in and out of highway trucks and trailers at loading docks until such trucks or trailers are securely blocked or restrained and the brakes set.
- (23) To prevent railroad cars from moving during loading or unloading operations, the car brakes shall be set, wheel chocks or other recognized positive stops used, and blue flags or lights displayed in accordance with applicable regulations promulgated by the Public Utilities Commission.

- (24) The width of one tire on the powered industrial truck shall be the minimum distance maintained from the edge by the truck while it is on any elevated dock, platform, freight car or truck.
- (25) Railroad tracks shall be crossed diagonally, wherever possible. Parking closer than 8 1/2 feet from the centerline of railroad tracks is prohibited.
- (26) Trucks shall not be loaded in excess of their rated capacity.
- (27) A loaded vehicle shall not be moved until the load is safe and secure.
- (28) Extreme care shall be taken when tilting loads. Tilting forward with the load engaging means elevated shall be prohibited except when picking up a load. Elevated loads shall not be tilted forward except when the load is being deposited onto a storage rack or equivalent. When stacking or tiering, backward tilt shall be limited to that necessary to stabilize the load.
- (29) The load engaging device shall be placed in such a manner that the load will be securely held or supported.
- (30) Special precautions shall be taken in the securing and handling of loads by trucks equipped with attachments, and during the operation of these trucks after the loads have been removed.
- (31) When powered industrial trucks are used to open and close doors, the following provisions shall be complied with:
- (A) A device specifically designed for opening or closing doors shall be attached to the truck.
- (B) The force applied by the device to the door shall be applied parallel to the direction of travel of the door.
- (C) The entire door opening operation shall be in full view of the operator.
- (D) The truck operator and other employees shall be clear of the area where the door might fall while being opened.
- (32) If loads are lifted by two or more trucks working in unison, the total weight of the load shall not exceed the combined rated lifting capacity of all trucks involved.

APPENDIX 4

FORKLIFT OPERATOR SAFETY OPERATOR EVALUATION & RECERTIFICATION

Operator Name _____ Date of Evaluation _____

Facility Operations

- _____ Displays understanding of facility operations and constraints
- _____ Demonstrates understanding of forklift operations and safety requirements
- _____ Understands and operates forklift at required speeds and with proper regard for facility conditions
- _____ Yields to pedestrians and looks before backing
- _____ Demonstrates knowledge of precautions concerning hazardous materials
- _____ Slows at blind intersections, sounds horn and proceeds with adequate precaution

Lift Truck Components and Operation

- _____ Demonstrates ability and understanding of forklift operator controls, brakes, and steering
- _____ Understands stability requirements of forklift, including maximum capacity and lifting capabilities
- _____ Has knowledge of emergency procedures concerning roll-over, fire, and other incidents
- _____ Performs daily inspection of forklift and informs Maintenance or management of any concerns

Refueling, Stacking, and Material Handling

- _____ Follows rules concerning refueling procedures and demonstrates understanding of refueling equipment
- _____ Understands limits on stacking materials and use of storage racks
- _____ Exhibits proper precaution and limits on forklift capacity

Program Overview and Operating Rules

- _____ Understands the requirements of the Powered Industrial Truck Program and responsibilities
- _____ Recognizes concerns addressed by the operating rules for industrial trucks and follows all applicable rules
- _____ Has received training concerning worker lifting platforms and restrictions

Operator is Re-certified _____ **Yes** _____ **No** _____ **With Qualifications**

Evaluation Performed by: _____

APPENDIX 5

Certificate

*Powered Industrial Truck Safety Certification
This certifies that*

*has successfully completed Forklift
Operator Safety Training Program and Re-
certification, meeting requirements of CCR
§3668 - Powered Industrial Truck Operator
Training.*

The operator named on the reverse of this card
is authorized to operate the following type(s) of
Powered Industrial Truck:

LP Gas-Powered, Sit-down Forklift
Battery-powered, Stand-up Forklift

Training and evaluation conducted by a
recognized “knowledgeable person” as defined
by regulations.