

# City of Portland

## Powered Industrial Truck Policy

### Purpose:

The purpose of this policy is to ensure compliance with OSHA regulations 1910.178 - Powered Industrial Trucks, and by so doing ensure the safe operation of power industrial trucks by the City of Portland employees.

### Policy:

It is the policy of the City of Portland to ensure that employees who operate a powered industrial truck are trained and follow the proper procedures and guidelines.

### Definitions:

Powered industrial truck (PIT) – A mobile power-propelled truck used to carry, push, pull, lift, stack or tier materials. This includes powered pallet jacks, forklifts, manlifts, etc. Types of power industrial trucks: Type D, Diesel; Type E Electric; Type G, Gasoline; Type LP Gas, Liquid Petroleum.

### Procedures:

- (1) Before an employee operates a PIT they shall either be trained or show documentation that they have had proper training.
- (2) Training shall consist of a combination of formal instruction (e.g. lecture, discussion, interactive computer learning, video, equipment type, safety and written material), and practical training (demonstrations performed by the trainer and practical exercises performed by the trainee), and an evaluation of the operator's performance in the workplace, documented using the form found in Appendix A. Training shall cover, at a minimum, all topics required by OSHA Standard 1910.178(l)(3).
- (3) Following the initial training upon hire, an evaluation of each PIT operator's performance shall be conducted at least once every three years.
- (4) Refresher training is needed if any of the following occur: operating in an unsafe manner, an accident or near miss, or if there is an unfavorable evaluation.
- (5) Prior to daily use:
  - a. Selection of proper type of machine, based on the use and environment in which it is being used.
  - b. The Power Industrial Truck Pre-Use Checklist (Appendix B) shall be completed by the operator.

(6) Safety precautions during operation:

- a. The operator is required to properly wear an appropriate high visibility vest.
- b. The vest must be fastened at all times when worn.
- c. Any employee who is using a PIT shall use the seatbelt any time the vehicle is being operated.
- d. All requirements in OSHA Standard 1910.178 shall be followed.

**Responsibility:**

Employees who operate a PIT are responsible for the safe operation while performing their duties.

Supervisors are responsible for providing employees who may operate a PIT with the required training, if needed. The training can be arranged through the appropriate safety office.

Supervisors are also responsible for ensuring and signing off weekly that the Power Industrial Truck Pre-Use Checklist has been completed as required.

**Policy Violations:**

Any employee who violates this policy may be subject to discipline under the City's AR-25 Disciplinary Procedures Policy, up to and including termination of employment. The prohibitions in this policy are intended to complement any conduct or performance restrictions provided in additional City and departmental policies and procedures.

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Jon P. Jennings  
City Manager

\_\_\_\_\_ Date

Origin Date: 2018

Revision Date(s): 2.20.20

## Appendix A Performance Test for Forklift Operators

**Instructions:** Please print clearly, and complete each blank. Mark each task as a pass or fail. If the item does not apply, mark the item as N/A.

Operator \_\_\_\_\_

Truck #/Model \_\_\_\_\_

Dept. \_\_\_\_\_

Evaluator \_\_\_\_\_

Date \_\_\_\_\_

Task	Pass	Fail
1. Shows familiarity with truck controls		
2. Gave proper signals when turning		
3. Slowed down at intersections		
4. Sounded horn at intersection		
5. Obeyed signs		
6. Kept a clear view of direction of travel		
7. Turned corners correctly – was aware of rear end swing		
8. Yielded to pedestrians		
9. Drove under control and within proper traffic aisles		
10. Approached load properly		
11. Lifted load properly		
12. Maneuvered properly		
13. Traveled with load at proper height		
14. Lowered load smoothly/slowly		
15. Stops smoothly/completely		
16. Load balanced properly		
17. Forks under load all the way		
18. Carried parts/stock in approved containers		
19. Checked bridge plates/ramps		
20. Did place loads within marked areas		
21. Did stack loads evenly		
22. Did drive backward when required		
23. Did check load weights		
24. Did place forks on the floor when parked, controls neutralized, brake on set, power off		
25. Followed proper instructions for maintenance		

**Overall Performance (circle one)   Pass   Fail**

Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_  
**Operator signature**

\_\_\_\_\_  
**Evaluator signature**

## Appendix B: Powered Industrial Truck Pre-Use Checklist

Pre-start checklist is to be completed every day prior to using the equipment. Operator is to initial when inspected. Supervisor is to review and sign off at the end of each week.

*Seat belts must be worn.*

City Vehicle #: \_\_\_\_\_

Date (Week commencing Monday): \_\_\_\_\_

Initials of person doing inspection: \_\_\_\_\_

✓ if item is acceptable X if it is not	M	T	W	T	F	S	S
TIRES - check they are in good condition, intact with rim. Look for visual wear or damage. Check tire pressure.							
FLUIDS - check oil, hydraulics, battery, fuel and coolant for leaks including hoses under fork lift							
STRUCTURE - check for cracks, bends, dents, distortion or broken parts. Check apron & overhead guards are intact & secure							
TINES/FORKS - check they are evenly spread with locking pins in place. Check there is no sharp edges or distortion							
MAST - check chains are level with no obstructions, rams not pitted or leaking. Check for any wear to lift chains and guides, inspect hydraulic cylinders, and look for any leaks							
BATTERY - check it is operational and for any damage							
BATTERY CHARGE - discharge meter in full green or 75% after raising forks							
ACCESS - steps and grab handles in good condition							
GAS OPERATED FORKS - check gas levels are ok and gas cylinder is not damaged. Check gas cylinder is secure							
CONTROLS (pre start) - check seat condition. Check controls are clearly marked, seat & steering wheel are secure & properly adjusted. Seat belt (where fitted) works as intended.							
CONTROLS (post start) - check controls and pedals are working. No unusual noises.							
CAPACITY/LOAD PLATE - check load-capacity plate if fitted, legible and correct. What is your safe working load (Inc. when travelling, tilted & lifting?)							
REVERSE BUZZER & HORN - check working							
LIGHTS & BEACON - check working							
STEERING - check smooth from lock to lock, no binding							
BRAKES - check both brake & park brake for proper operation							
FIRE EXTINGUISHER - secure and pressurized							
POWER DISCONNECT - check all electric power cuts out							
HYDRAULICS - operate lift, tilt & reach to full extent of travel							
ROLL CAGE/GUARDS - check overhead, load backrest							
ATTACHMENTS - check they function correctly, no unusual noises							

**If any items above are not working, the forklift is to be tagged out and reported to the supervisor for repair.**

Description of Issue.....

Date and time tagged out:..... Tagged out by:..... Returned To Service:.....

Weekly Supervisor sign off.....