

**MARTIN LUTHER KING, JR. – OUTPATIENT CENTER (MLK OPC)
POWERED INDUSTRIAL TRUCK OPERATION POLICY**

DIVISION: ENVIRONMENT OF CARE	Number: 5.602
SUBJECT: SAFE OPERATION OF POWERED INDUSTRIAL TRUCKS	
SECTION: PHYSICAL PLANT	Page 1 of 11
APPROVED BY: ENVIRONMENT OF CARE COMMITTEE, POLICY & PROCEDURE COMMITTEE	EFFECTIVE DATE: 05/2009
TO BE PERFORMED BY: Applicable workforce members	REVISED DATE: 04/27/2016

PURPOSE

1. To establish procedures for the safe operation and maintenance of powered industrial trucks (PIT).
2. To ensure that operators of powered industrial trucks are properly trained prior to operating such equipment, in accordance with applicable laws and regulations.
3. To comply with applicable regulations.

POLICY

This policy shall govern the use of all PITs operated on the MLK campus by MLK OPC workforce. Contracted vendors are responsible for the inspection of their own equipment and the training and certification of their own operators in conformance with this policy.

DEFINITIONS

Certified Operator – County employee or contractor employee who has been trained and evaluated to be competent in operating PIT.

Powered Industrial Trucks (PIT) – PIT, commonly called forklifts or lift trucks are any mobile power-propelled truck used to carry, push, pull, lift, stack or tier materials. These include, but are not limited to:

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

Powered industrial trucks can be ridden or controlled by a walking operator. Earth moving and over the road haulage trucks are not included in the definition. Equipment that was designed to move earth but has been modified to accept forks are also not included.

Vehicle – For the purpose of this policy, a vehicle is a powered industrial truck.

**MARTIN LUTHER KING, JR. – OUTPATIENT CENTER (MLK OPC)
POWERED INDUSTRIAL TRUCK OPERATION POLICY**

DIVISION: ENVIRONMENT OF CARE	Number: 5.602
SUBJECT: SAFE OPERATION OF POWERED INDUSTRIAL TRUCKS	
SECTION: PHYSICAL PLANT	Page 2 of 11
APPROVED BY: ENVIRONMENT OF CARE COMMITTEE, POLICY & PROCEDURE COMMITTEE	EFFECTIVE DATE: 05/2009
TO BE PERFORMED BY: Applicable workforce members	REVISED DATE: 04/27/2016

RESPONSIBILITIES

A. Facilities Management

1. Maintain inventory of all PITs
2. Maintain preventive maintenance and inspection of PITs to insure continued compliance with manufacturer specifications
3. Provide or arrange for the repair of PIT

B. Safety Office

1. Monitor the PIT training program, including maintaining and copies of operator certifications
2. Ensure that refresher training is scheduled every three years, or as required by Cal/ OSHA, for applicable employees
3. Investigate all accidents/incidents and recommend corrective actions to ensure safety of employees operating this equipment
4. Assist and support service area supervisors and managers in:
 - a. Determining needs based on safety and environmental regulations
 - b. Ensuring that appropriate safety equipment is in place and approved safety practices are shared with all affected employees

C. Supervisors

All supervisors of workforce members who use PITs shall

1. Ensure that all PIT operators are trained and certified in the safe operation of PIT vehicles in accordance with this policy and the manufacturer's recommendations.

**MARTIN LUTHER KING, JR. – OUTPATIENT CENTER (MLK OPC)
POWERED INDUSTRIAL TRUCK OPERATION POLICY**

DIVISION: ENVIRONMENT OF CARE	Number: 5.602
SUBJECT: SAFE OPERATION OF POWERED INDUSTRIAL TRUCKS	
SECTION: PHYSICAL PLANT	Page 3 of 11
APPROVED BY: ENVIRONMENT OF CARE COMMITTEE, POLICY & PROCEDURE COMMITTEE	EFFECTIVE DATE: 05/2009
TO BE PERFORMED BY: Applicable workforce members	REVISED DATE: 04/27/2016

2. Retain a copy of the employee's PIT "Certificate of Completion of Training" in the employee's personnel and/or area file.
3. Ensure that employees are scheduled for initial training and remedial training as needed, with formal evaluation of PIT skills every three years.
4. Report all accidents to the Safety Office and through the Safety Intelligence portal.
5. Ensure that any equipment deficiencies are immediately reported to the Equipment Maintenance Shop and that the equipment is repaired or immediately tagged out
6. Ensure the PIT Inspection Checklist (Appendix A) is completed prior to use

D. Operators

1. Authorized to operate PIT after receiving proper training and certification.
2. Ensure that all equipment used is functioning properly and report any deficiencies noted.
3. Report any accident and all equipment problems immediately to the supervisor. The workforce member should secure surrounding area, as needed, for example use caution tape, cones, or ask for assistance from another employee.
4. Complete the PIT Inspection Checklist (Appendix A).

PROCEDURES

A. Training

1. All workforce members who operate a PIT must complete training prior to operating a PIT that includes at minimum the following:

**MARTIN LUTHER KING, JR. – OUTPATIENT CENTER (MLK OPC)
POWERED INDUSTRIAL TRUCK OPERATION POLICY**

DIVISION: ENVIRONMENT OF CARE	Number: 5.602
SUBJECT: SAFE OPERATION OF POWERED INDUSTRIAL TRUCKS	
SECTION: PHYSICAL PLANT	Page 4 of 11
APPROVED BY: ENVIRONMENT OF CARE COMMITTEE, POLICY & PROCEDURE COMMITTEE	EFFECTIVE DATE: 05/2009
TO BE PERFORMED BY: Applicable workforce members	REVISED DATE: 04/27/2016

- a. Classroom training on the specific PIT
 - b. Instructions on pre-use inspection
 - c. Record keeping requirements
 - d. Assessment of skills by direct observation
2. All employees who receive training shall be issued a certificate stating the equipment he/she is authorized to operate, the signature of the trainer and the expiration date of the certificate.
3. The PIT certificate shall be placed in the employee personnel file and a copy will be sent to the Safety Office.
4. Refresher training shall be provided to the operator when:
- a. The operator has been observed to operate the vehicle in an unsafe manner.
 - b. The operator has been involved in an accident or near-miss incident.
 - c. The operator has received an evaluation that reveals that the operator is not operating the PIT safely.
 - d. The operator is assigned to drive a different type of PIT.
 - e. A condition in the workplace changes in a manner that could affect the safe operation of the PIT.
 - f. Every three years.

B. PRE-OPERATION INSPECTION

1. The operator shall use the PIT Inspection Checklist (Appendix A) as a guideline for inspecting the PIT.

**MARTIN LUTHER KING, JR. – OUTPATIENT CENTER (MLK OPC)
POWERED INDUSTRIAL TRUCK OPERATION POLICY**

DIVISION: ENVIRONMENT OF CARE	Number: 5.602
SUBJECT: SAFE OPERATION OF POWERED INDUSTRIAL TRUCKS	
SECTION: PHYSICAL PLANT	Page 5 of 11
APPROVED BY: ENVIRONMENT OF CARE COMMITTEE, POLICY & PROCEDURE COMMITTEE	EFFECTIVE DATE: 05/2009
TO BE PERFORMED BY: Applicable workforce members	REVISED DATE: 04/27/2016

2. If problems are found, it is the responsibility of the PIT operator to report the unsafe problem to his/her supervisor as well as to the Equipment Maintenance Shop.
3. It is the responsibility of the Supervisor to remove unsafe equipment from operation and ensure that each PIT is inspected at the beginning of each shift.
4. At the beginning of each month the completed PIT Inspection Checklist for the previous month shall be submitted to the Equipment Maintenance Shop for review.

C. OPERATION AND VEHICLE INFORMATION

1. Only authorized and trained personnel shall operate PIT.
2. All original safety features such as overhead carriage, fire extinguisher, rotating beacon, faceplate, horn, and back-up alarm shall be maintained and inspected per manufactures recommendation.
3. Any defects (such as hydraulic fluid leaks, defective brakes, defective steering, missing face plate, non-working horn, missing fire extinguisher, etc.) shall be reported for immediate repair or have the PIT taken out of service until it has been restored to safe operating condition.
4. Operator shall sound horn and use extreme caution when meeting pedestrians and turning.
5. An overhead guard shall be used when appropriate as protection against falling objects.
6. If PITs are used as a man lift, an appropriate man lift platform (cage with standard rails and toe-boards) shall be used.
7. Lift capacity shall be marked on all PITs. Operator shall ensure load does not exceed rated limits.

**MARTIN LUTHER KING, JR. – OUTPATIENT CENTER (MLK OPC)
POWERED INDUSTRIAL TRUCK OPERATION POLICY**

DIVISION: ENVIRONMENT OF CARE	Number: 5.602
SUBJECT: SAFE OPERATION OF POWERED INDUSTRIAL TRUCKS	
SECTION: PHYSICAL PLANT	Page 6 of 11
APPROVED BY: ENVIRONMENT OF CARE COMMITTEE, POLICY & PROCEDURE COMMITTEE	EFFECTIVE DATE: 05/2009
TO BE PERFORMED BY: Applicable workforce members	REVISED DATE: 04/27/2016

8. When unattended, PIT shall be turned off, forks lowered to the ground, parking brake applied, and key removed. A PIT is considered unattended when the operator is 25 feet or more away or when the PIT is not in view.
9. A safe distance shall be maintained from the edge of the ramps or platforms while on any elevated dock, or platform or freight car. PITs shall not be used for opening or closing freight doors.
10. PITs shall not be parked so as to block fire aisles, access to stairways or fire equipment.

D. CHANGING, CHARGING, AND STORING BATTERIES

1. Operators shall follow the proper recharging safety procedures. When charging batteries, acid shall be poured into water; water shall not be poured into acid.
2. PITs shall be properly positioned and brake applied before attempting to change or charge batteries.
3. Smoking is prohibited in the charging area.
4. Precautions shall be taken to prevent open flames, sparks or electric arcs in battery charging areas. Storage of combustibles is prohibited in charging locations.

E. TRAVELING

1. All traffic regulations shall be observed, including authorized speed limits.
2. A safe distance shall be maintained approximately three PIT lengths from the PIT ahead, and the PIT shall be kept under control at all times.
3. No passengers are allowed to ride at any time.
4. The operator's body must be kept in the PIT cab at all times.
5. Seat belts must be worn if the PIT is in motion.

**MARTIN LUTHER KING, JR. – OUTPATIENT CENTER (MLK OPC)
POWERED INDUSTRIAL TRUCK OPERATION POLICY**

DIVISION: ENVIRONMENT OF CARE	Number: 5.602
SUBJECT: SAFE OPERATION OF POWERED INDUSTRIAL TRUCKS	
SECTION: PHYSICAL PLANT	Page 7 of 11
APPROVED BY: ENVIRONMENT OF CARE COMMITTEE, POLICY & PROCEDURE COMMITTEE	EFFECTIVE DATE: 05/2009
TO BE PERFORMED BY: Applicable workforce members	REVISED DATE: 04/27/2016

6. Stunt driving and horseplay are prohibited on PITs and during their operation.
7. Parking brakes shall be set, taken out of gear, and the forks lowered whenever the driver is required to leave the PIT.
8. PITs shall not be left unattended with the ignition engaged or the forks raised.
9. PIT keys shall be removed from the PIT when they are not in use.
10. When the load blocks the employee's vision driving forward, the PIT shall be driven in reverse.
11. Travel with the forks raised less than 1 foot.
12. The driver shall be required to slow down and sound the horn at cross aisles and other locations where vision is obstructed. If the load being carried obstructs forward view, the driver shall be required to travel with the load trailing.

F. LOADING

1. Drivers shall abide by safe loading procedures.
2. Only stable loads shall be handled.
3. The operator shall not surpass the rated capacity of the PIT.
4. The forks of the PIT must be placed under the load as far as possible.
5. Once a load has been picked up, the mast should be tilted back to stabilize the load.
6. Extreme care shall be used when tilting the load forward or backward, particularly when high tiering. An elevated load shall not be tilted forward except when the load is in a deposit position over a rack or stack. When

**MARTIN LUTHER KING, JR. – OUTPATIENT CENTER (MLK OPC)
POWERED INDUSTRIAL TRUCK OPERATION POLICY**

DIVISION: ENVIRONMENT OF CARE	Number: 5.602
SUBJECT: SAFE OPERATION OF POWERED INDUSTRIAL TRUCKS	
SECTION: PHYSICAL PLANT	Page 8 of 11
APPROVED BY: ENVIRONMENT OF CARE COMMITTEE, POLICY & PROCEDURE COMMITTEE	EFFECTIVE DATE: 05/2009
TO BE PERFORMED BY: Applicable workforce members	REVISED DATE: 04/27/2016

stacking or tiering, only enough backward tilt to stabilize the load shall be used.

G. FUELING SAFETY

1. Fuel tanks shall not be filled while the engine is running. Spillage shall be avoided.
2. No PITs shall be operated with a leak in the fuel system until the leak has been corrected.
3. Fueling operations shall be located in well ventilated areas designated for that purpose.

H. MAINTENANCE OF PITS

1. The Equipment Maintenance Shop shall ensure that all PITs are maintained in accordance with the manufacturer's recommendations.
2. All maintenance and inspection records shall be maintained by the Equipment Maintenance Shop for as long as MLK OPC owns the equipment. These records shall physically be maintained on site of the Equipment Maintenance Shop.
3. A qualified inspector shall make an annual inspection. A copy of the inspection form and a certification document shall be provided by the inspector and shall be retained in the equipment file.
4. Any PIT not inspected annually or inspected and found not to be in proper operating condition shall be immediately taken out of service and reported to the Equipment Maintenance Shop.
5. The PIT may be placed into service only after the necessary repairs have been made and/or the annual inspection has been successfully completed.
6. Those repairs to the fuel and ignition systems of industrial PITs, which involve fire hazards, shall be conducted only in locations designated for such repairs.

**MARTIN LUTHER KING, JR. – OUTPATIENT CENTER (MLK OPC)
POWERED INDUSTRIAL TRUCK OPERATION POLICY**

DIVISION: ENVIRONMENT OF CARE	Number: 5.602
SUBJECT: SAFE OPERATION OF POWERED INDUSTRIAL TRUCKS	
SECTION: PHYSICAL PLANT	Page 9 of 11
APPROVED BY: ENVIRONMENT OF CARE COMMITTEE, POLICY & PROCEDURE COMMITTEE	EFFECTIVE DATE: 05/2009
TO BE PERFORMED BY: Applicable workforce members	REVISED DATE: 04/27/2016

7. PITs in need of repairs to the electrical system shall have the battery disconnected prior to such repairs.
8. All parts of any such industrial PIT requiring replacement shall be replaced only by parts equivalent as to safety with those used in the original design.
9. Industrial PITs shall not be altered so that the relative positions of the various parts are different from what they were when originally received from the manufacturer, nor shall they be altered either by the addition of extra parts not provided by the manufacturer or by the elimination of any parts. Additional counter-weighting of fork PITs shall not be done unless approved by the PIT manufacturer.
10. Industrial PITs shall be kept in a clean condition, free of lint, excess oil, and grease. Noncombustible agents should be used for cleaning PITs. Low flash point (below 100 deg F.) solvents should not be used. High flash point (at or above 100 deg F.) solvents may be used.

I. EQUIPMENT SECURITY

1. If the PIT is unattended but accessible to others, the key shall be removed.
2. If the key is to be left in the device, the PIT must be locked in a secure area in order to prevent unauthorized use.

J. PERSONAL PROTECTIVE EQUIPMENT

1. The seat belt provided in the PIT operator's compartment shall be worn at all times while operating the PIT.
2. Personal protective equipment such as acid resistant gloves, aprons, and full-face shields shall be provided and stored at all battery charging units. This equipment must be worn whenever employees are performing maintenance on batteries. Safety glasses must be worn when connecting and disconnecting charging units.
3. The Safety Officer shall be consulted on a case-by-case basis to determine if additional personal protective equipment or other safety equipment is required when operating the PIT.

**MARTIN LUTHER KING, JR. – OUTPATIENT CENTER (MLK OPC)
POWERED INDUSTRIAL TRUCK OPERATION POLICY**

DIVISION: ENVIRONMENT OF CARE	Number: 5.602
SUBJECT: SAFE OPERATION OF POWERED INDUSTRIAL TRUCKS	
SECTION: PHYSICAL PLANT	Page 10 of 11
APPROVED BY: ENVIRONMENT OF CARE COMMITTEE, POLICY & PROCEDURE COMMITTEE	EFFECTIVE DATE: 05/2009
TO BE PERFORMED BY: Applicable workforce members	REVISED DATE: 04/27/2016

4. Supervisors shall ensure that protective equipment is provided and worn.

K. CONTRACTED VENDORS

Supervisors are responsible to provide this policy to contracted vendors who use their own PITs.

1. Only employees of contracted vendors who are approved to perform work on MLK OPC property may be permitted to operate PITs.
2. Only operators with proof of OSHA compliant training may operate PITs on MLK OPC property.
3. The Contracted vendor shall be responsible for its employees' personal protective equipment.

L. DISCIPLINARY ACTION

1. The use of the PIT without authorization is subject to immediate progressive disciplinary action.
2. Misuse of the PIT by authorized personnel may result in loss of future PIT privileges.

M. RECORD KEEPING

1. A copy of the manufacturer's operating and maintenance manual shall be kept in a pouch or compartment on the PIT so that the operator may easily consult the manual.
2. The Equipment Maintenance Shop shall be responsible for maintaining files on PIT maintenance and the Safety Office is responsible for maintaining training records.

N. REFERENCES

Title 8 CCR, Section 3650

**MARTIN LUTHER KING, JR. – OUTPATIENT CENTER (MLK OPC)
POWERED INDUSTRIAL TRUCK OPERATION POLICY**

DIVISION: ENVIRONMENT OF CARE	Number: 5.602
SUBJECT: SAFE OPERATION OF POWERED INDUSTRIAL TRUCKS	
SECTION: PHYSICAL PLANT	Page 11 of 11
APPROVED BY: ENVIRONMENT OF CARE COMMITTEE, POLICY & PROCEDURE COMMITTEE	EFFECTIVE DATE: 05/2009
TO BE PERFORMED BY: Applicable workforce members	REVISED DATE: 04/27/2016

NOTED AND APPROVED:

Cynthia M. Oliver, Chief Executive Officer

Date

Ellen Rothman, M.D., Chief Medical Officer

Date

Lessie Barber, R.N., Nursing Director

Date

Signature(s) on File.

REVIEWED						
-----------------	--	--	--	--	--	--

Approved