

Chapter 32

Powered Industrial Trucks- Forklift Safety

References:

- A. [Powered Industrial Trucks-WAC 296-863](#)
- B. [SPPM Shop/Agricultural Workplace Safety 3.64](#)
- C. [WAC 296-307-080](#) Rollover Protective Structures (ROP's) for Tractors
- D. [WAC 296-307-076](#) Guarding Field Equipment

Scope:

This Chapter will apply to all types of Powered Industrial Trucks (PIT) Including Forklifts, Tractors, Motorized hand trucks and other specialized industrialized trucks.

Requirements:

A "powered industrial truck," is a mobile, power driven vehicle used to carry, push, pull, lift, stack, or tier material. According to WAC 296-863-100 PIT's include but are not limited to: Fork trucks, forklifts, Tractors, Platform lift trucks, Motorized hand trucks, and other specialized industrialized trucks.

Tractors are also covered under the agricultural standard in WAC 296-307-080 . All PIT's must meet specific ANSI design and construction requirements. Reference the appropriate ANSI standard for a specific type of lift or contact Environmental Health and safety if you have any questions.

All PIT's must have manufacturer provided instructions, plates, tags, or decals, and manuals that meet appropriate ANSI requirements for the specific style of equipment. These manuals contain information regarding routine checks, preventative maintenance, and safe operating techniques.

DOSH regulations require that a PIT's be checked for defects the first time it is placed in service and every day that they are used. If used continuously, then they must be checked at the end of each shift.

Only trained and authorized personnel may operate any Powered Industrial Truck.

Modifications:

You must have written approval from the manufacturer before making any modification that:

- Change the relative position of the various parts of the equipment from what they were when originally received from the manufacturer
- Add extra parts not provided by the manufacturer
- Eliminate any parts
- Affect capacity or safe operations of any PIT

If the original manufacturer is no longer in business, an equivalent entity such as a national

recognized testing laboratory may approve the modification.

Training:

Employees designated to operate forklifts or other PIT's are to successfully complete a formal instruction through Percipio's Powered Industrial Truck Safety Module and practical training program. Additional training may be required to operate other PIT's such as tractors.

Operators performance must be re-evaluated once every three years and documented as a written record.

Operators must complete refresher training if any of the following occur:

- The operator is involved in an accident or near-miss incident.
- The operator is seen operating the equipment in an unsafe manner.
- An evaluation shows the operator is not operating the equipment in a safe manner.
- The operator is assigned to drive a different type or modified forklift or other Powered Industrial Truck.
- Conditions in the workplace change that could affect safe operation of the equipment.

NOTE: Refresher training is required only for operation topics in which the operator is found to be deficient.

Forklift Operator Evaluation and Training Records:

Written records of operator training and evaluations are maintained in the training records. Each written record must include, at a minimum, the following information:

- Name of Operator
- Date of training
- Date of evaluation
- Name of the person giving the training or evaluation

A training and evaluation form for University-provided training is available at the EH&S website. Companies providing training are to provide records that meet the above criteria.

All training records are maintained in accordance with the University's retention schedule (see BPPM 90.01).

Additional Requirements:

For specific requirements for Owners, Supervisors, and Operators including Inspections, Maintenance/Repair, Operation, and Training, go to the link listed under References "B" at the beginning of the document.