INTRODUCTION

The purpose of this procedure is to provide guidance for Eastern Washington University (EWU) employees and supervisors regarding the proper procedures to follow in operating and working with powered industrial trucks (PITs) as required by Washington Administrative Code (WAC) 296-863. As with all EWU procedures, the WAC contains more specific information and the requirements of the WAC prevail in the event of any conflict in provisions. It is the responsibility of all PIT operators and supervisors of employees who use and operate PITs to comply with the provisions of the WAC applicable to their tasks.

A PIT is a mobile, power-driven vehicle used to carry, push, pull, stack, or tier material. PITs include but are not limited to:

- Fork trucks;
- Tractors;
- Platform lift trucks;
- Motorized hand trucks;
- Forklifts; and
- Other specialized industrial trucks.

RESPONSIBILITIES OF EMPLOYEES AND SUPERVISORS

All EWU employees operating PITs and all supervisors who operate PITs or who supervise employees who use PITs that use electric motors or internal combustion engines are required to comply with these procedures.

1. **Make Sure PITs are Properly Designed, Constructed, and Equipped:**

   A. PITs must be properly designed and constructed.
   - PITs must meet American National Standards Institute (ANSI) design and construction requirements.
   - PITs manufactured before March 1, 2000, must meet the requirements of ANSI B56.1-1969, Safety Standards for Powered Industrial Trucks.
   - PITs manufactured on or after March 1, 2000, meet the requirements of ANSI B56.1-1993, Safety Standards for Powered Industrial Trucks.
   - Rough terrain forklift trucks manufactured on or after January 1, 2005, must meet the design and construction requirements of ANSI B56.6-1992, Safety Standard for Rough Terrain Forklift Trucks.

   B. Modifications to PITs Require Written Approval from Manufacturer
   - Written approval must be obtained from the manufacturer before making any modifications to the PIT. Modifications or additions to the PIT must be shown on the plates, tags, or decals to reflect any changes in the PITs capacity, operation, and maintenance instructions.
C. PITs must be Properly Labeled
   • PITs approved for hazardous locations must have a label or some other identifying mark indicating acceptance by a nationally recognized testing laboratory.
   • PITs with front-end attachment, including fork extensions, must be marked to:
     ➢ Identify the attachment;
     ➢ Show the approximate combined weight of the PIT and attachment; and
     ➢ Show the maximum capacity of the PIT with attachments at their highest elevation and the load laterally centered.

D. Order Pickers must be Properly Equipped
   • All order pickers must have standard guardrails on all open sides; or
   • A safety harness and lanyard that are connected to a tie off point that has been approved by the PIT manufacturer.

2. PITS Must Be Properly Inspected, Repaired, Maintained, And Serviced
   • Ensure that PITs are kept in safe working condition and are properly serviced according to manufacturer’s specifications and to the provisions of WAC 296-863.
   • Remove any PIT from service that is not in safe working condition.
   • Inspect all PITs daily prior to use.
   • Inspect all PITs after each shift when a PIT is used during that shift.
   • Report and correct any deficiencies noted during the inspection to supervisor.
   • Use authorized/certified personnel to repair PITs.
   • Use replacement parts that are equivalent to the parts used in the PIT’s original design.
   • Make sure repairs are not made in areas where flammable gasses or vapors are present in the air in sufficient quantities to produce explosive or ignitable mixtures, in areas where the presence of combustible dust could be sufficient to produce explosions, or in areas where the presence of easily ignitable fibers are suspended in the air but are not in large enough quantities to produce ignitable mixtures.
   • Ensure that gasoline fueled PITS are serviced safely, that battery charging areas are safe, and that service on batteries for electric PITS is conducted safely.
   • Maintain maintenance records on all PITs.

SAFE OPERATION AND PROTECTION OF OPERATORS AND EMPLOYEES
   • Operators must operate PITS consistent with manufacturer’s instructions and with all applicable requirements of WAC 296-863-400.
   • Use overhead guard to protect operators from falling objects.
   • All high lift rider trucks must be equipped with overhead guards that meet the design and construction requirements of American National Standard Institute (ANSI) B56.1-1993, Safety Standards for Powered Industrial Trucks.
   • Use vertical load backrest extensions to keep all or any part of the load from falling backwards towards the operator if the load presents a hazard.
• PIT operators must do all of the following: Obey all traffic regulations, including authorized workplace speed limits; yield the right of way to ambulances, fire trucks, and other vehicles in emergency situations; keep a safe distance of approximately three truck lengths from the PIT ahead; look in the direction they are going and keep a clear view of their path of travel; slow down and sound the horn at cross aisles and other locations where vision is obstructed; do not pass other PITs traveling in the same direction at intersections, blind spots, or other dangerous locations; and keep a safe distance from the edge of ramps or platforms while on elevated docks, elevated platforms or freight cars.

• Operators must keep PITS under control at all times, including doing all of the following: drive at a speed that allows the PIT to be stopped safely; drive more slowly on wet or slippery floors; reduce speed to a safe level while turning; and avoid driving over loose objects.

• Operators must do the following when getting off the PIT: fully lower the load engaging means; neutralize the controls; set the brakes.

• Operators must do the following when leaving a PIT unattended (which means when they are more than 25 feet away or cannot see the PIT): fully lower the load engaging means; neutralize the controls; shut off power; set the brakes; and block the wheels, if parked on an incline.

• Operators must use restraint devices, such as seatbelts or lap-bars, when they are operating the PIT.

• Personnel shall not be allowed under or between the elevated parts of the PIT, whether loaded or empty, and shall not be allowed to put any part of their body between the uprights of the mast or outside the running lines of the PIT.

• Operators shall not allow any unauthorized personnel to ride on PITS.

• People riding on PITS must have a safe place to ride.

• Stunt driving and horseplay are prohibited.

• PITs shall not be driven up to anyone in front of a bench or other fixed object.

• Access to fire aisles, stairways, and fire equipment must be kept clear.

• Make sure there is sufficient headroom under overhead installations such as light, pipes, and sprinkler systems to safely operate PITs.

**PIT LOAD SAFETY**

• Operators shall ensure loads are stable, safe and within the rated load capacity of the PIT.

• When Operators pick up a load, they shall place the load engaging means under the load as far as possible and tilt the mast carefully backwards to stabilize the load.

• Operators will make sure not to tilt the load engaging means forward when it is elevated unless picking up a load or depositing a load on a rack or stack.

• When Operators are with a load they shall keep the load trailing if it obstructs the operator's forward view and travel with the load upslope when climbing or descending slopes of more than ten percent.

• When Operators are climbing a slope with a PIT, they shall tilt the load and load engagement means backwards if necessary to stabilize the load; and raise the load and load engagement means only as far as necessary to clear the surface.

• Operators will ensure that PITS with attachments are operated as partially loaded trucks, even if they are not carrying a load.
TRAINING

Employees must successfully complete operator training before operating PITs. The only time a trainee can operate a PIT is:

- Under the direct supervision of a person who has the knowledge, training, and experience to train and evaluate operators; and
- When operating the PIT doesn’t endanger the trainee or other employees.

Training must be done in compliance with WAC 296-863-600. Training shall include, but is not limited to, the following:

- Formal instruction, such as lecture and discussion, interactive computer learning, video tapes, and written material.
- Practical training, such as demonstrations done by the trainer and practical exercises performed by the trainees.
- Evaluations of trainee performance.

Written operator training and evaluations shall be kept on file by the department supervisor. Reevaluations should be performed at least every three years. Evaluations must include the following information:

- Name of operator;
- Date of training;
- Date of evaluation; and
- Name of person giving the training or evaluation.

PIT operators must be provided with refresher training (in those topics where operator has been found deficient) if any of the following occur:

- The operator is involved in an accident or near-miss incident.
- The operator is seen operating the PIT in an unsafe manner.
- An evaluation shows that the operator isn’t operating the PIT safely.
- The operator is assigned to drive a different type or modified PIT.
- Conditions in the workplace change that could affect safe operation of the PIT.
Required training topics are found in the table below:

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<tr>
<th>Topics related to powered industrial truck</th>
<th>Topics related to your workplace</th>
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<tr>
<td>Operating instructions</td>
<td>Surface conditions where the PIT will be operated</td>
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<td>Warnings and precautions for the types of PIT the operator will be authorized to operate</td>
<td>Composition of loads to be carried and load stability</td>
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<td>Differences between the PIT and the automobile</td>
<td>Load manipulation, stacking, and unstacking</td>
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<td>PIT controls and instrumentation: Where they are located, what they do, and how they work</td>
<td>Pedestrian traffic in areas where the PIT will be operated</td>
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<td>Engine or motor operation</td>
<td>Narrow aisles and other restricted places where the PIT will be operated</td>
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<td>Steering and maneuvering</td>
<td>Use of door opening and closing devices</td>
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<td>Visibility (including restrictions due to loading)</td>
<td>Hazardous (classified) locations where the PIT will be operated</td>
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<td>Fork and attachment adaptation, operation, and use limitations</td>
<td>Ramps and other sloped surfaces that could affect the PIT's stability</td>
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<td>PIT capacity</td>
<td>Closed environments and other areas where insufficient ventilation or poor PIT maintenance could cause a buildup of carbon monoxide or diesel exhaust</td>
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<td>PIT stability</td>
<td>Other unique or potentially hazardous environmental conditions in the workplace that could affect safe operation</td>
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<td>Any PIT inspection and maintenance that the operator will be required to perform</td>
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<td>Refueling</td>
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<td>Charging and recharging of batteries</td>
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<tr>
<td>Operating limitations</td>
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<td>Any other operating instructions, warnings, or precautions listed in the operator's manual for the types of PIT that the employee is being trained to operate</td>
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Evaluate PIT operator’s performance at each of these times:

- As part of their initial training program.
- After refresher training to determine the effectiveness of the training.
- At least once every three years.