



Powered Industrial Truck

1. Purpose:

The purpose of this program is to establish procedures for the safe operation of powered industrial trucks (PIT) at Innovative Machining, LLC (IM).

2. Scope:

This program applies to all company team members who are responsible for PITs.

3. Definitions:

3.1 Authorized Operator: A company team member who has satisfactorily completed both classroom and operation training on material-handling equipment at the company's facilities.

3.2 Load Center: The horizontal distance from the edge of the load (or the vertical face of the forks or other attachment) to the load's center of gravity.

3.3 Rated Capacity: The maximum weight that the PIT is designed to lift, as determined by the manufacturer.

4. Responsibilities:

4.1 The President and Management Team

4.1.1 Providing the resources necessary to implement this program, including delegating responsibility and authority to managers and supervisors.

4.2 Program Administrator (Shop Superintendent)

4.2.1 Issuing and administering this program and making sure that it satisfies the requirements of all applicable federal, state and local PIT safety requirements.

4.2.2 Coordinating initial and periodic training of team members on the safe operation of PITs.

4.2.3 Maintaining the training records of all team members included in the training sessions.

4.2.4 Schedule PIT maintenance and service.

4.3 The Powered Industrial Truck Trainer/Evaluator

4.3.1 Assessing the driving skills of team members who are being authorized to operate PITs.

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- 4.4 Leads Whose Departments Use Powered Industrial Trucks
 - 4.4.1 Ensuring that all team members who need to operate PITs in their departments have received appropriate training.
 - 4.4.2 Providing observations and feedback to operators to ensure safe equipment operation.
- 4.5 Powered Industrial Trucks Operators
 - 4.5.1 Conducting daily inspections of PITs, if they are the first one to use it for that shift.
 - 4.5.2 Operating all PITs in a safe manner consistent with company rules of operation.
 - 4.5.3 Reporting all equipment malfunctions and/or maintenance needs to their leader or maintenance immediately.
- 4.6 Purchasing
 - 4.6.1 Schedule PIT maintenance and service.
- 4.7 Human Resources
 - 4.7.1 Maintain PIT training records.

5. Equipment:

- 5.1 NA

6. Procedure:

- 6.1 Qualifications for Powered Industrial Truck Operators
 - 6.1.1 Operators must have a valid PIT license.
 - 6.1.2 Operator must not be taking any medication(s) (drugs) that affects perception, vision, or physical abilities.
- 6.2 Inspection And Maintenance
 - 6.2.1 Each PIT will be inspected at the beginning of each shift. See attachment SAF.178.F1 for an example of the pre-use inspection form.
 - 6.2.2 A file will be maintained that lists the daily inspections of PITs. This file will be kept electronically on the shared drive in the EHS folder.
 - 6.2.3 The Shop Supervisor or Purchasing Manager will be informed when a PIT needs repair and schedule all repairs with the contracted maintenance company.
 - 6.2.4 Maintenance records received with the maintenance company's invoices will be maintained by Accounts Payable.

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- 6.2.5 If repairs are needed on a PIT such that it cannot be safely operated, it will be taken out of service until the repairs have been made.
- 6.2.6 PITs will be kept in clean condition, free of dirt, excess oil and grease.
- 6.2.7 PITS shall not be modified that will affect capacity and safety handling without approval from the manufacturer.
- 6.3 Powered Industrial Truck Operations
 - 6.3.1 When a PIT is left unattended, it will be put into neutral, the emergency brake will be set and the power will be shut off. When the PIT is parked on an incline, the wheels will be blocked.
 - 6.3.1.1 A PIT will be considered unattended when the operator is 25 feet or more away or when the PIT is not in view.
 - 6.3.2 When the operator has dismounted the PIT and is within 25 feet, the load will be lowered, the controls will be neutralized, and the brakes will be set.
 - 6.3.3 Only approved PITs will be used in hazardous locations.
 - 6.3.4 PITs must not be driven up to anyone standing in front of a bench or other fixed object.
 - 6.3.5 No person will be allowed to stand or pass under the elevated portion of any PIT, whether loaded or empty.
 - 6.3.6 Arms or legs may not be placed between the uprights of the mast, or outside the running lines of the PIT.
 - 6.3.7 Oil or fuel spilled on the floor will be cleaned up immediately.
- 6.4 Loading the Powered Industrial Truck
 - 6.4.1 Only stable of safely arranged loads should be handled. Exercise caution with off-center loads that cannot be centered.
 - 6.4.2 Know the weight of the load and do not overload the PIT. Only loads within the rated capacity of the PIT will be handled.
 - 6.4.3 Adjust long or high loads that may affect capacity (including multiple-tiered loads).
 - 6.4.4 The load engaging means must be placed under the load as far as possible.
 - 6.4.5 The mast must be carefully tilted back to stabilize the load. Tilting forward with load engaging means elevated is prohibited except to pick up a load. An elevated load may not be tilted forward except when the load is in a deposit position over a rack or stack.

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6.5 Loading / Unloading Trailers

- 6.5.1 PITs will not be used to open or close freight doors.
- 6.5.2 Floors of truck trailers will be checked for breaks and weaknesses before PITs are driven on them.
- 6.5.3 When PITs are driving into truck trailers, brakes will be set, tractor should be turned off, and chocks will be placed under the rear wheels of the trailer.
- 6.5.4 When PITs are loading or unloading trucks or truck trailers from the ground, brakes will be set and tractors should be turned off.
- 6.5.5 When trailers that are not connected to tractors are loaded, jack stands shall be placed under the front of the trailer.

6.6 Traveling

- 6.6.1 Under all travel conditions, a PIT will be operated at speeds that will permit it to be brought to a stop in a safe manner.
- 6.6.2 Three PIT lengths (or two seconds) will be maintained between PITs in operation.
- 6.6.3 The PIT will be kept under control at all times.
- 6.6.4 When vision is obscured, the operator will slow down and sound the horn.
- 6.6.5 If the load blocks the operator's view, the PIT will be driven in the direction that provides the best visibility.
- 6.6.6 The operator will keep a clear view of the path of travel.
- 6.6.7 The loaded PIT will be driven with the load up grade when driving on ascending or descending grades greater than 10%.
- 6.6.8 Operator's will sound the horn and use caution when meeting pedestrians, making turns, cornering, cross aisles, and doorways that open into a traffic lane.
- 6.6.9 The operator must look in the direction of and keep a clear view of the path of travel.
- 6.6.10 Watch out for rear end swing when making a turn.
- 6.6.11 Stunt driving and horseplay are prohibited. Passengers may not ride on any portion of the PIT.

6.7 Safe Handling and Changing of Liquefied Petroleum Gas (LPG) Cylinders

- 6.7.1 Move the PIT to a safe location, lower the forks and set the parking brake. Wear

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eye protection and leather gloves.

6.7.1.1 Close the valve on the cylinder.

6.7.1.2 Run the engine until it stops. This ensures that the connection hose is empty.

6.7.1.3 Shut off the engine.

6.7.1.4 Open the connecting nut and inspect valves for leaking. Do NOT use metal sparking tools.

6.7.1.5 Disconnect the hose, disconnect the holding straps, and remove the empty cylinder.

6.7.1.6 Inspect the replacement cylinder for damage.

6.7.1.7 Replace with a full cylinder in the proper position and connect the holding straps.

6.7.1.8 Tighten the connecting nut (wiggle hose while tightening).

6.7.1.9 Open the valve on the cylinder slowly and check for leaks. Smell – listen – look. If the valve leaks:

6.7.1.9.1 1st time - Tighten the nut and continue.

6.7.1.9.2 2nd time - Change the cylinder.

6.7.1.9.3 3rd time – Contact the Shop Supervisor

6.7.2 Start the engine and resume operation.

7. TRAINING:

7.1 Initial Training

7.1.1 Initial training of operators shall be completed prior to being assigned to operate a PIT. Initial training includes classroom instruction and practical demonstration of an employee while operating a PIT. The practical demonstration must be given for each type of PIT that the employee may drive.

7.1.2 All operator training and evaluation shall be conducted by persons who have the knowledge, training, and experience to train PIT operators and evaluate their competence.

7.1.3 Training may include classroom lecture or discussion, training video and/or review of this program.

7.1.4 PIT related training topics include:

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- 7.1.4.1 Operating instructions, warnings and precautions for the type of PIT the operator will be authorized to operate
- 7.1.4.2 Differences between PITs and automobiles.
- 7.1.4.3 PIT controls and instrumentation.
- 7.1.4.4 Engine or motor operation.
- 7.1.4.5 Steering and maneuvering
- 7.1.4.6 Visibility (including restrictions due to loading)
- 7.1.4.7 Fork operation and use limitation.
- 7.1.4.8 PIT capacity and stability.
- 7.1.4.9 PIT inspection and maintenance required by operator.
- 7.1.4.10 Refueling, charging or recharging of batteries.
- 7.1.4.11 Operating limitations.
- 7.1.5 Workplace related training topics include:
 - 7.1.5.1 Surface conditions where the PIT will be operated.
 - 7.1.5.2 Composition of loads to be carried and load stability.
 - 7.1.5.3 Pedestrian traffic in areas where the PIT will be operated.
 - 7.1.5.4 Narrow aisles and restricted places where the PIT will be operated.
 - 7.1.5.5 Ramps and other sloped surfaces that would affect the PIT stability.
 - 7.1.5.6 Other unique or potentially hazardous environmental conditions in the workplace that could affect safe operation.
- 7.2 Refresher Training
 - 7.2.1 Refresher training must be conducted to ensure that the operator has the knowledge and skills needed to operate the PIT safely in these situations:
 - 7.2.1.1 When the operator has been observed, or in an evaluation has been found to be operating the PIT in an unsafe manner.
 - 7.2.1.2 When the operator has been involved in an accident or near-miss accident. In the case of an accident or near miss the operator will be suspended from driving until the accident/incident has been investigate and Refresher training has been administered and completed.
 - 7.2.1.3 The operator is assigned to drive a different type of PIT.
 - 7.2.1.4 The workplace environment has changed in a manner that could affect the

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safe operation of the PIT.

7.3 Re-Evaluation (Relicensing)

7.3.1 At a minimum, once every three (3) years an evaluation will be conducted of each operator's performance. The format of the evaluation is the same as the initial practical evaluation.

8. RECORDKEEPING:

| <u>Topic</u> | <u>Duration</u> | <u>Location</u> |
|------------------------------------|--|---------------------------------------|
| Pre-use Inspection Sheets | Current Year Plus Previous Calendar Year | Electronically Archived in EHS Folder |
| PIT Maintenance Records | Current Year Plus Previous Calendar Year | Accounting – Accounts Payable |
| Training and Certification Records | Length of Employment | HR Department |

END OF WRITTEN PROCEDURE.

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SAF.178.F1, Pre-use Inspection Form

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