Purpose

- All powered industrial trucks (PITs) shall be operated and maintained in accordance with the Powered Industrial Trucks Policy.
- Applies to all PITs and provides guidance on the safe operation of propane, gasoline, and electric battery powered forklifts and power lifts.

Applicability

**Environmental Health and Safety:**
- Reviewing the PIT Policy;
- Reviewing training program annually;
- Coordinating and providing training of supervisors responsible for conducting exercises; and
- Maintaining training records.

**Departmental supervisors:**
- Ensuring employees are trained and operate PITs in a safe manner;
- Conducting practical exercises for employees;
- Ensuring all equipment is in working condition;
- Assuring operators perform pre-operation safety inspections and complete log books;
- Scheduling maintenance by outside contractors; and
- Maintaining required documentation.

**Employees:**
- Complying with the Powered Industrial Trucks Policy;
- Complete training consisting of a combination of formal instruction and practical training;
- Formal instruction includes an internet based lecture, knowledge assessment, and written material handouts; and
- Practical training includes demonstrations performed by the supervisor, practical exercises performed by the trainee, and evaluation of the operator’s performance.

General Requirements

**General**
- Authorized users must be trained and at least 18 years of age and older;
- Employee is responsible for the safe operation of the PIT;
- Modifications and additions that affect capacity and the safe operation of the PIT shall not be performed by the University of Chicago without the manufacturer’s prior written approval.
- PIT shall be marked to identify any attachments and show the approximate weight of the truck and attachment combination at maximum elevation with load laterally centered;
- Nameplates, ID plates, and markings shall be in place and maintained in a legible condition; and
- If a location is re-classified as hazardous, 29 CFR 1910.178(c) shall be consulted in order to determine the appropriate type of PIT to be utilized.

**Pre-Operation Safety Inspection**
- Prior to operating a PIT, the employee shall perform a pre-operation safety inspection using the provided Daily Inspection Checklist (Daily Inspection Checklist).

**Fuel Handling and Storage**
- The handling and storage of liquid fuels such as gasoline shall be in accordance with the National Fire Protection Association (NFPA) Flammable and Combustible Liquids Code (NFPA 30).

Operating Procedures

**Safety Practices**
- Wear seat belts whenever the PIT is equipped with them;
- Keep all body parts inside the driver’s compartment;
- Drive at appropriate speeds;
- Do not carry passengers on the PIT;
- No person shall be permitted to stand or pass under elevated portions of any PIT, whether loaded or empty;
- All PIT operators working on platforms that are six feet above a lower level shall wear appropriate fall protection devices;
- When traveling behind other PITs or vehicles, always maintain at least three forklift lengths from the vehicle ahead;
- Slowly approach ramps and inclines straight, not at an angle;
- Never turn the PIT while on a ramp or incline;
- When parking a PIT and prior to dismounting or leaving the unit, shut off the power.
- The operator shall never leave a running PIT unattended;
- If the PIT is left unattended, the load shall be fully lowered, controls shall be neutralized, power shut off, brakes set, and wheels blocked if PIT is parked on an incline;
- Never park a PIT in front of fire protection equipment, emergency exits, or in a manner that would obstruct a person from exiting the area;
- If a PIT that is found to be in need of repair, defective, or in any way unsafe, shall be immediately removed from service. The department supervisor shall be notified;
- Refueling and recharging areas equipped with emergency eyewash stations;
- Only loads within the rated capacity of the PIT shall be handled; and
- Loads shall be stable or safely arranged before being handled.