

LAC+USC MEDICAL CENTER POLICY

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| Subject: POWERED INDUSTRIAL TRUCKS | Original Issue Date: 4/12/10 | Policy # 663 |
| | Supersedes: 6/29/18 | Effective Date: 10/21/22 |
| Departments Consulted: Facilities Management Environmental Health & Safety Risk Management | Reviewed & Approved by: Attending Staff Association Executive Committee Senior Executive Council | Approved by: (Signature on File) Chief Medical Officer (Signature on File) Chief Executive Officer |

PURPOSE

To ensure that operators of powered industrial trucks are properly trained prior to operating such equipment, in accordance with applicable laws and regulations.

POLICY

It is the policy of LAC+USC Medical Center to ensure the safety of every employee operating powered industrial trucks.

PROCEDURE

Powered industrial trucks include, but not limited to the following equipments:

- Forklift trucks
- Electric pallet jack/truck
- Low/High lift truck
- Rider truck

Training Requirement

- Prior to permitting employees to operate powered industrial trucks, supervisors shall ensure that all powered industrial truck operators complete the training conducted by persons who have the knowledge, training, and experience to train operators and evaluate their competence.
- Refresher training shall be conducted when:
 - The operator has been observed operating the equipment in an unsafe manner.
 - The operator has been involved in an accident or near-miss incident as a result of unsafe operation.
 - The operator is assigned to operate a different type of industrial truck.
 - Changes in workplace condition in a manner that could affect safe operation of the industrial truck.
- All industrial truck operators shall be evaluated at least every three (3) years.

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Certification

- Operators who have been trained and evaluated shall receive certificates for completion.
- The certification shall include name of the operator, training date, date of evaluation, and the identity of the person(s) performing the training or evaluation.

Licensing

- All operators shall be at least 18 years or older.
- All operators shall possess a valid California driver's license.
- All operators shall complete all training and evaluation as outlined in the Training section.

Record Keeping

- Supervisors shall record and maintain all training documents for at least three (3) years.

Operating Rules

(See appendix A)

In addition to operating rules listed in appendix A, powered industrial trucks shall be operated in a safe manner in accordance with the following rules:

- Seatbelts shall be worn if they are available.
- Powered industrial trucks shall not be operated on unstable ground; platform or flooring that will not support the weight of the truck and the load being transported.
- Operators shall ensure that all travel surfaces are solid and stable.
- Steering knobs shall not be used unless the industrial trucks are equipped with power steering.
- Operators shall not smoke while operating the truck.
- A spotter/escort is required when moving a forklift between locations or operating a forklift outside a designated forklift operating area (warehouses and stockrooms).
- Operators shall not listen to audio devices (i.e., radios, walkman, Ipod, and CD/MP3 players) while operating the truck.
- Operators shall not use cell phones (includes texting) and walkie talkie.
- Operators shall keep transporting load low while driving.
- Operators shall notify supervisors of any changes in medical condition that may affect their driving ability.
- All name plates, model number, and type designation markings on industrial trucks shall be maintained in a legible condition.

Operator Platforms

- Every end control, reach, narrow aisle and electric pallet jack/rider truck shall be equipped with an operator platform of sufficient size to contain the operator's feet within its periphery

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and strong enough to withstand a compression load equal to the weight of the loaded truck applied longitudinally against a flat vertical surface.

- When installed, operator enclosures shall not restrict movement to and from the operating position.

Rated Capacity

- The rated capacity of all industrial lift trucks shall be displayed at all times on the vehicle in such a manner that it is readily visible to the operator.
- Industrial lift trucks equipped with forks shall not be loaded beyond their designated capacity.

Brakes and Warning Devices

- Every industrial truck shall be equipped with brakes or other effective devices adequate to bring the vehicle to a complete safe stop while fully loaded.
- Every industrial truck shall be equipped with a parking brake or other effective device to prevent the vehicle from moving when left unattended.
- Every industrial truck, except those guided or controlled by a walking operator, shall be equipped with a warning horn, whistle, gong, or other device which can be heard clearly above the normal industrial noises in the places of employment.

Maintenance of Industrial Trucks

- Preventive maintenance shall be performed as recommended by the manufacturer.
- Operators of forklift trucks shall perform safety inspection prior to the operation of the truck (at least daily or before each shift) and document inspection on the safety checklist. See Appendix B.
- Deficiencies shall be reported to the supervisor immediately.
- Industrial trucks shall be kept in a clean condition free of debris, oil, and grease.

Emergency Procedures

- Electric-battery-powered trucks' operators shall be trained on emergency procedures for accidental acid spill and/or explosion.

ATTACHMENTS

Appendix A – Operating Rules for Industrial Trucks
Appendix B – Operators Daily Forklift Safety Checklist

REVISION DATES

August 13, 2013; July 14, 2015, June 29, 2018, October 21, 2022