



Document Powered Industrial Truck Policy	Published 4/13/2023	Valid for Wisconsin Rapids
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Purpose

The purpose of this policy is to establish procedures for the purchasing, operation, inspection, and maintenance of powered industrial trucks; including the training of truck operators which meet federal and state regulations and that are consistent throughout the corporation. Lift trucks include electric and gas powered forklift trucks, clamp trucks, platform lift trucks, tow motors, motorized hand trucks, and other specialized industrial trucks used for material handling fall within the scope of this policy. Policy is in accordance with OSHA Powered Industrial Truck Standard 1910.178.

Responsibility

All WR team members are responsible for the compliance of the provisions of this policy.

Procedure

- A. Purchasing Powered Industrial Trucks
 - a. Powered industrial trucks will be approved for the application and meet the requirements of consensus standards such as American National Standards Institute (ANSI B56.1), National Fire Protection Agency (NFPA), and Industrial Truck Association (ITA).
 - b. The definition of a powered industrial truck is any powered truck designed exclusively to carry, push, lift, stack, or tier materials.
 - c. Operator restraining devices (seatbelts) and/or enclosures will be provided and must be used on all sit-down powered industrial trucks as required to reduce the risk of operator entrapment between the truck and ground in event of a tip-over.
 - d. Powered industrial trucks shall be equipped with a rotating, flashing, or strobe light visible in direction of travel. In addition, an indicating light (most commonly blue) that warns pedestrians of approaching PIT's shall also be used.
 - e. Powered industrial trucks to be driven on public roads will be purchased with signal and brake lights and head lights
 - f. Powered industrial trucks shall be equipped with an audible device (i.e. horn) to be used to warn of approach.
 - g. Steering or spinner knobs shall not be permitted unless they were originally installed from the factory on the equipment.
- B. Training Requirements: Members assigned to operate a powered industrial truck shall be trained in accordance with applicable regulations and shall receive training from a Level II trainer as follows:
 - a. Initial training shall be provided to the member prior to their assignment as an operator of a powered industrial truck.
 - b. Immediate refresher training in relevant topics shall be provided to the operator when:
 - i. The operator has been observed to operate the vehicle in an unsafe manner.
 - ii. The operator has been involved in an accident or near-miss incident.
 - iii. The operator has received an evaluation that reveals that the operator is not operating the truck safely.
 - iv. The operator is assigned to drive a different type of truck.
 - v. A condition in the mill has changed in a manner that could affect safe operation of the truck.

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- c. Level II trainers are those who have received and successfully completed a PIT Train-the-Trainer course:
 - i. Refresher training for Level II trainers will be conducted every year. (NOTE: Trainers from company's who specialize in training PIT operators are considered Level II trainers for purposes of this policy)
 - ii. The training program content will meet or exceed ANSI and OSHA requirements on truck related and workplace-related topics.
 - 1. Operating instructions, warnings, and precautions for the type of truck the operator will be authorized to operate.
 - 2. The difference between the truck and an automobile.
 - 3. Truck controls and instrumentation: where they are located, what they do, and how they work.
 - 4. Engine or motor operation.
 - 5. Steering and maneuvering.
 - 6. Visibility (including restrictions due to the load).
 - 7. Fork and attachment adaptation, operation and use limitations.
 - 8. Vehicle weight and capacity.
 - 9. Vehicle stability triangle
 - 10. Vehicle inspection and maintenance that the operator will be required to perform.
 - 11. Refueling and/or changing and recharging of batteries.
 - 12. Operating limitation.
 - 13. Owner's manual instruction for specific vehicle.
 - 14. If mirrors are provided, they shall not be used for traveling backward.
 - 15. OSHA rules of operations.
 - 16. Surface condition where the vehicle will be operated.
 - 17. Composition and capacity of load to be carried and load stability.
 - 18. Load manipulation, stacking and unstacking.
 - 19. Pedestrian traffic in areas vehicle will be operated.
 - 20. Narrow aisles and other restricted places where operation will occur.
 - 21. Hazard (classified) locations where operation will occur.
 - 22. Ramps and other sloped surfaces that could affect the vehicle's stability.
 - 23. Closed environments and other areas where insufficient ventilation or
 - 24. poor vehicle maintenance could cause a buildup of carbon monoxide or diesel exhaust.
 - 25. Capacity of floors, elevators, and storage shelving to be loaded.
 - iii. Energy Control Procedures:
 - 1. Railroad - Derails, blue flags, wheel chocks, railcar handbrakes, railcar door opening.
 - 2. When dock door is elevated, there must be a barricade across opening when a trailer is not staged, or the dock door is not closed.
 - 3. Highway trucks, semi-trailers - Dock locks, wheel chocks, and stabilizing jacks must be in place prior to loading/unloading. When semi-trailers are spotted at our docks, the tandem wheels must be positioned to the rear and locked in position before being loaded / unloaded.
 - 4. Department of Transportation (DOT) and hazardous material training will be a pre-requisite to operation for those departments which require this training.
- C. Evaluation of Operators:
- a. An employer shall test a member before authorizing the member to operate a powered industrial truck. The test shall check the PIT operator's:

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- i. Operating ability.
 - ii. Knowledge of the equipment.
 - iii. Knowledge of safe operating rules and procedures.
 - iv. Knowledge of maintenance and inspections.
 - b. Initial training and refresher training must be documented.
 - c. A workplace operator evaluation shall be given to determine whether the employee can operate the assigned powered industrial truck through the functions necessary to perform the required work.
 - i. After initial training, workplace operator evaluations must be conducted every 3 years.
 - ii. The evaluation must be conducted by a Level II trainer. This certification shall include the name of the operator, the date of the training, the date of the evaluation, the name of the person performing that training or evaluation and the style of truck the person is authorized to operate.
 - iii. Management must keep training records on file for 90 days after employee separates from company
- D. Powered Industrial Truck Inspection and Care:
 - a. At the start of each shift the operator of a powered industrial truck shall perform daily preventive maintenance and operational checks of the equipment.
 - b. A daily operator's check list shall be completed and filed with the proprietary department. Paper or electronic documentation is acceptable.
 - c. Any defects that would affect the safe operation of the equipment shall be repaired before using.
 - i. A "DANGER DO NOT OPERATE" tag must be attached to the steering wheel with a description of the defect that was found.
 - 1. The ignition key must be pulled and be placed in an area inaccessible to operators.
 - 2. Trucks will be removed from service if emitting sparks from exhaust system, or temperature of any part of truck is found in excess of normal operating temperature, or if the fuel system is leaking or travel brake fails.
 - 3. Trucks that fail inspection or are deemed in-operatable must be written up by the team member that discovers the deficiency and must notify the proper repair team.
 - ii. Procedure to remove truck from service for the above unsafe conditions will be to tag the vehicle with a green information tag, forbidding its use with an explanation and make necessary arrangement for repair.
 - iii. After the vehicle has been removed from service and tagged as indicated, the urgency for completing necessary repairs will be determined by production/maintenance priority.
 - iv. Fuel tanks will not be filled while engine is running.
 - v. Spillage of fuel shall be cleaned up prior to truck usage.
 - vi. Open flames shall not be used for checking electrolyte level in storage batteries or gasoline level in fuel tanks (smoking is also not allowed).
 - vii. Acid neutralizer must be available. Even when neutralized, this must be disposed of as hazardous waste because of the lead in the batteries.
- E. Maintenance of Powered Industrial Trucks:
 - a. Only trained and authorized personnel shall be permitted to maintain, repair or adjust industrial trucks and only in accordance with manufacturer's specifications and in accordance with Section 6 of ANSI 56.1 (Maintenance and Rebuild Practices).
 - b. Forks in use shall be inspected at intervals of not more than twelve months (for single-shift operations), six-month intervals (for two-shift operations); and four-month intervals (for three-shift operations). (This requires a visual inspection meeting ANSI standards, and Magna Fluxing has become the corporate standard.) The forks will be replaced as necessary. Records of these inspections must be maintained for the current year plus five years.

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F. Segregation of Pedestrians and Powered Industrial Trucks:

- a. As far as practical, we will establish and maintain separate vehicle and pedestrian traffic by using multiple control methods to significantly reduce the risk of injury. Methods include periodic evaluation of pedestrian and traffic flow patterns, employee training, the use of physical barriers, rerouting traffic as appropriate, relocating material/equipment, the use of signs and warning lights, improving visibility and to color code pedestrian and PIT traffic aisles.
- b. The use of physical barriers to isolate exposure to injury for pedestrian walkways and PIT traffic aisles include the use and standard barriers that are 42 inches high with a mid-rail. In addition, control rooms, office areas or other room entrances and exits will be barricaded with a barrier to prevent unobstructed entrance into a PIT traffic aisle/area.
- c. Color codes for painting pedestrian and PIT aisles shall be as follows:
 - i. **Yellow lines** are used to define PIT lanes to highlight frequently used PIT traffic through pedestrian areas and raise awareness of traffic and hazards. Pedestrians shall step/walk between yellow lines with caution, but should avoid them as much as possible.
 - ii. **White lines** are used to define pedestrian walkways to highlight walkways through high PIT traffic areas and hazards. They will serve to reduce exposure to hazards by directing pedestrian traffic along designated walkways.
 1. PIT's shall not be operated in white lines areas unless cones, barriers or other warning are placed.
 - iii. **Orange lines** are used to define both PIT and pedestrian lanes and highlight areas where both PIT's and pedestrians travel. Pedestrians must use extreme caution if they walk between orange lines
 - iv. Freight car doors shall not be opened or closed by using a powered industrial truck unless it is equipped with attachments designed & approved for that purpose.

G. Trailer Unloading and Loading:

- a. All trailers are to be squared and centered at the dock.
- b. Driver shall apply trailer brakes.
- c. Drivers/spotters shall apply chocks to all docked trailers. Trailers will be double chocked.
- d. Drivers/spotters shall position jack-stands under the 5th wheel plate for all trailers spotted at docks.
- e. Employees shall apply dock lock (on docks so equipped) and verify engagement.
- f. Prior to entering trailers, employees shall verify chocks, jack-stands, dock board position, dock lock engagement and driver location.
 - i. When following another manually operated truck, a safe distance of 3 truck lengths shall be maintained from the vehicle ahead, and the vehicle shall be kept under control at all times.
 - ii. Operators shall ensure adequate clearance from pedestrians. Operators conversing with pedestrians while stopped shall not begin travel until pedestrian has fully cleared the immediate area.

H. General Requirements:

- a. Face shield and gloves are required when handling batteries on any PIT. This includes battery changes, watering or replacing battery electrolytes.
- b. Do not allow anyone to stand on or pass under the elevated portion of a truck
- c. Personnel are not permitted to ride on a truck unless a seat is provided for that purpose
- d. When leaving a truck unattended, an operator shall fully lower the forks flat to the floor, neutralize the controls, set the brakes and shut off the motor Whenever, it is necessary to leave the truck on an incline, the truck wheels shall be blocked and the steering wheels turned toward the curbing, wall or railing
- e. Do not load trucks beyond their rated capacity

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- f. Immediately report all incidents involving product, personnel, structural, and equipment damage to your supervisor

- g. When following another manually operated truck, a safe distance of three truck lengths shall be maintained from the vehicle ahead, and the vehicle shall be kept under control at all times
- h. Stunt driving and horseplay are not permitted
- i. Under all conditions a truck shall be operated at a speed that will permit it to be brought to a stop safely
- j. Paper rolls must be transported in the vertical position
- k. If the load is blocking the operator's center of vision, operators must travel in reverse
- l. An operator shall look in the direction of, and keep a clear view of, the direction of travel
- m. Slow down and sound horn at intersections or where vision is obstructed.
- n. On level surfaces, the operator shall travel with the load engaging means elevated only two to four inches from the floor/ground
- o. An operator shall not pass another truck traveling in the same direction at intersection, blind spots and other dangerous locations
- p. An operator of a load truck shall cross railroad tracks diagonally whenever possible
- q. Ascend and descend grades slowly:
 - i. For grades in excess of 10%, drive with the load upgrade.
 - ii. On all grades the load and load engaging means shall be tilted back.
 - iii. Keep load close to the ground.
- r. Dockboard and Bridge Plates:
 - i. Make sure they are properly secured before using
 - ii. Drive slowly and carefully
 - iii. Do not exceed rated capacity
- I. PIT Travel in Docking Areas:
 - a. PITs should not be driven around vacant dock areas due to increased risk of falling.
 - b. Mitigation steps shall be taken prior to driving in empty dock areas. Examples of mitigation could include:
 - i. A physical barrier (stacked rolls, rail cars, warning barriers or barricades, etc.)
 - ii. Utilization of a Spotter
 - iii. Job Safety Analysis
- J. Contractors:
 - a. All contractors are to comply with the requirements of this policy regarding safety equipment and general operation of PIT's.

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