

**POWERED INDUSTRIAL  
TRUCK  
SAFETY PROGRAM**



**December 2014**

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## PURPOSE

In order to protect the health and safety of our employees, California State University, Dominguez Hills (CSUDH) has developed this Powered Industrial Truck Safety Program. CSUDH will ensure that the requirements of the Cal/OSHA Standard for powered industrial trucks will be adhered to.

This standard practice instruction is intended to address comprehensively the issues of employee training, authorization, safety requirements, fire protection, new purchase designs, maintenance, and general operation of fork trucks, tractors, platform lift trucks, motorized hand trucks, and other specialized industrial trucks used within our facility.

## RESPONSIBILITIES

### Risk Management/EHOS

The Risk Management/Environmental Health and Occupational Safety (RM/EHOS) Manager is the designated Program Coordinator. The current RM/EHOS Manager is Jeff Wood, and he may be reached during normal business hours at (310) 243.2895. He may be assisted by designated CSUDH personnel or a safety consultant. Responsibilities include the following:

1. Develop and administer a program that is specific to the campus.
2. Develop and periodically review and revise the Powered Industrial Truck Program. Program Review will occur:
  - o Annually;
  - o When the applicable federal or state regulations change;
  - o When operations at the facility change that require a revision to this program
  - o When an accident investigation or safety audit warrant a plan revision
3. Develop procedures for the operation and maintenance of industrial trucks; and
4. Ensure that operators are trained and certified to safely operate the industrial truck that they are assigned.

### Supervisor or Department Managers

The Supervisor or Department Managers shall:

1. Ensure that pedestrian walkways are established.
2. Conduct regular maintenance on the forklift vehicles and keep maintenance records for each vehicle.
3. Ensure that all trucks meet current standards.
4. Receive manufacturer's written approval before any modifications are made to equipment. This documentation will be kept on file for the duration of service for the truck in question.
5. Safely conduct battery charging in locations designated for that purpose, including wearing the appropriate personal protective equipment (PPE).
6. Prohibit and enforce "No Smoking" rules in an around industrial trucks.
7. Ensure that any spark-producing activities (including smoking) are prohibited in battery charging areas.
8. Strictly enforce all industrial truck operation procedures.
9. Ensure that all authorized personnel receive training in industrial truck operation.
10. Train all other employees on the applicable pedestrian safety rules.
11. Conduct training for industrial truck operators and ensure that they meet all requirements for certification for the industrial truck they operate.
12. Evaluate the effectiveness of the training program and revise the program as needed to ensure the safe operation of industrial trucks.

## Certified Operators:

The Certified Operators shall:

1. Actively participate in the training process and follow all CSUDH safe operating procedures, described in this Program.
2. Hold and maintain active operator certificates and operate industrial trucks safely.
3. Inspect and maintain industrial trucks according to the inspection and maintenance schedule
4. Report equipment problems and unsafe conditions to a supervisor immediately.

## Pedestrians

Pedestrians must comply with the following rules when walking in areas where powered industrial trucks operate:

1. Never ride on trucks.
2. Never stand or walk under elevated portions of the trucks (basket, forks, load, etc.).
3. Stay within pedestrian walkways.
4. Be aware and listen for truck horns, especially at intersections, and cross intersections carefully.

## TRAINING

1. Only trained and authorized operators shall be permitted to operate a powered industrial truck. The RM/EHOS Manager, individual supervisor, or select trainers, (once trained) will have the authority to provide training on the operation of powered industrial trucks.
2. All operator training and evaluation shall be conducted by persons who have the knowledge, training, and experience to train powered industrial truck operators and evaluate their competence.
3. Any employee who refuses training will not be permitted to operate an industrial truck.
4. Trainees may operate a powered industrial truck only under the direct supervision of persons who have the knowledge, training, and experience to train operators and evaluate their competence; and where such operation does not endanger the trainee or other employees.
5. Operators that have received operator training at a previous job, or on a different type of industrial truck than the type they are about to be assigned, must complete initial training on the new operating environment and/or the characteristics of the new equipment as well as a performance evaluation.

### Initial Operator Training

1. A prospective operator will be trained and certified before he or she is assigned to operate an industrial truck.
2. Training will consist of a combination of formal instruction and demonstrations performed by the trainer, an overview of this written document and applicable CSUDH operational protocol, practical exercises performed by the operator, and an evaluation of the operator's performance.
3. The operator initial training program must cover at least the following topics:
  - Characteristics of the PIT, including, but not limited to, controls and instrumentation, such as location, what they do, and how they work; engine or motor operation; steering and maneuvering; vehicle inspection and maintenance the operator will be required to perform; and any other operating instruction, warning, or precaution listed in the operator's manual for the type of vehicle the employee is being trained to operate.

- The operating environment including, but not limited to, floor surfaces and/or ground conditions where the vehicle will be operated; composition of probable loads and load stability; load manipulation; operating the truck on surfaces that would affect the stability of the vehicle; and other unique or potentially hazardous environmental conditions that exist or may exist in the workplace.

### Performance Evaluations

1. Each certified powered industrial truck operator is evaluated at least once every three (3) years to verify that the operator has retained and uses the knowledge and skills needed to drive safely.
2. This evaluation is done by an authorized trainer, or safety consultant. If the evaluation shows that the operator is lacking the appropriate skills and knowledge, the operator is subject to re-training.

### Retraining

Retraining in relevant topics shall be provided to the operator when:

1. The operator has been observed to operate the vehicle in an unsafe manner;
2. The operator has been involved in an accident or near-miss incident;
3. The operator has received an evaluation that reveals that the operator is not operating the truck safely;
4. The operator is assigned to drive a different type of truck; or
5. A condition in the workplace changes in a manner that could affect safe operation of the truck; and
6. Every three years

### Records

1. Records of training (dates of training, attendee lists, and trainers) will be maintained in the RM/EHOS office for 3 years.

### Operator Certification and Recordkeeping

1. Once training is completed, the trainer will certify that the operator has been successfully trained and evaluated for the specific make and model of industrial truck he or she will operate.
2. The certificate will include the name of the operator, date of the training, the date of the evaluation, and the identity of the person(s) performing the training or evaluation.
3. Copies of all operator certificates will be maintained in the RM/EHOS office for 3 years.

\*Note- Operators will receive individual certificates specific to the type of industrial truck they have been trained to use.

## EQUIPMENT and OPERATIONS

1. The industrial trucks used at the facility meet the established design and construction requirements for powered industrial trucks.
2. All industrial trucks shall be kept in a clean condition, free of lint, excess oil, and grease. Non-combustible agents should be used for cleaning trucks.
3. Any powered industrial truck not in safe operating condition shall be removed from service, and all repairs shall be made by authorized personnel.

### Pre-operational inspection procedures

1. Perform pre-operational equipment checks on powered industrial trucks prior to the beginning of each daily shift.
2. The pre-operational check is performed by completing a Pre-shift Inspection Checklist.
  - No blank spaces are allowed on the form. If an item does not apply, operators must use the code N/A.
  - Operators must also fill out the comment section thoroughly and accurately if there are any operational or visual defects. This enables identification and repair of any deficiencies before the truck becomes unsafe to operate.
  - Copies are to be submitted daily to the H&S Manager, and will be kept on file for a duration of 4 years.
3. Immediately removing a truck from service any time it is found to be in need of repair, defective, or in any way unsafe, the truck will be taken out of service until it has been restored to safe operating condition.
4. Ensuring that they know the load capacity and any other limitations of the particular industrial truck, and stay within it.
5. Pre-plan the route of travel to ensure awareness of areas with inadequate headroom, potential for obscured view, inadequate lighting, obstructions, and floor surface problems.

### Periodic inspections

1. Thorough inspections will be conducted according to the manufacturer's suggested time interval, but will not exceed 12 months.
2. Facilities Services will ensure that a qualified maintenance contractor will perform(s) inspection and maintenance quarterly.
3. Inspections and maintenance or repair beyond the recommended service schedules are done only by authorized workshops and/or service technicians.
4. A sample of our periodic truck inspection checklist is provided in Appendix A. A supply of these forms is provided in each charging and parking area within user departments.
5. Facilities Services is responsible for retaining all inspection documentation for each vehicle, and shall keep them on file for a period of 4 years.

### General Safety Protocol

1. Trucks shall not be driven up to anyone standing in front of a fixed object.
2. No person shall be allowed to stand or pass under the elevated portion of any truck, whether loaded or empty. The area shall be barricaded and signs posted to notify personnel of the hazards presented by the task at hand.
3. Unauthorized personnel shall not be permitted to ride on any industrial truck.

4. Operators shall always maintain “3-points of contact” when mounting and dismounting any industrial truck. This procedure requires the operator to:
  - Face the machine while mounting or dismounting;
  - Ensuring adequate footing (wipe debris from boots, etc.); and
  - Maintain either two hands and one foot, or one hand and two feet on the machine at all times during mounting and dismounting.
5. A powered industrial truck is considered “unattended” when the operator is 25 ft. or more away from the vehicle which remains in his/her view, or whenever the operator leaves the vehicle and it is not in his/her view.
6. When a powered industrial truck is left unattended, the following step shall be taken:
  - Load engaging means shall be fully lowered;
  - Controls will be neutralized;
  - Power shut off, and brakes set; and
  - Wheels will be blocked if the truck is parked on an incline; and
  - Key removed.
7. A safe distance shall be maintained from the edge of ramps or platforms while on any elevated dock, platform, or freight car.
8. The operator will ensure sufficient headroom under overhead installations (electrical/power lines, lights, pipes, sprinkler system, etc.) before operating the vehicle in these areas.
9. Fire aisles, access to stairways, and fire equipment will be not be obstructed at any time.
10. Where general lighting is less than 2 lumens per square foot, auxiliary directional lighting shall be provided on the truck.
11. Trucks in need of repairs to the electrical system shall have the battery disconnected prior to such repairs.
12. Forklift-specific Precautions
  - An overhead guard will be used as protection against falling objects.  
*Note: An overhead guard is intended to offer protection from the impact of small objects (i.e., packages, boxes), but not to withstand the impact of a falling capacity load.*
  - Overhead guards will not be used to carry anything.
  - Operators will ensure fire protection equipment is carried with the vehicle and is in proper working order.
  - A load backrest extension will be used whenever necessary to minimize the possibility of the load or part of it from falling rearward
13. Aerial Lift-Specific Precautions
  - Lift controls shall be tested each day prior to use to determine that such controls are in safe working condition
  - Belting off to an adjacent pole, structure, or equipment while working from an aerial lift shall not be permitted.
  - Employees shall always stand firmly on the floor of the basket, and shall not sit or climb on the edge of the basket or use planks, ladders, or other devices for a work position.
  - Personal fall protection shall be worn when working from an aerial lift.
  - Boom and basket load limits specified by the manufacturer shall not be exceeded.
  - The brakes shall be set before use, and when outriggers are used, they shall be positioned on pads or a solid surface.

- Wheel chocks shall be installed before using an aerial lift on an incline, provided they can be safely installed.

#### 14. Scissor Lift-specific precautions

- Makeshift devices, such as but not limited to boxes and barrels, shall not be used on top of scaffold platforms to increase the working level height of employees.
- Ladders shall not be used on scaffolds to increase the working level height of employees
- Shall have a guardrail system along all open sides and ends of the platform that meets complies with standard requirements.
- Personal fall protection shall be worn when working from an aerial lift.

### Traveling

1. Obey campus speeds and other traffic regulations at all times.
2. Operators will yield right of way to pedestrians, emergency vehicles, and avoid pedestrian lanes.
3. Operators will slow down and drive cautiously over speed bumps, on uneven, wet, or slippery surfaces. In outdoor environments, avoid soft or sloped terrain.
4. Ensure the load is pointed uphill where the gradient is greater than 10 percent.
5. On all grades the load and load engaging means shall be tilted back if applicable, and raised only as far as necessary to clear the road surface
6. Loads will not be raised or lowered while moving.
7. Avoid running over loose objects on the roadway surface.
8. A clear view of the travel route will be maintained; travel in reverse or with the load behind if it blocks the forward view.
9. Ensure there is a safe distance along the path of travel from the top of the industrial truck (mast, cage, etc.) or load and any overhead objects (e.g., lights, pipes, ventilation, power lines, etc.).
10. Slow down, stop, and sound the horn at intersections, cross aisles and other places where line-of-sight vision is impaired.
11. Stay at least three truck lengths behind another truck.
12. Properly secure dockboard or bridgeplates before they are driven over. Dockboard or bridgeplates will be driven over carefully and slowly and their rated capacity never exceeded.
13. Operate loaded forklifts with forks no more than 6-8 inches above the ground, with the load carried low and tilted back.
14. When operating forklifts, approach any elevators slowly, and then enter squarely after the elevator car is properly leveled. Once on the elevator, the controls shall be neutralized, power shut off, and the brakes set until the desired level is reached.
15. An aerial lift truck shall not be moved when the boom is elevated in a working position with men in the basket, except for equipment which is specifically designed for this type of operation in accordance with the provisions of the regulation.
16. Before moving an aerial lift for travel, the boom(s) shall be inspected to see that it is properly cradled and outriggers are in stowed position.



### Loading and Unloading:

1. Only handle stable and safely arranged loads; make arrangements to secure an unstable load.
2. Check the rated capacity of a trailer or railcar before entering it to ensure that it can support the combined weight of the forklift and load. Before entering a trailer with a forklift, ensure that trailer brakes are locked, the rear wheels are chocked, and the dock plate is secure.
3. Brakes will be set and wheel blocks in place to prevent movement of trucks, trailers, or railroad cars while loading or unloading. Fixed jacks may be necessary to support a semitrailer during loading or unloading when the trailer is not coupled to a tractor. The flooring of trucks, trailers, and railroad cars will be checked for breaks and weakness before they are driven onto.
4. Whenever a truck is equipped with vertical only, or vertical and horizontal controls elevatable with the lifting carriage or forks for lifting personnel, the following additional precautions will be taken for the protection of personnel being elevated:
  - Use of a safety platform firmly secured to the lifting carriage and/or forks.
  - Means shall be provided whereby personnel on the platform can shut off power to the truck.
  - Such protection from falling objects as indicated necessary by the operating conditions will be provided.

### Forklift-specific procedures:

1. Never lift loads that exceed the rated capacity listed on the nameplate of the forklift.
2. Place the forks under the load as far as possible (the load will touch the forklift carriage) and tilt the mast backward enough to stabilize the load.
3. Check the maximum safe height of an area before stacking or tiering a load.
4. An elevated load shall not be tilted forward except when the load is in a deposit position over a rack or stack. When stacking or tiering, only enough backward tilt to stabilize the load shall be used.

### Refueling of Industrial Trucks

1. Precautions shall be taken to prevent open flames (including smoking), sparks, or electric arcs in battery charging areas.
2. Have a fire extinguisher and spill cleanup materials ready.
3. Perform all fueling operations in well-ventilated areas designated for that purpose.
4. Follow the vehicle manufacturer's instructions for gas or propane fueling
5. Always turn off the engine when filling fuel tanks.
6. Avoid fuel spills—if there is a spill, clean it up immediately.
7. Replace the fuel cap before starting the equipment.
8. For propane-powered industrial trucks-
  - Take empty propane tanks outside and open the valve to let any leftover propane escape to the open air.
  - Refill tanks according to proper procedures.
9. For battery-powered industrial trucks-
  - Proper material handling equipment shall be provided for handling batteries.
  - Trucks shall be properly positioned and brake applied before attempting to change or charge batteries.
  - Reinstalled batteries shall be properly positioned and secured in the truck.
  - Tools and other metallic objects shall be kept away from the top of uncovered batteries.
  - A carboy tilter or siphon shall be provided for handling electrolyte.

- Facilities shall be provided for flushing and neutralizing spilled electrolyte, for fire protection, for protecting charging apparatus from damage by trucks, and for adequate ventilation for dispersal of fumes from gassing batteries.
  - Care shall be taken to assure that vent caps are functioning.
  - The battery (or compartment) cover(s) shall be open to dissipate heat.
10. When charging batteries,
- Use acid-resistant material-handling equipment and wear corrosion-resistant PPE during battery charging/charging;
  - Remove battery cap slowly and leave open; and
  - Acid shall be poured into water; water shall not be poured into acid.

### Configuration Program

1. No modifications or additions which affect capacity and safe operation shall be performed without the manufacturer's prior written approval. Capacity, operation, maintenance instruction plates, tags, or decals shall be changed accordingly.
2. If the truck is equipped with front-end attachments other than factory installed attachments, the truck will be marked to identify the attachments and show the approximate weight of the truck and attachment combination at maximum elevation with load laterally centered.
3. All nameplates and markings will be verified as being in place and maintained in a legible condition.
4. When it is needed to determine a proper configuration to purchase a powered industrial truck, the atmosphere or location where the truck will be used will have to be classified as to whether it is hazardous or nonhazardous prior to the consideration of the type industrial truck to be purchased. The following is a list of designation types.
  - D designated units are diesel powered units.
  - DS designated units are diesel powered units that are provided with additional safeguards to the exhaust, fuel and electrical systems.
  - DY designated units are diesel powered units that have all the safeguards of the DS units, do not have any electrical equipment, and are equipped with temperature limitation features.
  - E designated units are electrically powered units that have minimum acceptable safeguards against inherent fire hazards.
  - ES designated units are electrically powered units that have additional safeguards to the electrical system to prevent emission of hazardous sparks and to limit surface temperatures.
  - EE designated units are electrically powered units with completely enclosed electric motors and equipment.
  - EX designated units are electrically powered units that are so designed, constructed and assembled that the units may be used in certain atmospheres containing flammable vapors or dusts.
  - G designated units are gasoline powered units having minimum acceptable safeguards against inherent fire hazards.
  - GS designated units are gasoline powered units with additional safeguards to the exhaust, fuel, and electrical systems.
  - LP designated units are powered by liquefied petroleum gas.
5. Power-operated industrial trucks used by CSUDH shall be used only in areas approved for their use. Operating areas shall be evaluated for hazards prior to operations in these areas are approved.

## DEFINITIONS

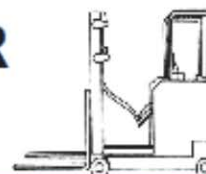
1. **Aerial work platform (AWP):** is an industrial truck used to provide temporary access for people or equipment to inaccessible areas, usually at height. They are generally designed to lift limited weights, often can be fully operated by a single person, and are often either self-propelled or vehicle-mounted. Subtypes include lift platforms, extensible boom lifts, aerial ladders, articulating boom platforms, and vertical towers.
2. **Backrest:** a vertical support above the forks that, when a load is tipped back, prevents the load from falling rearward toward the driver.
3. **Carriage:** the part of the mast where the forks and backrest are mounted.
4. **Forklift:** a powered industrial truck with a power-operated forked platform used to hoist and transport materials by means of steel forks inserted under a load. Types include those made for warehouse or rough terrain environments, variable reach, vertical mast, and truck-mounted.
5. **Mast:** a support member providing guideways that permit vertical movement of the carriage.
6. **Powered industrial truck (PIT):** an industrial vehicle used to carry, push, pull, lift, or stack material powered by an electric motor or an internal combustion engine, including vehicles commonly called forklift trucks, rider trucks, motorized or powered hand trucks, platform trucks, and other specialized industrial trucks.
7. **Overhead guard:** a framework fitted to a truck over the head of a riding operator to guard against falling debris.
  - *Rated capacity:* the maximum weight that the truck is designed to lift as determined by the manufacturer
  - *Personal Protective Equipment (PPE):* Devices worn by the employees to protect against hazards in the environment. Examples include safety glasses, face shields, respirators, gloves, lab coats, sleeve covers, and shoe covers.
  - *Scissor Lift:* A type of AWP which can usually only move in the vertical plane. The mechanism to achieve this is the use of linked, folding supports in a criss-cross 'X' pattern. Some also have an extending 'bridge' to allow closer access to the work area (because of the inherent limits of vertical only movement).

## REFERENCES/RELATED PROCEDURES

1. Cal/OSH §3668. Powered Industrial Truck Operator Training  
<http://www.dir.ca.gov/title8/3668.html>



# OPERATING RULES FOR INDUSTRIAL TRUCKS



## General Industry Safety Order 3664 Operating Rules (Part (a))

- (a) Every employer using industrial trucks or industrial tow tractors shall post and enforce a set of operating rules including the appropriate rules listed in Section 3650.

## General Industry Safety Order 3650 Industrial Trucks. General (Part(s))

- (t) Industrial trucks and tow tractors shall be operated in a safe manner in accordance with the following operating rules:
  - (1) Only drivers authorized by the employer and trained in the safe operations of industrial trucks or industrial tow tractors pursuant to Section 3668 shall be permitted to operate such vehicles.
  - (2) Stunt driving and horseplay are prohibited.
  - (3) No riders shall be permitted on vehicles unless provided with adequate riding facilities.
  - (4) Employees shall not ride on the forks of lift trucks.
  - (5) Employees shall not place any part of their bodies outside the running lines of an industrial truck or between mast uprights or other parts of the truck where shear or crushing hazards exist.
  - (6) Employees shall not be allowed to stand, pass, or work under the elevated portion of any industrial truck, loaded or empty, unless it is effectively blocked to prevent it from falling.
  - (7) Drivers shall check the vehicle at the beginning of each shift, and if it is found to be unsafe, the matter shall be reported immediately to a foreman or mechanic, and the vehicle shall not be put in service again until it has been made safe. Attention shall be given to the proper functioning of tires, horn, lights, battery, controller, brakes, steering mechanism, cooling system, and the lift system for forklifts (forks, chains, cable, and limit switches).
  - (8) No truck shall be operated with a leak in the fuel system.
  - (9) Vehicles shall not exceed the authorized or safe speed, always maintaining a safe distance from other vehicles, keeping the truck under positive control at all times and all established traffic regulations shall be observed. For trucks traveling in the same direction, a safe distance may be considered to be approximately 3 truck lengths or

## General Industry Safety Order 3650 Industrial Trucks. General (Part(s)) *Continued...*

- preferably a time lapse — 3 seconds — passing the same point.
- (10) Trucks traveling in the same direction shall not be passed at intersections, blind spots, or dangerous locations.
- (11) The driver shall slow down and sound the horn at cross aisles and other locations where vision is obstructed. If the load being carried obstructs forward view, the driver shall be required to travel with the load trailing.
- (12) Operators shall look in the direction of travel and shall not move a vehicle until certain that all persons are in the clear.
- (13) Trucks shall not be driven up to anyone standing in front of a bench or other fixed object of such size that the person could be caught between the truck and object.
- (14) Grades shall be ascended or descended slowly.
  - (A) When ascending or descending grades in excess of 10 percent, loaded trucks shall be driven with the load upgrade.
  - (B) On all grades the load and load engaging means shall be tilted back if applicable, and raised only as far as necessary to clear the road surface.
  - (C) Motorized hand and hand/rider trucks shall be operated on all grades with the load-engaging means downgrade.
- (15) The forks shall always be carried as low as possible, consistent with safe operations.
- (16) When leaving a vehicle unattended (the operator is over 25 feet (7.6 meters) from or out of sight of the industrial truck), the brakes are set, the mast is brought to the vertical position, and forks are left in the down position, either:
  - (A) The power shall be shut off and, when left on an incline, the wheels shall be blocked; or
  - (B) The power may remain on provided the wheels are blocked, front and rear.
- (17) When the operator of an industrial truck is dismounted and within 25 feet (7.6 meters) of the truck which remains in the operator's view, the load engaging means shall be fully lowered, controls placed in neutral, and the brakes set to prevent movement.

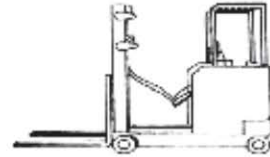
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## General Industry Safety Order 3650 Industrial Trucks. General (Part(s))

Continued

- Exception:** Forks on fork-equipped industrial trucks may be in the raised position for loading and unloading if the forks are raised no more than 42 inches above the level where the operator/loaders are standing, and the power is shut off, controls placed in neutral and the brakes set. If on an incline, the wheels shall be blocked.
- (18) Vehicles shall not be run onto any elevator unless the driver is specifically authorized to do so. Before entering an elevator, the driver shall determine that the capacity of the elevator will not be exceeded. Once on an elevator, the industrial truck's power shall be shut off and the brakes set.
  - (19) Motorized hand trucks shall enter elevators or other confined areas with the load end forward.
  - (20) Vehicles shall not be operated on floors, sidewalk doors, or platforms that will not safely support the loaded vehicle.
  - (21) Prior to driving onto trucks, trailers and railroad cars, their flooring shall be checked for breaks and other structural weaknesses.
  - (22) Vehicles shall not be driven in and out of highway trucks and trailers at loading docks until such trucks or trailers are securely blocked or restrained and the brakes set.
  - (23) To prevent railroad cars from moving during loading or unloading operations, the car brakes shall be set, wheel chocks or other recognized positive stops used, and blue flags or lights displayed in accordance with Section 3333 of these Orders and Title 49, CFR, Section 218.27 which is hereby incorporated by reference.
  - (24) The width of one tire on the powered industrial truck shall be the minimum distance maintained from the edge by the truck while it is on any elevated dock, platform, freight car or truck.
  - (25) Railroad tracks shall be crossed diagonally, wherever possible. Parking closer than 8 1/2 feet from the centerline of railroad tracks is prohibited.
  - (26) Trucks shall not be loaded in excess of their rated capacity.
  - (27) A loaded vehicle shall not be moved until the load is safe and secure.
  - (28) Extreme care shall be taken when tilting loads. Tilting forward with the load engaging means elevated shall be prohibited except when picking up a load. Elevated loads shall not be tilted forward except when the load is being deposited onto a storage rack or



- equivalent. When stacking or tiering, backward tilt shall be limited to that necessary to stabilize the load.
- (29) The load engaging device shall be placed in such a manner that the load will be securely held or supported.
  - (30) Special precautions shall be taken in the securing and handling of loads by trucks equipped with attachments, and during the operation of these trucks after the loads have been removed.
  - (31) When powered industrial trucks are used to open and close doors, the following provisions shall be complied with:
    - (A) A device specifically designed for opening or closing doors shall be attached to the truck.
    - (B) The force applied by the device to the door shall be applied parallel to the direction of travel of the door.
    - (C) The entire door opening operation shall be in full view of the operator.
    - (D) The truck operator and other employees shall be clear of the area where the door might fall while being opened.
  - (32) If loads are lifted by two or more trucks working in unison, the total weight of the load shall not exceed the combined rated lifting capacity of all trucks involved.
  - (33) When provided by the industrial truck manufacturer, an operator restraint system such as a seat belt shall be used.



Operating rules for industrial trucks contained on this poster are current through Register 2009, No. 44 California Code of Regulations (operative 11-27-2009). Other rules may also apply.

S-503-08/11  
(2/2) RIGHT

# OPERATOR'S DAILY CHECKLIST

<b>FORKLIFT OPERATOR'S DAILY CHECKLIST</b> Complete Before The Start of Each Use				
DATE	TRUCK NO.	BUILDING NO.	SHIFT	OPERATOR NAME
INTERNAL COMBUSTION	ELECTRIC	HOUR METER START	WEIGHT CAPACITY IN POUNDS	
CHECK ANY DEFECTIVE ITEM WITH AN X AND GIVE DETAILS BELOW.				
	ACCELERATOR		HOUR METER	
	ALARMS		HYDRAULIC CONTROLS	
	BATTERY CONNECTOR		LIGHTS - HEAD AND TAIL	
	BATTERY - DISCHARGE INDICATOR		LIGHTS - WARNING	
	BELTS		MAST	
	BRAKES - PARKING		OIL LEAKS	
	BRAKES - SERVICE		OIL PRESSURE	
	CABLES		OVERHEAD GUARD	
	ENGINE OIL LEVEL		RADIATOR LEVEL	
	FORKS		SAFETY EQUIPMENT	
	FUEL LEVEL		STEERING	
	GAUGES		TIRES	
	HORN		UNUSUAL NOISES	
	HOSES		OTHER	
DETAILS:          				
Make 2 Copies: 1) Maintenance 2) Supervisor				