1. Purpose
   a. The State University College of New York at Plattsburgh is dedicated to providing a safe work environment for its employees. This policy is intended to establish requirements to insure employees are trained in the proper use of powered industrial trucks, thereby meeting certification criteria set forth in OSHA standard 1910.178.

2. Scope
   a. This policy is to be followed at all Plattsburgh State University sites and by all personnel when using powered industrial trucks.

3. Responsibilities
   a. Site managers and/or supervisors are responsible for ensuring all employees who must operate powered industrial trucks are competent to operate a powered industrial truck safely and comply with this policy. The Environmental Health and Safety Officer shall make training available as required.

   b. Operator
      i. Safe Operation is the responsibility of the operator.
      ii. The operator shall develop safe working habits and also be aware of hazardous conditions in order to protect self, other personnel, the truck and other material.
      iii. The operator shall be familiar with the operation and function of all controls and instruments before operating the truck.
      iv. Before operating any truck, the operator shall be familiar with unusual operating conditions, which may require additional safety precautions or special operating instructions.

4. Definitions
   a. The units owned and operated by the University are E, G & LP designated units.

References
Code of Federal Regulations: Title 29 - Labor
Part Title: Occupational Safety and Health Standards
Part Number: 1910
Subpart: N
Subpart Title: Materials Handling and Storage
Standard Number: 1910.178
Title: General Requirements
i. The E designated units are electrically powered units that have minimum acceptable safeguards against inherent fire hazards.

ii. The G designated units are gasoline powered units having minimum acceptable safeguards against inherent fire hazards.

iii. The LP designated unit is similar to the G unit except that liquefied petroleum gas is used for fuel instead of gasoline.

b. Certified operator is one who has been fully trained and tested, who knows the general design of the vehicle, and who has learned safety inspections and safe driving rules.

Only a trained and authorized operator shall drive or operate any powered industrial truck.

5. Procedure
   a. Inspection
      i. Industrial trucks shall be examined before being placed in service, and shall not be placed in service if the examination shows any condition adversely affecting the safety of the vehicle.
      ii. Such examination shall be made daily using Inspection sheet (appendix A).
      iii. Defects when found shall be immediately reported and corrected. The user shall also see that all nameplates and markings are in place and are maintained in a legible condition.
      b. Any power-operated industrial truck not in safe operating condition shall be removed from service. All repairs shall be made by authorized personnel.
      c. Stunt driving and horseplay shall not be permitted.
      d. Fuel tanks shall not be filled while the engine is running. Spillage shall be avoided.

6. Lift Truck Propane Safety
   a. Propane safety Information
      i. Propane is extremely flammable.
      ii. Is stored as a liquid under pressure.
      iii. Propane gas is 1 ½ times heavier than air. This means leaking propane gas will collect in low-lying areas while looking for an ignition source.
      iv. Liquid propane that comes in contact with the skin can/will cause freeze burns.
      b. If a cylinder is leaking:
         i. Attempt to close the cylinder valve.
         ii. Move cylinder to an outside area away from any ignition sources.
         iii. Position cylinder in such a way that only vapor leak, no liquid.

7. Training
   a. Trainees may operate a powered industrial truck only under the direct supervision of persons who have the knowledge, training, and experience to train operators and evaluate their competence; and where such operation does not endanger the trainee or other employees.
   b. Training shall consist of a combination of formal instruction (e.g., lecture, discussion, interactive computer learning, video tape, 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.
c. Powered industrial truck operators shall receive initial training applicable to safe operation of the truck in the workplace and any other operating instructions, warnings, or precautions listed in the operator's manual for the type of vehicle that the employee is being trained to operate.

d. All operator training and evaluation shall be conducted by persons who have the knowledge, training, and experience to train powered industrial truck operators and evaluate their competence.

e. Refresher training in relevant topics shall 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; or a condition in the workplace changes in a manner that could affect safe operation of the truck.

f. An evaluation of each powered industrial truck operator's performance shall be conducted at least once every three years. This certification shall include the name of the operator, the date of the training, the date of the evaluation, and the identity of the person(s) performing the training or evaluation.

g. Training records will be kept by the EH&S office.
# G017 Fork Lift

**2014 Daily Safety PM Fork Lift Drive Inspection Check List (20131229283)**

Please initial in box as each item is checked in accordance with OSHA standard 1910.178(p), 1910.178(g)(7), 1910.178(c)(10)

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**Vehicle Safety Inspection**

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<td>Hydraulic cylinders</td>
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<td>Lift chains and rollers</td>
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**Forks**

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**Tires**

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<td>Oil pressure indicator lamp</td>
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<td>Hour meter</td>
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**Test Standard Equipment**

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**Operation of Load Handling Attachments**

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**Inspector Signature**

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