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A. SCOPE AND APPLICATION

This program is established in accordance with 29 CFR 1910.178, “Powered Industrial Trucks,” and establishes the requirements for inspecting and operating powered industrial trucks at all University of Nevada, Las Vegas (UNLV) properties.

B. COMPLIANCE

This program applies to UNLV employees and student workers who operate powered industrial trucks at UNLV.

C. DUTIES AND RESPONSIBILITIES

1. Risk Management and Safety (RMS)
   a. Develop, implement and maintain the “Powered Industrial Truck Program.”
   b. Offer training to powered industrial truck operators and schedule practical evaluations.
   c. Maintain training records including written tests and performance evaluations.
   d. Issue certification cards to operators upon successful completion of training and performance evaluations.

2. Vehicle Repair Services
   a. Maintain powered industrial trucks in a safe operating condition, when requested.
      i. Install replacement parts that are equivalent in safety to those used in the original design.
3. Department Managers and Supervisors
   a. Verify that operators are trained and certified.
   b. Schedule operators to complete required performance evaluations within three years of their previous evaluation.
   c. Ensure that maintenance and repairs are completed by Vehicle Repair Services.
   d. Maintain powered industrial trucks in a clean condition.
   e. Remove any powered industrial truck from service that is not in a safe operating condition.
   f. Take appropriate corrective action (including re-training) when individuals operate powered industrial trucks unsafely.
   g. Evaluate operator performance on the job to ensure that safe work practices are followed.

4. Operators
   a. Successfully complete initial training and performance evaluation.
   b. Successfully complete a performance evaluation within three years of their previous evaluation.
   c. Inspect powered industrial trucks at least once a day, or at least prior to the first use of the day, to determine that trucks are in safe working condition.
      i. Use the “Forklift Pre-Operational Check” and the “Forklift Functional Check” as guidelines when completing daily inspections.
   d. Notify supervisors when deficiencies are found that prevents the safe operation of powered industrial trucks.
   e. Handle gas and/or liquefied petroleum gas (LPG) in a safe manner.
   f. Operate powered industrial trucks safety at all times.

D. OPERATING FORKLIFTS
   1. Each operator must receive **authorization** from their supervisor to operate a powered industrial truck on campus.
   2. Each operator must perform a worksite inspection to identify operational conditions or hazards that may affect safe operation.
a. If an unsafe condition is found, the powered industrial truck shall not be operated until the condition has been resolved.

3. Operators shall note the following specific precautions:

   a. Items shall be placed in a manner that does not obstruct overhead vision.
   b. Never place any part of the body between the uprights of the mast.
   c. Travel with the load trailing when the load obstructs the forward view.
   d. Handle only stable and safely arranged loads.
   e. Exercise caution when handling off-centered loads that cannot be centered.
   f. Handle only loads that are within the truck’s rated capacity.
   g. Use appropriate turn signal indicator (or hand signals) when making turns.

E. MODIFYING AND MARKING TRUCKS

1. Modifications or additions that affect the capacity or safe operation of the powered industrial truck shall not be made without written approval from the manufacturer.

   a. Request for manufacturer’s approval of modifications or additions shall only be made by Vehicle Repair Services.
   b. Modifications shall be installed by Vehicle Repair Services.

2. If modifications are made, a new data plate shall be obtained from the manufacturer to reflect changes to the powered industrial truck.

3. Front-end attachments not installed at the factory shall be marked to identify the attachment, its weight, and safe lifting capacity.

F. TRAINING AND PERFORMANCE EVALUATION

1. Each operator must attend initial classroom training and successfully complete a performance evaluation prior to operating a powered industrial truck on campus.

   a. If an employee can show through official documentation that he or she has completed classroom training prior to employment at UNLV, then a performance evaluation is the only requirement prior to operation.
2. Prior to the performance evaluation, the trainee may practice operating a powered industrial truck, but only under the direct supervision of a “designated person” who has the knowledge, training, and experience to evaluate their competence.

3. All training will be conducted in an area that does not endanger the operator, other individuals, or cause property damage.

4. Operator training and evaluations shall be conducted by individuals who have the knowledge, training, and experience to train new operators and/or evaluate operator competence.

5. Upon successful completion of the required training and evaluation, each operator will be provided a certification card with required information.
   a. This certification card serves as a permit to operate a powered industrial truck on campus and is valid for three years.

6. The certification/permit may be revoked immediately if the operator is involved in an accident or operates a powered industrial truck unsafely.
   a. The permit to operate a powered industrial truck may be restored depending on the outcome of the investigation and subsequent re-training.

7. Re-training in the classroom may be required when:
   a. The operator has been observed operating the powered industrial truck in an unsafe manner.
   b. The operator has been involved in an accident or near-miss.
   c. Workplace or equipment changes occur that could affect safe operation of the powered industrial truck.

8. An evaluation of each powered industrial truck operator’s performance shall be conducted at least once every three years.

G. ADDITIONAL INFORMATION

1. The UNLV RMS website contains regularly updated information to include the following at the link below:

   a. Forklift Pre-Operational Check
   b. Forklift Functional Check
   c. Practical Evaluation Powered Industrial Truck