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| Sample Safety Program |
| Powered Industrial Truck (Forklift) Program Template |
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| The following template has been created to help your organization develop your safety program. This sample safety program template is not designed to be used as is. The template should be customized to meet the needs of your organization. Highlighted fields allow for clear indicators for areas your information is required. The rest of the text in the program template is easily editable to meet your organization’s needs. |

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| **Western National Insurance Group** |
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*Disclaimer: The sample safety program template is not designed to be used as is. The user must customize the template program to meet the needs of your organization. Western National does not guarantee that this template is or can be relied on for compliance with any law or regulation, prevention against preventable losses, or void you from and legal liability. Western National will not be liable for the use of the template. All safety program and policies, including this template and the information you supply to complete it, should be reviewed by your legal counsel and/or risk management staff.*

**(Company Name)**

**Powered Industrial Truck (Forklift) Program**

PURPOSE

The purpose of this Powered Industrial Truck (Forklift) Program is to protect the health and safety of all employees assigned to operate powered industrial trucks and to comply with the requirements of 29 CFR 1910.178 (Powered Industrial Trucks).

ROLES AND RESPONSIBILITIES

**(Title of Position)**

The (Title of position) will be responsible for the following:

1. Developing specific policies and procedures pertaining to the operation and maintenance of powered industrial trucks.
2. Implementing a training program based on the general principles of safe truck operation, the type of vehicle(s) being used in the workplace, the hazards of the workplace created by the use of the vehicle(s).
3. Coordinating the training and performance testing of powered industrial truck operators.
4. Maintaining the training certification records and performance tests of employees included in the training sessions.
5. Periodically reviewing the effectiveness of the program.

**Managers and Supervisors**

Managers are supervisors are responsible for:

1. Ensuring that employees who operate powered industrial trucks in their departments have received appropriate training.
2. Providing observations and feedback to operators to ensure safe equipment operation.
3. Ensuring that the vehicles under their responsibility are properly inspected and maintained in a safe operating condition.

**Powered Industrial Truck Operators**

Powered industrial truck operators are responsible for:

1. Operating powered industrial trucks in a safe manner.
2. Inspecting powered industrial trucks at the beginning of each work shift and completing the appropriate inspection forms if requested.
3. Reporting equipment defects and/or maintenance needs to their supervisors immediately.

SAFETY RULES

**Truck Operations**

1. A safe distance will be maintained from the edge of ramps or platforms while on any elevated dock, platform or freight car.
2. When leaving the truck unattended, the forks will be fully lowered, the controls placed in neutral, the power shut off, the brakes set and the key or connector plug removed. The wheels will be blocked if the truck is in park on an incline. *Note:* A powered industrial truck is considered unattended when the operator is 25 feet or more away from the vehicle which remains in his/her view or whenever the operator leaves the vehicle and the truck is not in view.
3. When the operator of an industrial truck is dismounted and within 25 feet of the truck still in his or her view, the load engaging means shall be fully lowered, controls neutralized and the brakes set to prevent movement.
4. Trucks will not be used to open or close freight doors.
5. The brakes of trucks, trailers and railroad cars will be set and wheel chocks or stops will be in place to prevent movement during loading or unloading operations. Fixed jacks may be necessary to support a semi-trailer during loading or unloading when the trailer is not coupled to a tractor. The flooring of trucks, trailers and railroad cars will be checked by the operator for breaks and weakness before driving these vehicles into these surfaces.
6. An overhead guard will be used as protection against falling objects. *Note:* The overhead guard is intended to offer protection from the impact of small packages, boxes or bagged materials only.
7. A load backrest extension will be used whenever necessary to minimize the possibility of the load or part of the load from falling rearward.
8. Fire doors, access to stairways, fire extinguishers and emergency exits will always be kept clear.
9. Only approved industrial trucks will be use din hazardous conditions.
10. Powered industrial trucks will not be driven up to anyone in front of a bench or other fixed object
11. No person will be allowed to stand or pass under the elevated portion of any truck, whether loaded or empty.
12. Passengers are not permitted to ride on powered industrial trucks unless authorized and the truck is equipped with a safe place for the passenger to ride.
13. The operator will never place his/her arms or legs between the uprights of the mast or outside the running lines of the truck.
14. The operator will never push one load with another load.
15. Spinner knobs must not be attached to the steering handwheels of trucks not originally equipped with such knobs.
16. Never lift people on the forks of a powered industrial truck unless the truck has a properly designed safety platform securely attached to the lifting carriage and/or forks. If the truck is equipped with vertical controls only, or vertical and horizontal controls elevatable with the lifting carriage or forks, means will be provided whereby personnel on the platform can shut off power to the truck. Protection from falling objects as indicated necessary by the operating conditions will also be provided.
17. Safety platforms, firmly secured to the lifting carriage and/or forks shall be used.

**Traveling**

1. Traffic regulations will be observed, including observing all stop signs and authorized plant speed limits.
2. A safe distance of approximately three truck lengths from the truck ahead will be maintained whenever possible.
3. The “Right of Way” will be yielded to ambulances or other vehicles in emergency situations.
4. The operator will slow down and sound the horn at intersections and other locations where vision is obstructed.
5. If the load being carried obstructs forward view, the operator will travel in reverse with the load trailing.
6. Railroad tracks will be crossed diagonally whenever possible. Parking closer than 8 feet from the center of railroad tracks is prohibited.
7. Grades will be ascended or descended slowly. When ascending or descending grades in excess of 10 percent, loaded trucks will be driven with the load upgrade. Unloaded trucks will be operated on all grades with the load engaging means downgrade. On all grades, the load and load engaging means will be tilted back and raised only as far as necessary to clear the road surface.
8. The operator will slow down for wet and slippery floors.
9. Dockboards or bridgeplates will be properly secured before they are driven over and their rated capacity will never be exceeded. Dockboards or bridgeplates will always be driven over carefully and slowly.
10. Elevators will be approached slowly and then entered squarely after the elevator car is properly leveled. Once on the elevator, the transmission will be in neutral, the engine shut off and the brakes set to prevent movement.
11. Motorized hand trucks must always enter elevators with the load end forward.
12. When making turns, the operator will reduce the truck’s speed to a safe level by means of turning the hand steering wheel in a smooth, sweeping motion. Except when maneuvering at a very low speed, the hand steering wheel shall be turned at a moderate, even rate.
13. Other trucks traveling in the same direction or at intersections, blind spots or other dangerous locations will not be passed.
14. Horseplay and stunt driving, including spinning of tires, is not permitted.
15. Running over loose objects in aisleways will be avoided.
16. Under all travel conditions, the truck will be operated at a speed that will permit the truck to be brought to a stop in a safe manner.
17. The operator will always look in the direction of travel and keep a clear view of the path of travel.
18. Railroad tracks will be crossed diagonally whenever possible.

**Loading/Stacking**

1. Only stable and safely arranged loads will be handled. Use extreme caution when handling off-centered loads that cannot be centered on the forks.
2. Only loads within the rated capacity of the truck will be handled.
3. The forks will be placed under the load as far as possible and the mast carefully titled backward to stabilize the load.
4. Extreme care will be used when tilting the load forward or backward especially when high tiering. Tilting forward with load engaging means elevated shall be prohibited except to pick up a load. An elevated load will not be tilted forward except when the load is in a deposit position over a rack or stack of material.
5. When stacking or tiering loads, the operator will tilt the load backward only enough to stabilize the load.
6. The operator will remove unsafe containers and pallets from service.
7. Trucks equipped with attachments will be operated as a partially loaded truck when not handling a load.
8. The operator will adjust long and high loads, including multiple-tiered loads that may affect the capacity of the truck.
9. The operator will insure there is always a safe distance between the mast and overhead lights, pipes and sprinkler systems.

**Maintenance of the Truck**

1. Powered industrial trucks will be inspected before being placed in service. This inspection will be made at least daily. Trucks used on a round-the-clock basis will be inspected after each shift
2. If at any time during the driver’s shift a truck is found to be unsafe, the operator will immediately notify his/her supervisor and remove the truck from service until it has been restore to safe operating condition
3. Fuel tanks shall not be filled while the engine is running. Spillage shall be avoided.
4. Spillage of excess oil or fuel will be carefully cleaned up and disposed off in accordance with state and federal regulations. Appropriate authorities will be notified if required by law. Fuel cap must be replaced before restarting the engine.
5. The operator will always wear the proper personal protective equipment when fueling the truck or performing any other maintenance on the truck.
6. No repairs shall be made in class I, II and III locations.
7. No truck will be operated with a leak in the fuel system until the leak has been corrected.
8. Open flames will not be used to check the electrolyte levels in batteries or the gasoline level in the fuel tank.
9. Smoking is not allowed while changing LPG tanks, refueling gas powered trucks or changing or charging batteries for electric powered vehicles.

EQUIPMENT INSPECTION AND MAINTENANCE

1. The operator will conduct an examination of the truck before the vehicle is placed into service. This inspection must be made at least daily. When trucks are used on a round-the-clock basis, each truck will be inspected after each shift. Results should be documented on a *Powered Industrial Truck Inspection Checklist*.
2. The operator will immediately notify his/her supervisor if the truck is found to be in need of repair and/or unsafe.
3. If repairs are needed on a powered industrial truck that prevents its safe operation, the truck will be taken out of service until the repairs have been made.
4. Repairs must be made by authorized personnel only.
5. When the temperature of any part of any truck is found to be in excess its normal operating temperature, the vehicle must be removed from service and not returned until the cause for the overheating has been corrected.
6. Any vehicle that emits hazardous sparks, flames or smoke from the exhaust system will be removed from service and not returned until the cause for the hazardous emissions has been corrected.
7. Powered industrial trucks are to be kept in a clean condition and free of excess lint, oil and grease. Only noncombustible agents should be used for cleaning trucks. Cleaning trucks with low flash point solvents (below 100 degrees Fahrenheit) is not permitted.
8. Precautions regarding toxicity, ventilation, personal protective equipment and fire hazards are to be followed as stated on the warning label and/or the Material Safety Data Sheet (MSDS) for that particular cleaning agent.
9. Parts used in any industrial truck requiring replacement will be replaced only with parts equal in safety to those parts originally provided by the manufacturer.

OPERATOR TRAINING

1. Only employees who have successfully completed training in accordance with 1910.178(1) will be permitted to operate a powered industrial truck.
2. Training will consist of a combination of formal instruction (lecture, discussion videotape program written material), practical training (demonstrations performed by the trainer), practical exercises performed by the trainee, and evaluation of the operator’s performance in the workplace.
3. Operator training and evaluation will be conducted by persons who have the knowledge, training and experience to train powered industrial truck operators and evaluate their competence.
4. The formal (classroom) training will include a review/discussion of the following topics:

* The factors that affect the stability of the truck.
* The safe operation of powered industrial trucks.
* Truck controls and instrumentation; where they are located, what they do and how they work.
* The similarities and differences between powered industrial trucks and automobiles.
* Steering and maneuvering.
* The proper techniques of battery charging and refueling.
* The inspection of powered industrial trucks.
* Vehicle capacity.
* Load manipulation, stacking and unstacking.
* Pedestrian traffic in areas where the vehicle will be operated.
* Narrow aisles and other restricted places where the vehicle will be operated.
* Other unique and potentially hazardous environmental conditions in the workplace that could affect the safe operation of the vehicle.

1. Refresher training in relevant topics will be provided to the operator when:

* The operator has been observed to operate the vehicle in an unsafe manner.
* The operator has been involved in an accident or near-miss incident.
* The operator has received an evaluation that reveals that the operator is not operating the truck safely.
* The operator is assigned to drive a different type of truck.
* A condition in the workplace changes in a manner that could affect safe operation of the truck.

1. An evaluation of each PIT operator’s performance will be conducted at least once every three years.
2. If an operator has previously received training in a topic specified in paragraph 29 CFR 1910.178, and the training is appropriate to the truck and working conditions encountered, additional training in that topic is not required if the operator has been evaluated and found competent to operate the truck safely.
3. Training will be documented on the *Powered Industrial Truck Training Certification* form. The certification will contain each employee’s name, date of training and name of the instructor.

PROGRAM REVIEW

The (title of position) will review and evaluate the effectiveness of this program when any of the following occurs:

1. On an annual basis using the *Powered Industrial Truck Safety Checklist* provided.
2. When changes occur to the OSHA Powered Industrial Truck Standard that require a revision to this program.
3. When changes occur to related procedures that require a revision.
4. When facility operational changes occur that requires a revision.
5. When there is an accident or near miss that relates to this area of safety.

**APPENDICES**

A – DEFINITIONS

B – POWERED INDUSTRIAL TRUCK INSPECTION CHECKLIST

1. ELECTRIC FORKLIFT
2. PROPANE FORKLIFT
3. ELECTRIC TRANSTACKER
4. RIDING GRIP TOW
5. STAND-UP RIDING TOW TRACTOR
6. WALKING PALLET TRUCK
7. WALKING TRANSTACKER
8. INDUSTRIAL PROPANE TOW TRACTOR
9. INDUSTRIAL TOW TRACTOR
10. REACH TRUCK
11. ORDER PICKER

C – CHECKLIST FOR POWERED INDUSTRIAL TRUCKS

D – POWERED INDUSTRIAL TRUCK TRAINING CERTIFICATION

E – TABLE OF LOCATION CLASSES

**REFERENCES**

Occupational Safety and Health Administration (OSHA) 29 CFR 1910.178 (Powered Industrial Trucks)

Department of Commerce, Wisconsin Administrative Code 32.15

REVISION HISTORY

Reviewed by:

Reviewed by:

Effective:

Effective:

**APPENDIX A - (Company Name)**

**DEFINITIONS**

**Backrest** –Supports the load when tipped back and adds stability

**Carriage** –The part of the mast where the forks and backrest are mounted

**Center of Gravity** – Point on an object at which all of the object’s weight can be considered to be concentrated

**Counterbalance Forklifts** – Designed for both indoor and outdoor use, counterbalance truck wheels as their center of gravity and can be powered by battery, propane, gasoline or diesel fuel

**Counterweight** – Weight that is part of the truck’s basic structure that is used to offset the load’s weight and to maximize the vehicle’s resistance to tipping over

**Fulcrum** – Truck’s axis of rotation when it tips over

**Full-tapered Forks** – Forks that gradually increase in thickness from the tip of the fork all the way back to the fork’s heel (rear). Full-tapered forks are used to lift lighter loads

**Grade** – Surface’s slope that is usually measured as the number of feet of rise or fall over a hundred foot horizontal distance (measured as a percent)

**Half-tapered Forks** – Forks that gradually increase in thickness from the tip of the fork (front) to about midway back where the blade reaches its maximum thickness. Half-tapered forks are used to life heavier loads

**Identification Plate** – Contains information about the truck’s design and capacity including information about the truck’s engine, load capacity, serial number, weight and the truck’s type designation. The identification plate may also contain additional information specific to what type of truck

**Lateral Stability** – Truck’s resistance to tipping over sideways

**Lift Cylinders** – Hydraulically operated single acting cylinders used to lift the carriage

**Line of Action** – Imaginary line through an object’s center of gravity

**Load Center** – The horizontal distance from the load’s edge (or the fork’s or other attachment’s vertical face) to the line of action through the load’s center of gravity

**Longitudinal Stability** – Truck’s resistance to overturning forward or rearward

**Mast** – The mechanism on the truck that raises and lowers the load. The mast is made up of a set of tracks that house bearings and chains

**Material Handling** – Any activity that involves picking up and moving materials, parts and/or finished products

**Moment** – Product of the object’s weight times the distance from a fixed point. In the case of a powered industrial truck, the distance is measured from the point that the truck will tip over to the object’s line of action. The distance is always measured perpendicular to the line of action

**Powered Industrial Truck** – An industrial vehicle used to carry, push, pull, lift or stack material that is powered by an electric motor or an internal combustion engine. Included are vehicles that are commonly referred to as forklift trucks, rider trucks, motorized or powered hand trucks, pallet trucks and tugs. Not included is compressed air or nonflammable compressed gas-operated industrial trucks, farm vehicles or vehicles intended primarily for earth moving or over-the-road hauling

**Powered Pallet Jack** – A type of powered industrial truck designed to move palletized materials. These trucks may be called *walkies,* or *walkie riders*

**Order Picker** – Type of truck designed to allow the operator to ride up and down the load so that individual items can be pulled from a rack or storage shelf

**Overhead Guard** – A guard over the operator’s head that protects the operator from falling debris. *Note:* The overhead guard is not designed to withstand the full impact of falling objects

**Rated Capacity** – The maximum weight that the truck is designed to lift as determined by the manufacturer. To lift the maximum rated capacity, the load must be as close as possible to the drive wheels. The rated capacity of a truck can be found on the Identification Plate on the vehicle and/or in the manufacturer’s operator manual

**Side Stability** – Refers to the truck’s ability to resist tipping sideways under various loaded and unloaded conditions

**Tilt Cylinders** – hydraulically operated double acting cylinders used to tilt the backrest and forks. Tilt cylinders work in both forward and backward directions

**Track** – Distance between the wheels on the vehicle’s same axle

**Type Designation** – Refers to the truck’s power source (diesel, gas, electric or liquefied propane gas) and if the truck is equipped with any additional safeguards to the exhaust, fuel and/or electrical systems. The designation will also indicate any locations where the truck may not be used such as in atmospheres containing flammable vapors or dusts

**Wheelbase** – Distance between the centerline of the vehicle’s front and rear wheels

**APPENDIX B-1 - (Company Name)**

**INSPECTION CHECKLIST – ELECTRIC FORKLIFT**

Truck number:

Hour meter reading:

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Condition** | | **Explain if Not Ok** |
|  | **OK** | **Not OK** |  |
| **KEY OFF PROCEDURES** |  |  |  |
| Overhead guard |  |  |  |
| Hydraulic cylinders |  |  |  |
| Mast assembly |  |  |  |
| Lift chains and rollers |  |  |  |
| Forks |  |  |  |
| Tires |  |  |  |
| Battery |  |  |  |
| Hydraulic fluid level |  |  |  |
|  | | | |
| **KEY ON PROCEDURES** |  |  |  |
| Hour meter gauge |  |  |  |
| Battery discharge indicator |  |  |  |
| Steering |  |  |  |
| Brakes |  |  |  |
| Front, tail and brake lights |  |  |  |
| Horn |  |  |  |
| Safety seat |  |  |  |
| Seat belts |  |  |  |
| Load handling attachments |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Additional Remarks**: | | | |

Inspected by:

Date:

**APPENDIX B-2 - (Company Name)**

**INSPECTION CHECKLIST – PROPANE FORKLIFT**

Truck number:

Hour meter reading:

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Condition** | | **Explain if Not Ok** |
|  | **OK** | **Not OK** |  |
| **KEY OFF PROCEDURES** |  |  |  |
| Overhead guard |  |  |  |
| Hydraulic cylinders |  |  |  |
| Mast assembly |  |  |  |
| Lift chains and rollers |  |  |  |
| Forks |  |  |  |
| Tires |  |  |  |
| LPG Tank and locator pin |  |  |  |
| LPG tank hose |  |  |  |
| Gas gauge |  |  |  |
| Battery |  |  |  |
| Hydraulic fluid level |  |  |  |
| Engine oil level |  |  |  |
| Engine coolant level |  |  |  |
|  | | | |
| **KEY ON PROCEDURES** |  |  |  |
| Front, tail and brake lights |  |  |  |
| Oil pressure indicator lamp |  |  |  |
| Ammeter indicator lamp |  |  |  |
| Hour meter |  |  |  |
| Water temperature gauge |  |  |  |
| Steering |  |  |  |
| Brakes |  |  |  |
| Horn |  |  |  |
| Safety seat (if equipped) |  |  |  |
| Load handling attachments |  |  |  |
| Transmission fluid level |  |  |  |
| **Additional Remarks**: | | | |

Inspected by:

Date:

**APPENDIX B-3 - (Company Name)**

**INSPECTION CHECKLIST – YARD FORKLIFT**

Truck number:

Hour meter reading:

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| --- | --- | --- | --- |
|  | **Condition** | | **Explain if Not Ok** |
|  | **OK** | **Not OK** |  |
| **KEY OFF PROCEDURES** |  |  |  |
| Overhead guard |  |  |  |
| Hydraulic cylinders |  |  |  |
| Mast assembly |  |  |  |
| Lift chains and rollers |  |  |  |
| Forks |  |  |  |
| Tires |  |  |  |
| LPG Tank and locator pin |  |  |  |
| LPG tank hose |  |  |  |
| Gas gauge |  |  |  |
| Battery |  |  |  |
| Hydraulic fluid level |  |  |  |
| Engine oil level |  |  |  |
| Engine coolant level |  |  |  |
|  | | | |
| **KEY ON PROCEDURES** |  |  |  |
| Front, tail and brake lights |  |  |  |
| Fuel gauge (if diesel) |  |  |  |
| Windshield wiper |  |  |  |
| Heater |  |  |  |
| **WITH ENGINE RUNNING:** |  |  |  |
| Oil pressure indicator lamp |  |  |  |
| Ammeter indicator lamp |  |  |  |
| Ammeter |  |  |  |
| Hour meter |  |  |  |
| Water temperature gauge |  |  |  |
| Steering |  |  |  |
| Brakes |  |  |  |
| Horn |  |  |  |
| Safety seat (if equipped) |  |  |  |
| Load-handling attachments |  |  |  |
| Transmission fluid levels |  |  |  |
| **Additional Remarks**: | | | |

Inspected by:

Date:

**APPENDIX B-4 - (Company Name)**

**INSPECTION CHECKLIST – ELECTRIC TRANSTACKER**

Truck number:

Hour meter reading:

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| --- | --- | --- | --- |
|  | **Condition** | | **Explain if Not Ok** |
|  | **OK** | **Not OK** |  |
| **KEY OFF PROCEDURES** |  |  |  |
| Overhead guard |  |  |  |
| Hydraulic cylinders |  |  |  |
| Mast assembly |  |  |  |
| Lift chains and rollers |  |  |  |
| Forks |  |  |  |
| Tires |  |  |  |
| Battery cables |  |  |  |
| Safety door |  |  |  |
|  | | | |
| **KEY ON PROCEDURES** |  |  |  |
| Hour meter gauge |  |  |  |
| Battery discharge indicator |  |  |  |
| Steering |  |  |  |
| Brakes |  |  |  |
| Lights |  |  |  |
| Horn |  |  |  |
| Control lever |  |  |  |
| Load handling attachments |  |  |  |
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|  |  |  |  |
| **Additional Remarks**: | | | |

Inspected by:

Date:

**APPENDIX B-5 - (Company Name)**

**INSPECTION CHECKLIST – RIDING GRIP TOW**

Truck number:

Hour meter reading:

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| --- | --- | --- | --- |
|  | **Condition** | | **Explain if Not Ok** |
|  | **OK** | **Not OK** |  |
| **VEHICLE INSPECTION** |  |  |  |
| Lines and hoses |  |  |  |
| Battery |  |  |  |
| Safety switch |  |  |  |
| Hand guards |  |  |  |
|  | | | |
| **OPERATIONS INSPECTION** |  |  |  |
| Test the brakes |  |  |  |
| Check the drive operations |  |  |  |
| Test the horn |  |  |  |
| Check the grip coupling |  |  |  |
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| **Additional Remarks**: | | | |

Inspected by:

Date:

**APPENDIX B-6 - (Company Name)**

**INSPECTION CHECKLIST – STAND UP RIDING TOW TRACTOR**

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Truck number:

Hour meter reading:

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Condition** | | **Explain if Not Ok** |
|  | **OK** | **Not OK** |  |
| **VEHICLE INSPECTION** |  |  |  |
| Lines and hoses |  |  |  |
| Battery |  |  |  |
| Safety switch |  |  |  |
| Hand guards |  |  |  |
|  | | | |
| **OPERATIONS INSPECTION** |  |  |  |
| Test the brakes |  |  |  |
| Check the drive operations |  |  |  |
| Test the horn |  |  |  |
| Check the tow hook and safety catch |  |  |  |
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| **Additional Remarks**: | | | |

Inspected by:

Date:

**APPENDIX B-7 - (Company Name)**

**INSPECTION CHECKLIST – WALKING PALLET TRUCK**

Truck number:

Hour meter reading:

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Condition** | | **Explain if Not Ok** |
|  | **OK** | **Not OK** |  |
| **VEHICLE INSPECTION** |  |  |  |
| Forks |  |  |  |
| Battery |  |  |  |
| Hand guards |  |  |  |
|  | | | |
| **OPERATIONS INSPECTION** |  |  |  |
| Test the brakes |  |  |  |
| Check the drive operations |  |  |  |
| Test the horn |  |  |  |
| Inspect the load handling attachment operations |  |  |  |
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|  |  |  |  |
| **Additional Remarks**: | | | |

Inspected by:

Date:

**APPENDIX B-8 - (Company Name)**

**INSPECTION CHECKLIST – WALKING TRANSTACKER**

Truck number:

Hour meter reading:

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| --- | --- | --- | --- |
|  | **Condition** | | **Explain if Not Ok** |
|  | **OK** | **Not OK** |  |
| **VEHICLE INSPECTION** |  |  |  |
| Forks |  |  |  |
| Battery |  |  |  |
| Hand guards |  |  |  |
|  | | | |
| **OPERATIONS INSPECTION** |  |  |  |
| Check the drive operations |  |  |  |
| Test the brakes |  |  |  |
| Test the horn |  |  |  |
| Inspect the load handling attachment operations |  |  |  |
|  |  |  |  |
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|  |  |  |  |
|  |  |  |  |
| **Additional Remarks**: | | | |

Inspected by:

Date:

**APPENDIX B-9 - (Company Name)**

**INSPECTION CHECKLIST – INDUSTRIAL PROPANE TOW TRACTOR**

Truck number:

Hour meter reading:

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| --- | --- | --- | --- |
|  | **Condition** | | **Explain if Not Ok** |
|  | **OK** | **Not OK** |  |
| **KEY OFF PROCEDURES** |  |  |  |
| Fluid leakage |  |  |  |
| Tires |  |  |  |
| Tow hook |  |  |  |
| Windshield (if equipped) |  |  |  |
| Overhead guard (if equipped) |  |  |  |
| LPG tank and locator pin |  |  |  |
| LPG tank hose |  |  |  |
| Gas gauge |  |  |  |
| Check the engine oil level |  |  |  |
| Check the engine coolant level |  |  |  |
| Examine the battery |  |  |  |
|  | | | |
| **KEY ON PROCEDURES** |  |  |  |
| Test the front, tail and brake lights |  |  |  |
| Oil pressure gauge |  |  |  |
| Ammeter |  |  |  |
| Water temperature gauge |  |  |  |
| Hour meter |  |  |  |
| **ENGINE RUNNING PROCEDURES:** |  |  |  |
| Steering |  |  |  |
| Brakes |  |  |  |
| Horn |  |  |  |
| Safety seat (if equipped) |  |  |  |
| Transmission fluid level |  |  |  |
| **Additional Remarks**: | | | |

Inspected by:

Date:

**APPENDIX B-10 - (Company Name)**

**INSPECTION CHECKLIST – INDUSTRIAL TOW TRACTOR**

Truck number:

Hour meter reading:

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Condition** | | **Explain if Not Ok** |
|  | **OK** | **Not OK** |  |
| **KEY OFF PROCEDURES** |  |  |  |
| Windshield |  |  |  |
| Tires |  |  |  |
| Three-point hitch assembly |  |  |  |
| Engine oil |  |  |  |
| Engine coolant |  |  |  |
|  | | | |
| **KEY ON PROCEDURES** |  |  |  |
| Oil and battery lights |  |  |  |
| Temperature gauge |  |  |  |
| Hour meter |  |  |  |
| Steering |  |  |  |
| Front, tail and brake lights |  |  |  |
| Horn |  |  |  |
| **ENGINE RUNNING PROCEDURES:** |  |  |  |
| Windshield wiper |  |  |  |
| Brakes |  |  |  |
| Hoist operation |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Additional Remarks**: | | | |

Inspected by:

Date:

**APPENDIX B-11 - (Company Name)**

**INSPECTION CHECKLIST – REACH TRUCK**

Truck number:

Hour meter reading:

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Condition** | | **Explain if Not Ok** |
|  | **OK** | **Not OK** |  |
| **KEY OFF PROCEDURES** |  |  |  |
| Overhead guard |  |  |  |
| Hydraulic cylinders |  |  |  |
| Mast assembly |  |  |  |
| Lift chains and rollers |  |  |  |
| Forks |  |  |  |
| Tires |  |  |  |
| Battery cables |  |  |  |
| Safety door |  |  |  |
| Hydraulic fluid |  |  |  |
|  | | | |
| **KEY ON PROCEDURES** |  |  |  |
| Battery discharge indicator |  |  |  |
| Hour meter |  |  |  |
| Steering |  |  |  |
| Brakes |  |  |  |
| Lights |  |  |  |
| Horn |  |  |  |
| Control lever |  |  |  |
| Load handling attachments |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Additional Remarks**: | | | |

Inspected by:

Date:

**APPENDIX B-12 - (Company Name)**

**INSPECTION CHECKLIST – ORDER PICKER**

Truck number:

Hour meter reading:

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Condition** | | **Explain if Not Ok** |
|  | **OK** | **Not OK** |  |
| **KEY OFF PROCEDURES** |  |  |  |
| Hoist lines, cables and chains |  |  |  |
| Hour meter |  |  |  |
| Tires |  |  |  |
| Battery cables |  |  |  |
| Limiting device |  |  |  |
|  | | | |
| **KEY ON PROCEDURES** |  |  |  |
| Battery discharge indicator |  |  |  |
| Safety interlock |  |  |  |
| Steering |  |  |  |
| Brakes |  |  |  |
| Lights |  |  |  |
| Horns |  |  |  |
| Gripper jaws |  |  |  |
| Work platform |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Additional Remarks**: | | | |

Inspected by:

Date:

**APPENDIX C - (Company Name)**

**CHECKLIST FOR POWERED INDUSTRIAL TRUCKS**

**Overhead Guard**

* Are there broken welds, missing bolts, or damaged areas?

**Hydraulic Cylinders**

* Is there leakage or damage on the lift, tilt and attachment functions of the cylinders?

**Mast Assembly**

* Are there broken welds, cracked or bent areas and worn or missing stops?

**Lift Chains and Rollers**

* Is there wear or damage or kinks, signs of rust, or any sign that lubrication is required?
* Is there squeaking?

**Forks**

* Are they cracked or bent, worn or mismatched?
* Is there excessive oil or water on the forks?

**Tires**

* What do the tires look like?
* Are there large cuts that go around the circumference of the tire?
* Are there large pieces of rubber missing or separated from the rim?
* Are there missing lugs?
* Is there bond separation that may cause slippage?

**Battery Check**

* Are the cell caps and terminal covers in place?
* Are the cables missing insulation?

**Hydraulic Fluid**

* Check level

**Gauges**

* Are they all properly working?

**Steering**

* Is there excessive free play?
* If power steering, is the pump working?

**Brakes**

* Are the brakes in good condition?
  + If the pedal goes all the way to the floor when you apply the brake – that is the first indicator that the brakes are bad
* Do the brakes work in reverse?
* Does the parking brake work?
  + The truck should not be capable of movement when the parking brake is engaged

**Lights**

* Are all lights working properly?

**Horn**

* Does the horn work?

**Safety Seat**

* If equipped, is it working?

**Load Handling Attachments**

* Is there hesitation when hoisting or lowering the forks?
* Is there hesitation when using the forward or backward tilt?
* Is there hesitation when using the lateral travel on the side shift?
* Is there excessive oil on the cylinders?

**Propane Tank**

* Is the tank guard back properly positioned and locked down?

**Propane Hose**

* Is it damaged?
  + It should not be frayed, pinched, kinked or bound in any way
* Is the connector threaded on squarely and tightly?

**Propane Odor**

* If presence of propane of gas odor is detected – turn off the tank valve and report the problem

**Engine Oil**

* Check level

**Engine Coolant**

* Visually check the level
  + Never remove the radiator cap to check the coolant level when the engine is running or while the engine is hot.
  + Stand to the side and turn your face away.
  + Always use a glove or rag to protect your hand.

**Transmission Fluid**

* Check levels

**Windshield Wipers**

* Check to see that all are working properly

**Seat Belts**

* Check to see that all are working properly

**Safety Door (found on stand up rider models)**

* Is it in place?

**Safety Switch (found on stand up riding tow tractors)**

* Check to see that it is working properly

**Hand Guards** (found on stand up riding tow tractors, walking pallet trucks and walking transtackers)

* Are they in place?

**Tow Hook**

* Does it engage and release smoothly?
* Does the safety catch work properly?

**Control Lever**

* Does the lever operate properly?

**Safety Interblock (found on order pickers)**

* If the gate is open, does the vehicle run?

**Gripper Jaws (found on order pickers)**

* Do the jaws open and close quickly and smoothly?

**Work Platform (found on order pickers)**

* Does the platform raise and lower smoothly?

**APPENDIX D - (Company Name)**

**POWERED INDUSTRIAL TRUCK TRAINING CERTIFICATION**

Date:

Instructor:

Type(s) of vehicle(s):

|  |  |  |
| --- | --- | --- |
| **Operator’s Name (Print)** | **Agency** | **Location/Department** |
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**APPENDIX E - (Company Name)**

**SUMMARY TABLE OF LOCATION CLASSES**

|  |  |  |  |
| --- | --- | --- | --- |
| **Unclassified** | **Class I Location** | **Class II Location** | **Class III Location** |
| Locations not possessing atmospheres as described in other columns | Locations in which flammable gases or vapors are, or may be, present in the air in quantities sufficient to produce explosive or ignitable mixtures | Locations which are hazardous because of the presence of combustible dust | Locations where easily ignitable fibers or flyings are present but not likely to be in suspension in quantities sufficient to produce ignitable mixtures |