



## **Delaware State University**

**University Area Responsible:** Risk and Safety Management

**Policy Number and Name:** 7-11: Powered Industrial Trucks Safety Program

**Approval Date:** 7/28/11

**Revisions:** \_\_\_\_\_

**Reviewed:** 7/25/2013

**Related Policies and Procedures:** 7-34 Vendors and Contractors Safety

Procedure

### **1. Purpose**

The purpose of this Policy is to comply with the Occupational Safety and Health Administration Powered Industrial Truck (29 CFR 1910.178) standard by preventing the improper use of Powered Industrial Trucks that could result in serious injuries to employees, those persons near a work area and damage to Delaware State University (DSU) property.

### **2. Policy**

All DSU employees assigned to operate Powered Industrial Trucks must receive specialized initial and refresher training from the Safety/Risk Manager as required by OSHA. These machines include fork trucks, tractors, platform lift trucks, motorized hand trucks (includes motorized pallet-jacks) among others, used by University employees to complete many work assignments. Powered industrial trucks are used to move equipment and supplies; lift workers to elevated areas for painting and repair work and provide access to areas where ladders are not sufficient. Hands-on performance training will be part of the training provided by the Safety/Risk Manager.

### **3. Scope**

This Policy applies to all University employees operating Powered Industrial Trucks and all Vendors and Contractors working on projects or work assignments that require the use of Powered Industrial Trucks.

### **4. Procedure/Responsibilities**

#### **4.1 Safety/Risk Manager will:**

- 4.1.1** Work with Department Supervisors to identify employees whose job duties include the operation of Powered Industrial Trucks.
- 4.1.2** Arrange for initial and refresher training for employees operating Powered Industrial Trucks.
- 4.1.3** Make sure that contractors comply with DSU's Policy on Powered Industrial Trucks.
- 4.1.4** Provide contractors with a copy of DSU's Policy on Powered Industrial Trucks.
- 4.1.5** Monitor and make sure the Policy is being implemented.
- 4.1.6** Investigate any incident reports with the assistance of the Department Supervisor and prepare a report of the findings and determine steps to be taken including retraining or referral for employment termination.
- 4.1.7** Evaluate Policy and apply updates whenever necessary.
- 4.1.8** Conduct Performance Evaluations of employees operating Powered Industrial Trucks.

#### **4.2 Department Supervisor will:**

- 4.2.1** Identify Powered Industrial Operators within their area.
- 4.2.2** Refer employees to the Safety/Risk Manager.
- 4.2.3** Keep training records.
- 4.2.4** Inspect equipment with the assistance of the Safety/Risk Manager.

- 4.2.5 Report incidents, accidents and other safety issues to the Safety Risk manager.
- 4.2.6 Refer employees for new or refresher training.
- 4.2.7 Maintain equipment.
- 4.2.8 Keep records of employee performance evaluations.

**4.3 Employees authorized to operate Powered Industrial Trucks will:**

- 4.3.1 Complete all new or refresher training sessions.
- 4.3.2 Report any incidents, accidents or safety issues to Department Supervisor.
- 4.3.3 Comply with Powered Commercial Truck policy.
- 4.3.4 Sign Daily inspection log before starting a work assignment.

**4.4 Contractors will:**

- 4.4.1 Become familiar and comply with DSU's Powered Commercial Truck Policy.
- 4.4.2 Contact the Safety/Risk Manager should there be any questions.

**4.5 Training** - The OSHA Powered Industrial Truck (29 CFR 1910.178) standard requires that all employees who operate powered industrial trucks must receive initial safety training prior to operating the equipment and periodic refresher safety training every three years.

- 4.5.1 If any of the following incidents should take place immediate retraining will be provided:
  - 4.5.1.1 Authorized operator has been observed to operate the vehicle in an unsafe manner.
  - 4.5.1.2 Authorized operator has been involved in an accident or near-miss incident.
  - 4.5.1.3 Authorized operator has received an evaluation that reveals that the operator is not operating the truck safely.
  - 4.5.1.4 The operator is assigned to drive a different type of truck.
  - 4.5.1.5 A condition in the workplace changes in a manner that could affect safe operation of the truck.
- 4.5.2 Initial and refresher training includes:

- 4.5.2.1** Classroom instruction on the proper use of forklifts, man-lifts, and pallet trucks.
- 4.5.2.2** DVD instruction that shows and explains the proper lifting capacity, dangers of improper use, completing inspections, providing hazard communication and choosing the right industrial truck for the task.
- 4.5.2.3** Performance evaluation of each operator being trained on the use of a forklift and pallet lift truck to assess the operator's ability to maneuver a load around obstacles safely.
- 4.5.2.4** Training for all other types of lifts will be performed by the operator's department and signed off by his or her supervisor and the Safety/Risk Manager.

#### **4.6 Record Keeping**

- 4.6.1** The Safety/Risk Manager and the Department Supervisor will keep copies of:
  - 4.6.1.1** List of Authorized Powered Industrial Truck Operators.
  - 4.6.1.2** Training and retraining sessions and those who completed them.
  - 4.6.1.3** Incident reports including findings and outcomes.
  - 4.6.1.4** Operator Performance Evaluations.
  - 4.6.1.5** Equipment inspections and maintenance.
  - 4.6.1.6** Daily Inspection Log.
  - 4.6.1.7** Training provided by a source outside of the University will be documented and copies will be kept by the Department Supervisor and the Safety/Risk Manager.