

	Environmental Health and Safety Manual	
	Policy Number: EH&S 1-12	
Title: Powered Material Handling Equipment and Vehicles		
Effective Date: 1990	Revision: 2/97	Number of Pages: 5

PURPOSE: To describe training and certification requirements for obtaining and holding a powered industrial vehicle operator permit.

SCOPE: University wide.

POLICY:

Powered industrial vehicle operating permits shall be obtained through the Department of Environmental Health and Safety. Permits shall be issued for each type of vehicle. No employee is permitted to operate any vehicle without a valid operating permit issued by the Department of Environmental Health and Safety.

This procedure covers all powered material handling equipment and vehicles designed to be controlled by an operator. Included as powered industrial vehicles are fork trucks, stackers, personnel carriers, platform trucks, and skid trucks or transporters. While scooters or golf-style carts are considered to be powered industrial vehicles for purposes of this program, vehicles registered by the Department of Motor Vehicles are not addressed by this policy.

DEFINITIONS:

Powered Industrial Truck: A mobile, power driven truck or tractor as specifically defined below, used to carry, push, pull, lift, stack or tier material.

Rider Truck: A powered industrial truck that is designed to be controlled by a riding driver (e.g., golf carts, scooters, etc.).

Motorized Hand Truck: A powered industrial truck that is designed to be controlled by a walking individual. This is often referred to as a walker-stacker.

High Lift Fork Truck: A powered industrial truck with an elevating mechanism designed to permit tiering of one load upon another, normally equipped with forks or other load engaging means and capable of self-loading. Distinctive types are counterbalanced, non counterbalanced and reach.

High Lift Platform Truck: A non counterbalanced powered industrial truck with elevating

mechanism designed to permit tiering of one load to another. Primarily skids, tote boxes and similar carriers equipped with skid runners or legs, and capable of self-loading.

Non-elevating Truck: A non-counterbalanced powered industrial truck designed primarily for burden carrying and not capable of self-loading. This is often referred to as a transporter.

Low Lift Truck: A non-counterbalanced powered industrial truck designed primarily for load carrying and equipped with an elevating platform, fork or special mechanism designed merely to raise the load sufficiently to permit horizontal movement. They are capable of self-loading.

Industrial Tractor: A powered industrial truck designed primarily to draw one or more non-powered trucks, trailers or other mobile loads.

Industrial Crane Truck: A truck equipped with boom capable of being raised or lowered at its head (outer end), from which end is led a wire rope or chain for raising or lowering a load. There are two general classifications of booms:

1. A swinging boom is one that will permit the lifting hook to be positioned anywhere in a radial arc whose radius is parallel with the floor.
2. A fixed boom that cannot move in the horizontal plane relative to the truck.

End Control Truck: A powered industrial truck in which the driver's position is located at one extreme end of the vehicle.

Center Control Truck: A powered industrial truck in which the driver's position is located near the longitudinal center of the truck.

Self Loading: The capability of a powered industrial truck to pick up, carry, set down and in the case of high lift trucks, to stack or tier its load without the aid of external means.

Dock Board: A portable or fixed device for spanning the gap or compensating for the difference in level between loading platforms and carriers and having adequate strength to support the passage of personnel, equipment and materials.

PROCEDURES:

I. Responsibility for Vehicles

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1. Responsibility for the assignment and control of a powered industrial vehicle shall rest with the Supervisor to whom such vehicle is regularly assigned. He or she shall be responsible for seeing that operators of such vehicles possess a Department of Environmental Health and Safety issued Powered Industrial Vehicle Operator Permit for that type vehicle.
2. Operators shall be responsible for vehicles assigned to them by their respective supervisors.
3. Authorized Physical Plant personnel, or contractor personnel under the direction of the Physical Plant, shall perform preventive maintenance on electrically and fuel powered vehicles in conformance with the manufacturer's recommendations. Individual supervisors will make arrangements with Physical Plant or authorized contractors for corrective action, if required.

II. Operator Permit Procedure

1. Supervision shall notify the Department of Environmental Health and Safety in writing when requesting that an employee be certified for operation of an in-plant powered industrial vehicle. The request shall include employee name, department, type of vehicle the employee will operate and reason for the request.
2. The Department of Environmental Health and Safety shall review the request and if approved, shall forward a copy of the Training Manual for Powered Industrial Vehicle Operators to the Supervisor, who shall issue the manual to the employee. The manual may also be provided at the mandatory classroom training session conducted by the Department of Environmental Health and Safety, which must be attended prior to taking the written examination.
3. Supervision shall contact Employee Health, the Center for Occupational and Environmental Medicine, or other suitable health care provider and arrange a physical examination covering visual acuity, hearing acuity, blood pressure, general physical health and review the employee's history concerning heart, lung and nervous disorders.
4. Employee Health, the Center for Occupational and Environmental Medicine, or the alternate health care provider shall inform the Department of Environmental Health and Safety and the supervisor of the results of the physical examination in terms of approving or disapproving the employee's physical qualifications to perform this

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function.

5. Upon receipt of Medical Clearance, but no sooner than one week from the receipt of the Operators Manual and Training Guide, the employee shall take the written examination in order to demonstrate adequate knowledge of the safety requirements for vehicle operation. The examination shall be arranged through and issued by the Department of Environmental Health and safety.
6. Upon successful completion of the written examination, the Department of Environmental Health and Safety shall issue a temporary operating permit to the employee. This permit shall be valid for a period of six weeks during which time the employee may operate the vehicle for the purpose of obtaining physical experience. The employee's supervisor shall arrange the practical training with the supervisor in charge of the industrial vehicle.
7. The employee shall complete at least five (5) hours of practical training under the direction of the supervisor in charge of the industrial vehicle. Upon receipt of written notification by the Department of Environmental Health and Safety from that supervisor certifying that the employee has met the minimum requirements, the Department of Environmental Health and Safety shall arrange an operator proficiency demonstration in order to determine the employee ability to safely operate the vehicle.
8. The operating permit shall be issued to the employee by the Department of Environmental Health and Safety when the employee successfully completes the operator proficiency demonstration for the appropriate vehicle.

III. Permit Suspension Guidelines

1. Operator permits shall remain valid unless suspended or revoked by the Department of Environmental Health and Safety, the employee's supervisor, the supervisor of the industrial vehicle, or on advice of Employee Health, or the Center for Occupational and Environmental Medicine. Public Safety or Parking Officers who observe unsafe operation of such vehicles will report the same to the Department of Environmental Health and Safety for disposition.
2. Each employee possessing an operator permit shall be subject to a physical examination on a yearly basis. The physical examination shall be substantially similar to that described in Section II. Employees failing to meet the medical requirements shall have their permits suspended until the problem is rectified to the satisfaction of Employee Health, the Center for Occupational and Environmental Medicine, or other health care

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provider.

3. Operator permit shall be suspended by the Department of Environmental Health and Safety or the Supervisor of the industrial vehicle if during any six month period, the employee commits three (3) violations of the safe operating procedures as outlined in the manual. The permit shall be reissued when the employee demonstrates adequate knowledge of the rules for safe operation to the satisfaction of the Department of Environmental Health and Safety.
4. Immediate suspension of the operator permit shall occur if an employee is injured or SUSB property is substantially damaged due to an accident involving a powered industrial vehicle. Each accident shall be investigated by the supervisor and reviewed with the Department of Environmental Health and Safety within twenty four (24) hours. Those accidents attributed to gross negligence or horseplay shall be cause for permanently revoking the operator permit.

IV. Operation of Vehicles

1. Operators shall follow the rules as set forth in the Manual for Powered Industrial Vehicle Operators. Failure to follow these rules may result in suspension or revocation of the Operator Permit.
2. Unauthorized persons shall not be permitted to ride on powered industrial vehicles with the exception of personnel carriers. Where riding of vehicles is authorized, a Department of Environmental Health and Safety approved passenger seating arrangement shall be designated.
3. An operator shall visually check his or her vehicle for any defects prior to operating the vehicle and complete a Daily Operator Check-off List.
4. Operators shall drive at a safe speed (not in excess of 5 miles per hour in a clear area and not faster than walking pace in congested areas) and keep their vehicle under control at all times. Avoid sudden stops, except in emergencies.
5. Come to a full stop at all stop signs, before entering any main aisle, and at all blind corners and sound horn.

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V. Accident Reporting

1. All accidents involving personal injury and/or property damage, no matter how minor in nature, shall be reported immediately and directly by the vehicle operator to his immediate supervisor, who will report the accident to the Department of Environmental Health and Safety via a Supervisor's Accident Investigation Report. The accident report shall be completed and forwarded to the Department of Environmental Health and Safety within 24 hours of the accident occurrence, with a copy routed to Public Safety as well.

INQUIRIES/REQUESTS: Environmental Health and Safety
110 Suffolk Hall
Zip 6200
Main Office: 632-6410
FAX: 632-9683

RELATED FORMS:

RELATED DOCUMENTS: 29 CFR 1910.178 *Powered Industrial Trucks*

ANSI/NGCMA Z130.1-1993 *Golf Cars: Safety and Performance Requirements*