



**POWERED INDUSTRIAL
TRUCK PROGRAM
September 2015**

A. SCOPE AND APPLICATION

The Powered Industrial Truck Program is established in accordance with 29 CFR 1910.178, Powered Industrial Trucks, and describes the requirements for inspection and safe operation of 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 (forklifts) at UNLV.

C. DUTIES AND RESPONSIBILITIES

(1) Risk Management and Safety (RMS)

- a. Establish the Powered Industrial Truck Program.
- b. Develop and offer training to powered industrial truck operators and certify operators (Appendix A).
- c. Provide refresher training as needed.

(2) Department Managers and Supervisors

- a. Implement the Powered Industrial Truck Program.
- b. Verify that operators are trained and certified to operate powered industrial trucks and use all safety restraint devices provided.
- c. Schedule time for operators to attend training and complete certifications prior to assigning job tasks.
- d. Ensure that maintenance and repairs are completed by Vehicle Repair Services or authorized service provider.
- e. Remove powered industrial trucks from service that are not in safe operating condition.
- f. Evaluate operator performance on the job to ensure that safe work

practices are followed.

- g. Take appropriate corrective action (including refresher training) when:
 - i. Individuals have observed operating powered industrial trucks unsafely.
 - ii. Operators have been involved in accidents or near-miss incidents.
 - iii. Workplace/equipment changes occur that could affect the safe operation of powered industrial trucks.
- h. Contact RMS to evaluate and approve individuals who will be assigned the responsibility of performing powered industrial truck certifications for the department.

(3) Operators

- a. Receive authorization from supervisors to operate powered industrial trucks on campus.
- b. Complete Powered Industrial Truck training and certifications as required.
- c. Inspect powered industrial trucks before being placed in service and at least once per shift to determine that trucks are in safe working condition.
- d. Use the “Forklift Pre-Operational Check” (Appendix B) and the “Forklift Functional Check” (Appendix C) as guidelines when completing daily inspections.
- e. Notify supervisor immediately when deficiencies are found (including items such as illegible data plates) that prevents the safe operation of powered industrial trucks
- f. Take powered industrial trucks out of service when they are found to be unsafe.
- g. Handle fuel and liquefied petroleum gas (LP Gas) in a safe manner.
- h. Perform worksite inspections to identify and eliminate (if possible), or avoid operational conditions and hazards that may affect safe operation.
- i. Operate powered industrial trucks safely at all times and obey all traffic laws.
- j. Lower the forks, set controls to neutral, turn off power and set the brakes when powered industrial trucks are left unattended.

Note: A powered industrial truck is unattended when the operator is 25 feet or more from the vehicle in view, or whenever the operator leaves the powered industrial truck and it is not in view.

(4) Vehicle Repair Services

- a. Maintain powered industrial trucks in a safe operating condition.
- b. Install replacement parts that are approved by the manufacturer and equivalent to those used in the original design.

D. MODIFYING AND MARKING POWERED INDUSTRIAL TRUCKS

- (1) Modifications or additions that affect the capacity or safe operation of powered industrial trucks shall not be made without written approval from the manufacturer.
- (2) Request for manufacturer's approval of modifications or additions shall only be made by Vehicle Repair Services.
- (3) Approved modifications shall be installed by Vehicle Repair Services or authorized service provider.
- (4) If modifications are made, a new data plate shall be obtained from the manufacturer to reflect changes to the powered industrial truck.
- (5) Front-end attachments not installed at the factory shall be marked to identify the attachment, its weight, and safe lifting capacity.

E. TRAINING AND PERFORMANCE EVALUATION

- (1) Operators must attend initial classroom training and successfully complete certification prior to operating powered industrial trucks at UNLV.

Note: Employees that provide documentation that shows successful completion of classroom training prior to employment at UNLV; will only be asked to pass the performance evaluation prior to operation of a powered industrial truck.

- (2) Trainees should be given an opportunity to practice prior to completing performance evaluations.
- (3) Trainee practice sessions will only occur under the direct supervision of a "designated person" who has the knowledge, training, and experience to evaluate their competence.
- (4) Trainee practice sessions will be conducted in areas that do not endanger the operator, other individuals, or cause property damage.
- (5) Course instruction and certifications shall be conducted by individuals who have the knowledge, training, and experience to train new operators

and/or evaluate operator competence.

- (6) Restoration of privileges to operate powered industrial trucks at UNLV shall follow acceptable completion of retraining and/or any other requirements specified.
- (7) Refresher Training may be required when:
 - a. Operators have been observed operating powered industrial trucks in an unsafe manner.
 - b. Operators have been involved in accidents or near-miss incidents.
 - c. Workplace or equipment changes occur that could affect the safe operation of powered industrial trucks.
- (8) An evaluation of powered industrial truck operators' performance shall be conducted at least once every three years.


F. CONTRACTORS/SUB-CONTRACTORS

- (1) Contractors and sub-contractors whose job assignments require the use of powered industrial trucks while working on UNLV properties shall comply with the requirements specified in 29 CFR 1910.178, *Powered Industrial Trucks*.
- (2) Operate powered industrial trucks safety at all times and obey all traffic laws.

G. APPENDICES

Appendix A – Forklift Practical Evaluation
Appendix B – Forklift Pre-Operational Check
Appendix C – Forklift Functional Check

Appendix A Forklift Practical Evaluation

	Practical Evaluation	Powered Industrial Truck
		
Operator's Name _____	Department _____	
Truck Type _____		
Capacity _____		
Load Center _____		
Lifting Height _____		
Attachments _____		
Date/Time Conducted _____		
Total Evaluation Time _____		
Load Count _____		
Signature of Operator _____		
Evaluator's Name _____	Evaluation Test Score _____	
Signature of Evaluator _____		
Comments _____		

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Pre-Operational Check	Yes	No
Completed checks from the ground		
Completed checks from the seat		
Functional Check	Yes	No
Instruments, Lights, and Sounds		
Mast (up, down, tilt)		
Forks (up, down, adjust width)		
Driving (steering, forward, reverse)		
Operating Procedures	Yes	No
General - smooth operation of controls		
General - maintains control at all times		
Traveling - forks and/or load at safe height		
Traveling - safe speed consistent with conditions		
Traveling - keeps clear view of path of travel		
Clearance - checks before approaching the load		
Clearance - checks before driving or turning		
Load Handling - approaches load properly		
Load Handling - checks load before lifting		
Load Handling - inserts forks in proper position		
Load Handling - places mast and forks at proper position for load movement		
Load Handling - does not bump, drag, or push load		
Load Handling - pulls out of load correctly		
Parking - lift is parked safely and correctly		
General Safety	Yes	No
Uses all safety devices and sounds horn		
Uses seat belt		
Keeps body in cab while operating		
3 points of contact for mounting/dismounting		
Looks behind and yields to pedestrians.		

De-briefed Operator _____

Pass
Fail

Appendix B Pre-Operational Check



Forklift Pre-Operational Check (Power Turned Off)

Name: _____ **Dept:** _____

Date: _____ **Make:** _____

Hours Used: _____ **Serial #:** _____

Overall Check – Outside the Forklift

Checklist Items	Yes	No	Follow-up	Comments
Leaks – Signs of fluid leaks under or around forklift.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Structural Components – Tightly secured, no broken welds, free from dents, damage, excessive rust, corrosion, and wear.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Rims – Free of distortions and cracks. Nuts in place and tightened.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Tires – Sufficient tread and free from cuts, gouges, and foreign objects.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Tilt Cylinder/Lift Chain – Bolts in place and tightened for cylinders. Chain in good condition and lubricated.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Mast/Strip Surfaces – Sliding surfaces and rollers are free from cracks and excessive wear. Rollers move smoothly.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Backrest/Extension – In good condition, free of distortion, cracks, other defects, and excessive rattle.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Forks – Free of cracks/defects. Both forks are same height and position when setting on ground. Fork tips not worn thin.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Assist Grip – No visible signs of damage or cracking. Screws in place/tightened.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Overhead Guard – Bolts are in place and tightened. Guard is free of bent or cracked sections. Overhead view is not obstructed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Light Covers – Clean and not cracked or missing.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Hydraulic Fluid – Fluid at proper level. No signs of overflow or leaks. Cap in place and secure. Hose fittings and cylinders are in good condition.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Appendix B (continued) Pre-Operational Check

Engine Oil – Full on dipstick, no leaks, and filler cap is secure.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Fuel – No leaks, tanks are secure, no visible signs of damage to tank, valves, or hoses and fuel at proper level.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Battery – In good condition, not leaking, and free of damage. Electrolyte at proper level.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Overall Check – Seated Position				
Checklist Items	Yes	No	Follow -up	Comments
Seat Assembly – Slides freely forward and back. Lever holds seat in place.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Seat Belt - Easily extends from and re-tracks into holder. Belt is free of cuts, brakes, or tears. Buckle securely fastens.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Parking Brake - Lever moves freely.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Steering Wheel - Securely mounted to steering column and free from damage.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Pedals – Covers installed and free from binding or rubbing when depressed or released.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Levers – In good condition and work without binding or restriction. Rubber boots installed and free of cracks/breaks.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Instrument Panel – Cover in place and good condition.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Decals/Labels/Capacity Plates - In good condition and legible.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Operator's Manual – Available, in good condition and placed in the holder.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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Appendix C Functional Check

Action	Result
UNLV UNIVERSITY OF NEVADA LAS VEGAS	
Forklift Functional Check (Power Turned On)	
Notes: When performing any functional check:	
<ol style="list-style-type: none"> 1. If the component does NOT work as designed, immediately shut down the machine, remove the key, and notify your supervisor. 2. To start this check, the forklift should be on a level surface, mast in the vertical position, fork tips on the ground, engine stopped, control lever in neutral, and parking brake applied. 3. Always use the “Three Points of Contact” when mounting or dismounting a forklift. 	
Seat Belt and Parking Brake Warning Lights (if equipped)	
Turn the key switch to the “ON” position and unbuckle the seatbelt	Warning light should illuminate and buzzer will sound for approximately 30 seconds.
<ol style="list-style-type: none"> 1. Release the parking brake and leave the operator’s seat. 2. Return to the operator’s seat, connect the seatbelt, and engage parking brake. 	<ol style="list-style-type: none"> 1. The buzzer should sound with the warning light flickering. 2. The buzzer and warning light should turn off.
Instrument Panel Warning Lights	
Turn the key to the “ON” position.	The warning lights should illuminate.
Engine Start	
Open the fuel supply for the propane cylinder by turning the valve counter clockwise ¼ to ½ turn. Turn the key to the “START” position and release.	<p>The engine should start.</p> <p>Note: If the engine does not start, do not press the accelerator. Turn the key to the “OFF” position and then back to the “START” position. Do not leave the key in the “ON” position when the engine is not running. This may damage the starter and battery. Do not crank the engine for more than 10 seconds. This may cause the battery to run down.</p>
Horn	
Press the horn button usually located in the center of the steering wheel.	The horn should sound
Operating Lights and Turn Signal (if available)	
<ol style="list-style-type: none"> 1. Locate the switch for the lights and rotate the end of the switch upward. 2. Rotate the switch downward. 3. Push the switch up and then down. 	<ol style="list-style-type: none"> 1. The front lights should illuminate. 2. The front lights should turn off. 3. The turn signal for each side should blink.
Stop Lights	
Locate and press down the brake pedal.	<p>The brake lights should turn on.</p> <p>Note: You will need a second person to complete inspection of this step. Both brake lights should be working.</p>

Appendix C (continued) Functional Check

Back-up Buzzer	
Place the transmission select lever in the "REVERSE" position while depressing the brake pedal.	The back-up warning signal should sound.
Mast Raise and Lower	
<ol style="list-style-type: none"> 1. Select the control lever used to raise and lower the mast. Push the lever up until the mast stops moving and release the lever. 2. Move the control lever down until the mast stops moving. 	<ol style="list-style-type: none"> 1. The mast should move smoothly to the fully raised position. 2. The mast should move smoothly to the fully lowered position. <p>Note: If the mast does not raise or lower in a smooth motion, stop using the forklift and immediately notify your supervisor.</p>
Mast Tilt Extended and Retracted	
<ol style="list-style-type: none"> 1. Select the proper tilt control lever and push the lever up until the mast stops moving and release. 2. Push the control lever down until the mast stops moving and release. 	<ol style="list-style-type: none"> 1. The mast should move smoothly to the full forward tilted position. 2. The mast should move smoothly to the full retracted tilted position. <p>Note: If the mast does not tilt forward or back in a smooth motion, stop using the forklift and immediately notify your supervisor.</p>
Fork Position and Lock	
<ol style="list-style-type: none"> 1. Turn off the engine and engage the parking brake. Locate the locking pin for the right fork and disengage the pin. 2. Move the right fork to the necessary slot and re-engage the pin. 3. Repeat the procedure for the left fork. 4. Return the forks to the original position when complete. 	The locking pin should fully release and re-engage. The forks should slide smoothly back and forth from their original position.
Driving Forward	
<ol style="list-style-type: none"> 1. With the engine on, place the transmission select lever in the "DRIVE" position, depress the brake pedal, and release the parking brake. 2. Slowly release the brake pedal and drive forward a short distance and stop. <p>Note: Look over both shoulders and around the forklift for pedestrians, vehicles and objects before moving.</p>	The forklift will move forward and brake smoothly. Note: If the forklift does not travel forward in a smooth motion, stop using the forklift and immediately notify your supervisor.
Steering and Driving in Reverse	
<ol style="list-style-type: none"> 1. With the engine on, place the transmission select lever in the "REVERSE" position. Depress the brake pedal and without touching the gas pedal, turn the steering wheel all the way right and then left. 2. Slowly release the gas pedal and drive the forklift in reverse a short distance and stop. <p>Note: Look over both shoulders and around the forklift for pedestrians, vehicles and objects before moving.</p>	<ol style="list-style-type: none"> 1. The steer wheels should turn smoothly to right and left. 2. The forklift should travel in reverse and break smoothly. <p>Note: If the forklift does not turn or travel backward in a smooth motion, stop using the forklift and immediately notify your supervisor.</p>

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