POWERED INDUSTRIAL TRUCKS

9/20/2010
Revision Date: 9/20/10
Revision Level: 1

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# Waukesha County Technical College
## Powered Industrial Trucks Program
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1.0 Purpose
The purpose of the Powered Industrial Truck Program is to protect the health and safety of all employees assigned to operate powered industrial trucks and to comply with the requirements of OSHA’s 1910.178 Powered Industrial Truck Standard and Department of Commerce, Wisconsin Administrative Code 32.15.

2.0 Scope:
This program applies to all employees, students, and visitors and includes all powered industrial trucks operated at Waukesha County Technical College.

3.0 Responsibilities:
Environmental Health and Safety Coordinator
- Developing specific policies and procedures pertaining to the operation and maintenance of powered industrial trucks.
- Implementing and managing the training and performance testing of powered industrial truck operators.
- Maintaining the training certification records and performance tests of employees included in the training sessions.
- Periodically reviewing the effectiveness of the program.

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

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

Contractors
Contractors are not authorized to operate college owned powered industrial trucks unless they are able to provide proof of training from their employer which states they are certified to operate that type of powered industrial vehicle.

Students and Visitor
Students (see exception) and visitors are not authorized to operate powered industrial trucks on any of the properties owned or leased by Waukesha County Technical College.

One exception to this rule is for the students enrolled in the Industrial Maintenance Program. The curriculum of this program requires students to learn how to operate powered industrial trucks. Students will be required to complete Powered Industrial Truck Operator training prior to being authorized to operate a powered industrial truck for purposes pertaining to the curriculum.
4.0 WCTC Powered Industrial Trucks
A powered industrial truck is classified as any mobile power propelled truck used to carry, push, pull, lift, stack, or tier material in the facility. Refer to Appendix B for a list of the college’s powered industrial trucks.

Manual hand pallet jacks are not covered under the Powered Industrial Truck Program. Therefore certification is not required to operate them.

5.0 POWERED INDUSTRIAL TRUCK SAFETY RULES
The following is a list of safety rules pertaining to the operation of a powered industrial truck.

**Truck Operations:**

1. A safe distance will be maintained from the edge of ramps or platforms while on any elevated dock, or platform.
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 parked on an incline.

   **Note:** A powered industrial truck is considered unattended when the operator is 25 feet or more away from the vehicle but 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 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 and trailers 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 and trailers 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 used in hazardous conditions.
10. Powered industrial trucks will not be driven up to anyone standing 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 wheels 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.

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. 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.

7. The operator will slow down for wet and slippery floors.

8. Dockboards or bridge plates will be properly secured before they are driven over and their rated capacity will never be exceeded. Dockboards or bridge plates will always be driven over carefully and slowly.

9. Motorized hand trucks must always enter elevators with the load end forward.

10. 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.

11. Other trucks traveling in the same direction or at intersections, blind spots or other dangerous locations will not be passed.

12. Horseplay and stunt driving, including spinning of the tires, is not permitted.
13. Running over loose objects will be avoided.

14. 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.

15. The operator will always look in the direction of travel and keep a clear view of the path of travel.

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 overhead.

5. When stacking 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 insure there is always a safe distance between the mast and overhead lights, pipes, sprinkler systems and overhead power lines.

Maintenance:

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 in unsafe condition, the operator will immediately notify his/her supervisor and remove the truck from service until it has been restored to safe operating condition.

3. The operator will always wear the proper personal protective equipment when charging the truck or performing any other maintenance on the truck.

4. Open flames will not be used to check the electrolyte level in batteries or the gasoline level in the fuel tank.

5. Smoking is not allowed while changing or charging batteries for electric powered vehicles.
6.0 Equipment Inspection
Powered Industrial Trucks (PITs) are required to be inspected prior to being placed into service for the first time on a given shift. It will be the responsibility of the operator to conduct and document the inspection. Inspections shall be documented on Waukesha County Technical College’s Powered Industrial Truck Inspection Checklist (See Appendices C and D).

Inspection sheets are to be turned in monthly to the Department Manager or Supervisor. Each department will be responsible for maintaining six months of completed inspection forms.

In the event a deficiency or malfunction is identified either during an inspection or normal operations the actions listed below shall be taken.

- PIT should immediately be taken out of service.
- Notify your supervisor of the situation.
- Record the deficiency on the Powered Industrial Truck Inspection Checklist.
- The PIT will be remain out of service until the deficiency has been corrected or the PIT has been deemed safe to operate by the Department Manager / Supervisor.

7.0 Maintenance and Modifications
Repairs and maintenance should be completed by either internal or external persons who are trained and knowledgeable on the piece of equipment.

Modifications or additions to powered industrial trucks that affect their capacity or safe operation shall not be made without prior written approval from the manufacturer. In addition, capacity, operation, and maintenance instruction plates, tags, or decals shall be changed accordingly.

8.0 Battery Charging Stations
Battery charging areas will be equipped with an eyewash flushing station, class ABC fire extinguisher and battery charging procedure checklist. The following procedure should be used when charging batteries.

- Battery charging stations should be located in a well ventilated area.
- Trucks shall be properly positioned and brake applied before attempting to change or charge batteries.
- Employees should wear the appropriate PPE (safety glasses, face-shield, aprons and rubber gloves).
- Smoking is prohibited in charging areas.
- Precautions shall be taken to prevent open flames, sparks, or electric arcs in the battery charging area.
- Tools and other metallic objects shall be kept away from the top of uncovered batteries.

9.0 Propane Cylinders
The following procedures should be used for the removal, installation and storage of propane cylinders.

Removing Empty Propane Cylinders
1. Put on protective eyewear and gloves.
2. Turn the shutoff valve counterclockwise to ensure the propane tank valve is closed.
3. If you are shutting off the valve at the tank, slowly unscrew the brass coupling from the tank.
4. Un-strap the two metal bands that secure the tank to the powered industrial truck and remove the empty tank.
5. Place the empty tank in the designated outside propane storage bin.

Installing Full Propane Cylinders
1. Put on protective eyewear and gloves.
2. Obtain a full propane tank.
3. Place the tank on the powered industrial truck and secure (tighten) it to the powered industrial truck.
4. Re-connect the fuel line to the propane tank.
5. Slowly turn the valve clockwise to turn on the gas.
6. Before starting the powered industrial truck, check for leaks at the fuel line coupling. Use soap and water to clean off any excess fuel.

Storage of Propane Cylinders
Whenever propane cylinders (empty or full) are not in use, they shall be stored in a secure position in their designated area.

10.0 Forklift Attachments
When forklift attachments are used they will be considered part of the load capacity of the powered industrial truck. Each attachment should have a manufacturer's label that indicates the maximum rated capacity of the attachment. At no time shall the weight of the attachment and the load being lifted exceed the load capacity of the powered industrial truck. Attachments should be visually inspected before each use and if any deficiencies are identified they should be reported immediately.

11.0 Lift Cages / Platforms
Whenever a truck is equipped for lifting personnel, the following additional precautions shall be taken for the protection of personnel being elevated:
- Only commercially designed and manufactured cages / platforms meeting ANSI standards may be utilized.
- No hand built or temporary units may be used.
- The lift truck operator shall remain at the controls.
- Only minor adjustments or movements may be made and only at creep speed.
- Traveling with the lift cage elevated is prohibited.

The cage / platform shall have:
- Non-slip floor surface, no less than 4 feet by 4 feet.
- A high mesh screen toward the upright.
- 42" high railings and 4" toe plate on all sides.
- A railing and gate that shall hold 200 lbs of horizontal push without giving.
- A gate that only swings inward and works easily.
- Fork channels under the floor.
- A chain or other positive locking device utilized to ensure the cage is secured to the fork carriage.
- Protection from overhead hazards / falling objects as necessary for the operating conditions shall be provided.

### 12.0 Authorized Operator Training / Evaluations

Only employees who have successfully completed Waukesha County Technical College’s Powered Industrial Truck Training Program will be authorized to operate powered industrial trucks on campus. The training program will consist of a combination of formal instruction (lecture, discussion video and / or 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.

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.

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.
- Powered industrial truck licenses.
- Written test.

### Operator Evaluation

- Demonstrate proper use of controls.
- Maneuvering skills.
- Selecting and driving with loads.
- Stacking loads.
- Dock safety.
- Battery charging
- Proper handling of propane

### Refresher Training

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.

13.0 Powered Industrial Truck Certification
Upon successful completion of the classroom training session and the road evaluation, employees will be issued a Powered Industrial Truck Certification. Employees may only operate the powered industrial trucks they are certified to operate.

Powered Industrial Truck Certifications are valid for 3 years unless one of the following incidents or conditions occurs during that 3-year period:

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

In the event that one of the incidents listed above did occur, the employee would lose their license until they complete refresher training.

14.0 Recertification
Powered industrial truck operators that meet the criteria listed below may recertify their license every three years by having their Manager / Supervisor complete the Operator Recertification Evaluation Form (Appendix E).

• Currently holds a valid powered industrial truck license from Waukesha County Technical College.
• Has not been observed operating a powered industrial truck in an unsafe manner.
• Has not been involved in an accident or near-miss incident with a powered industrial truck.
• Has not received an evaluation revealing unsafe operation of a powered industrial truck.
• Has not been assigned a different type of powered industrial truck.
• A condition in the workplace has changed affecting safe operation of powered industrial trucks.

If deficiencies are identified on the evaluation, the employee will be required to complete the classroom and operator evaluation training sessions to be recertified as a powered industrial truck operator.
15.0 Program Certification
The Environmental, Health and Safety Coordinator in conjunction with the Safety / Security Committee will review and evaluate the effectiveness of this program when any of the following occurs:

- When changes occur to the OSHA Powered Industrial Truck Standard that require a revision to this program.
- When changes occur to related procedures that require a revision.
- When facility operational changes occur that require a revision to the program.
- When there is an accident or near miss that relates to this area of safety.
Appendix A

DEFINITIONS

The following terms are associated with the design, type and use of powered industrial trucks:

- **Backrest**: Supports the load when tipped back and adds stability.
- **Carriage**: The part of the mast where the forks and backrest are mounted.
- **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 that type of truck.
- **Lift Cylinders**: Hydraulically operated single acting cylinders used to lift the carriage.
- **Load Center**: The distance from the heels of the forks to the load’s center of gravity.
- **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.
- **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 and pallet trucks.
- **Motorized Pallet Jack**: A type of powered industrial truck designed to move palletized materials.
- **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 manufacture. 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 manufacture’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.
- **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.
- **Center of Gravity** is a point on an object at which all of the object’s weight can be considered to be concentrated.
- **Counterweight** is the weight that is a 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.

- **Load center** is 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.

- **Wheelbase** is the distance between the centerline of the vehicle's front and rear wheels.
# Appendix B
## WCTC Powered Industrial Truck Inventory

<table>
<thead>
<tr>
<th>WCTC ID #</th>
<th>Department</th>
<th>Location</th>
<th>Serial #</th>
<th>Type</th>
<th>Manufacturer</th>
<th>Model</th>
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<tr>
<td><strong>Forklifts</strong></td>
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<td>Graphics</td>
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<td>2</td>
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<td>Yale</td>
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<td>3</td>
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<td>Komatsu</td>
<td>FG18ST-15</td>
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<td>Clark</td>
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<td>78</td>
<td>Facilities</td>
<td>KPH01A18PV</td>
<td>Propane</td>
<td>Nissan</td>
<td>6550</td>
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<td><strong>Motorized Pallet Jacks</strong></td>
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<td>83</td>
<td>Bookstore</td>
<td>M90004S24CHPA</td>
<td>Electric</td>
<td>Toyota</td>
<td>Pallet Pro</td>
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</table>
Appendix C

ELECTRIC & PROPANE SITDOWN TRUCKS INSPECTION CHECKLIST

Truck ID #: ________  Department: ___________________________  Hour meter Reading: ________

Powered Industrial Trucks (PITs) are required to be inspected prior to being placed into service for the first time on a given shift. It will be the responsibility of the operator to conduct and document the inspection.

The inspection shall be documented by the operator initializing the box corresponding to the date and shift of when the inspection was completed. The top portion is for day-shift inspections and the bottom is for night-shift inspections. Those days and shifts when the motorized pallet jack is not used will be left blank.

Month: __________________________

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</table>

Turn in inspection sheet to Department Manager / Supervisor at the end of each month.

Deficiencies shall be recorded in the Deficiency Log below. If a deficiency is identified the motorized pallet jack should be removed from service until the deficiency has been corrected or the motorized pallet jack has been deemed safe to operate.

**Deficiency Log**

<table>
<thead>
<tr>
<th>Date Identified</th>
<th>Operator</th>
<th>Description of Deficiency</th>
<th>Date Corrected</th>
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</tbody>
</table>

Reference the back of this sheet for directions on completing the inspections and the items to be inspected.  

Appendix C
Directions for Completing the Powered Industrial Truck Inspection

1. The PIT is to be inspected at the beginning of each shift that it will be in service. The inspection must be completed prior to the PIT being operated on the shift.

2. The operator will inspect the PIT to insure the components listed below are in proper operating condition.

<table>
<thead>
<tr>
<th>Key-Off Inspection</th>
<th>Key-On Inspection</th>
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</thead>
<tbody>
<tr>
<td>Overhead guard</td>
<td>Hour meter gauge</td>
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<tr>
<td>Hydraulic cylinders</td>
<td>Battery discharge indicator</td>
</tr>
<tr>
<td>Mast assembly</td>
<td>Steering</td>
</tr>
<tr>
<td>Lift chains and rollers</td>
<td>Brakes</td>
</tr>
<tr>
<td>Forks</td>
<td>Front, tail and brake lights</td>
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<tr>
<td>Tires</td>
<td>Horn</td>
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<tr>
<td>Battery</td>
<td>Safety seat</td>
</tr>
<tr>
<td>Hydraulic fluid level</td>
<td>Seat belts</td>
</tr>
<tr>
<td>Propane tank</td>
<td>Load handling attachments</td>
</tr>
<tr>
<td>Nameplate / lifting capacity tag</td>
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</tbody>
</table>

When conducting the inspection, the operator should focus on identifying hazards which may include but are not limited to dents, cracks, leaks, broken and/or malfunctioning components or any other condition creating a hazard to the operator or anyone in the immediate area of where the PIT is being operated. If you have any questions contact your Department Manager / Supervisor.

3. Inspect the components listed in the Key-Off Inspection list to insure they are all in proper working condition.

4. Inspect the components listed in the Key-On Inspection list to insure they are all in proper working condition.

5. If NO deficiencies are identified, then document the inspection by initialing the box corresponding to the date / time of the inspection.

6. If a deficiency is identified, the following action shall be taken:
   a. PIT should immediately be taken out of service.
   b. Notify your supervisor of the situation.
   c. Record the deficiency in the Deficiency Log.
   d. The PIT will be removed from service until the deficiency has been corrected or the PIT has been deemed safe to operate by the Department Manager / Supervisor.

7. At the end of each month the inspection sheet shall be turned in to the Department Manager / Supervisor.
Appendix D

MOTORIZED PALLET JACK INSPECTION CHECKLIST

Truck ID #:________  Department:________________________  Hour meter Reading:________

Motorized Pallet Jacks are required to be inspected prior to being placed into service for the first time on a given shift. It will be the responsibility of the operator to conduct and document the inspection.

The inspection shall be documented by the operator initializing the box corresponding to the date and shift of when the inspection was completed. The top portion is for day-shift inspections and the bottom is for night-shift inspections. Those days and shifts when the motorized pallet jack is not used will be left blank.

Month:________________________________________

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</tbody>
</table>

Turn in inspection sheet to Department Manager / Supervisor at the end of each month.

Deficiencies shall be recorded in the Deficiency Log below. If a deficiency is identified the motorized pallet jack should be removed from service until the deficiency has been corrected or the motorized pallet jack has been deemed safe to operate.

Deficiency Log

<table>
<thead>
<tr>
<th>Date Identified</th>
<th>Operator</th>
<th>Description of Deficiency</th>
<th>Date Corrected</th>
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<tbody>
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</tbody>
</table>

Reference the back of this sheet for directions on completing the inspections and the items to be inspected.
Directions for Completing the Motorized Pallet Jack Inspection

8. The motorized pallet jack is to be inspected at the beginning of each shift that it will be in service. The inspection must be completed prior to it being operated on the shift.

9. The operator will inspect the motorized pallet jack to insure the components listed below are in proper operating condition.

<table>
<thead>
<tr>
<th>Key-Off Inspection</th>
<th>Key-On Inspection</th>
</tr>
</thead>
<tbody>
<tr>
<td>Forks</td>
<td>Hour meter gauge</td>
</tr>
<tr>
<td>Battery</td>
<td>Battery indicator</td>
</tr>
<tr>
<td>Hand guards</td>
<td>Steering</td>
</tr>
<tr>
<td>Nameplate / lifting capacity tag</td>
<td>Brakes</td>
</tr>
<tr>
<td></td>
<td>Check the drive operations</td>
</tr>
<tr>
<td></td>
<td>Horn</td>
</tr>
</tbody>
</table>

When conducting the inspection, the operator should focus on identifying hazards which may include but are not limited to dents, cracks, leaks, broken and/or malfunctioning components or any other condition creating a hazard to the operator or anyone in the immediate area of where the motorized pallet jack is being operated. If you have any questions contact your Department Manager / Supervisor.

10. Inspect the components listed in the Key-Off Inspection list to insure they are all in proper working condition.

11. Inspect the components listed in the Key-On Inspection list to insure they are all in proper working condition.

12. If NO deficiencies are identified, then document the inspection by initializing the box corresponding to the date / time of the inspection.

13. If a deficiency is identified, the following action shall be taken:
   a. Motorized pallet jack should immediately be taken out of service.
   b. Notify your supervisor of the situation.
   c. Record the deficiency in the Deficiency Log.
   d. The motorized pallet jack will be removed from service until the deficiency has been corrected or the motorized pallet jack has been deemed safe to operate by the Department Manager / Supervisor.

14. The inspection form shall be handed in to the Department Manager / Supervisor at the end of each month.
Appendix E

WAUKESHA COUNTY TECHNICAL COLLEGE
POWERED INDUSTRIAL TRUCK OPERATOR RECERTIFICATION EVALUATION

Today’s Date ________________  Operator Name: ____________________
Department:__________________  Manager / Supervisor:__________________

Managers / Supervisors – Please confirm the following statements for the identified powered industrial truck operator.

<table>
<thead>
<tr>
<th></th>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>The operator currently holds a valid powered industrial truck license from Waukesha County Technical College.</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>The above operator has been observed operating a powered industrial truck in an unsafe manner.</td>
<td></td>
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<tr>
<td>3.</td>
<td>The above operator has been involved in an accident or near-miss incident with a powered industrial truck.</td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>The above operator has received an evaluation revealing unsafe operation of a powered industrial truck.</td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td>The above operator has been assigned a different type of powered industrial truck.</td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td>A condition in the workplace has changed affecting safe operation of powered industrial trucks.</td>
<td></td>
</tr>
</tbody>
</table>

If the answer is ‘YES’ to any of the questions above, the powered industrial truck operator will be required to complete the classroom training session and operator evaluation prior to re-certification of a powered industrial truck license. If all the conditions listed in the above table are satisfied, the operator may have their license recertified for another 3 year term.

Comments: ____________________________________________

____________________________________  ___________
Employee                              Date
____________________________________  ___________
Manager / Supervisor                   Date
____________________________________  ___________
Environmental, Health and Safety Coordinator Date