



## POWERED INDUSTRIAL TRUCK PLAN

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**NORTHEAST COMMUNITY COLLEGE**  
**Powered Industrial Truck Plan**

Northeast Community College (Northeast) is committed to the safety and security of students, faculty, staff, and visitors. In order to support that commitment, Northeast has established a comprehensive Powered Industrial Plan that outlines Northeast's directives relevant to Powered Industrial Truck use. The Powered Industrial Plan is an official plan of Northeast and coincides with the College's governing board policies and procedures. The plan supports ongoing training, practical exercises, and management of resources to provide a safe working and learning environment.



Northeast Community College President

27 April 2022  
Date

**NORTHEAST COMMUNITY COLLEGE  
POWERED INDUSTRIAL TRUCK PLAN  
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## **1.0 General**

The Powered Industrial Truck Plan establishes guidelines to be followed whenever any operators work with powered industrial trucks such as fork trucks, tractors, platform lift trucks, motorized hand trucks and other specialized industrial trucks powered by electric motors or internal combustion engines.

Written standard operating, maintenance and training procedures are to be established and enforced to ensure that powered industrial truck safety practices are communicated to and understood by the affected operators. These requirements also ensure that procedures are in place to safeguard the health and safety of all employees, students and public.

### **1.1 Objective**

It is Northeast's intent to follow best management policies aligned with local, state and federal requirements.

## **2.0 Initial Training**

All new employees who will be operating powered industrial trucks for the College are required to participate in initial certification training regardless of past work experience, to ensure adequate training has been administered. During this initial training, the certified trainer will combine both classroom instruction and practical training.

Any employee, student or contracted employee must carry proof of certification at all times during powered industrial truck operations on any Northeast property.

### **2.1 Training Certification**

Human Resources will keep a copy of training certificates for each employee who successfully completes training and testing. Each Division Dean will keep training certificates for students.

### **2.2 Performance Evaluation**

Each certified powered industrial truck operator shall be evaluated by their supervisor or designated certified trainer at least once every three years to verify operator has retained and correctly applies the knowledge and skills required to drive safely. The Power Industrial Truck Operator Evaluation Form will be used to complete the evaluation. (*See Appendix A*) If the evaluation shows that the operator is lacking the appropriate skills and knowledge, the operator will be required to complete initial certification training as warranted.

### **2.3 Refresher Training**

Refresher training is required if any of the following situations occur:

- If the operator is involved in an accident or a near-miss incident.
- If the operator has been observed driving the vehicle in an unsafe manner.
- When the operator is assigned to a different type of truck.
- If it has been determined during an evaluation that the operator needs additional training.
- When there are changes in the workplace that could affect safe operation of the truck. Examples would include different types of working surfaces, reconfiguration of the storage racks, new construction leading to narrower aisles or restricted visibility.

## **2.4 Student Operators**

Students will not operate a powered industrial truck on Northeast premises until he/she has successfully completed a powered industrial truck training program. All new operators must undergo a performance evaluation or provide documentation of training upon request. Students that have taken powered industrial truck training and received certification may operate a powered industrial truck on campus with permission prior to each use and reasonable supervision from their instructor.

## **3.0 Inspections**

### **3.1 Pre-Operational Inspection Procedures**

Northeast requires operators to perform pre-operational equipment checks on powered industrial trucks prior to each use to ensure the safe operating condition of the vehicle.

## **4.0 Operating Procedures**

### **4.1 Driving**

Driving a powered industrial truck is fundamentally different than driving a car or other trucks. In fact, powered industrial trucks:

- Are usually steered by the rear wheels.
- Steer more easily loaded than empty.
- Are driven in reverse as often as forward.
- Are often steered with one hand.
- Have a center of gravity toward the rear, shifting to the front as forks are raised.

Unlike cars, some powered industrial trucks have a greater chance of tipping over when suddenly turned. Because of the design of powered industrial trucks, they have a very short rear wheel swing. This means that, at high speeds, sudden turns can tip them and could result in serious injury and damage. Speed can cause the center of gravity to shift dramatically. Similarly, speeding over rough surfaces can cause tipping.

### **4.2 Load Lifting and Carrying**

Powered industrial trucks can only lift so much. Each truck has its own load capacity, which is indicated on the rating plate. Powered industrial trucks also have three-point suspension that forms an imaginary triangle from the left front wheel to the right front wheel to the point between the two back wheels. The center of gravity for a powered industrial truck must lie somewhere within this triangle or else the truck will tip over. The load and its position on the forks, as well as traveling speed and slopes, all affect the center of gravity. Loads have gravity with which to contend and need special care so that they do not fall.

### **4.3 Battery Charging and Changing**

Batteries present a hazard because they contain corrosive chemical solutions, either acid or alkali. During recharging, a worker may be exposed not only to the acid solution but also to hydrogen gas that is produced during the recharging process. Because of the hazards involved in battery charging and changing, only personnel who have been trained in the appropriate procedures, understand the dangers involved, and know the

appropriate precautions to take may be allowed to perform this work.

Smoking is prohibited in charging areas. Battery charging generates hydrogen gas which may present an explosion hazard. This precaution also applies to open flames, sparks or electric cars. An effective means of fire protection must be provided in the area.

#### **4.4 Pedestrians**

Because powered industrial trucks may be used near pedestrians, Northeast operators are required to watch for pedestrians.

#### **4.5 Maintenance**

Investing time and effort into the proper upkeep of Northeast equipment results in day-to-day reliability and increased equipment longevity. Therefore, keeping up with the manufacturer's recommended maintenance and lubrication schedules is required.

**NORTHEAST COMMUNITY COLLEGE  
POWERED INDUSTRIAL TRUCK OPERATOR EVALUATION FORM**

**Instructions:** Use this checklist during the field session to evaluate the operator proficiency. The form can also be used for periodic evaluation to ensure that operators are continuing to operate powered industrial trucks properly.

|   |                     |                       |                 |
|---|---------------------|-----------------------|-----------------|
| Operator Name:  | Evaluator Name:     |                       |                 |
| Evaluation Date:  | Equipment Operated: |                       |                 |
| <b>Pre-Use Inspection</b>   | <b>Acceptable</b>   | <b>Not Acceptable</b> | <b>Comments</b> |
| Walk around, look for damage  |                     |                       |                 |
| Document/report all findings.   |                     |                       |                 |
| <b>Picking Up/Putting Down a Load</b>   | <b>Acceptable</b>   | <b>Not Acceptable</b> | <b>Comments</b> |
| Square up on the center of the load.  |                     |                       |                 |
| Stop with the fork tips about one foot from the load.                           |                     |                       |                 |
| Clear personnel from the area near the load.                                    |                     |                       |                 |
| Level the forks then slowly drive forward until the load contacts the carriage. |                     |                       |                 |
| Lift the load carefully and smoothly until it is clear.                         |                     |                       |                 |
| Tilt the mast back slightly to stabilize the load.                              |                     |                       |                 |
| Look behind and check blind spots.  |                     |                       |                 |
| After backing out lower the load to travel height.                              |                     |                       |                 |
|   |                     |                       |                 |
|   |                     |                       |                 |
|   |                     |                       |                 |
|   |                     |                       |                 |

|   |                   |                       |                 |
|---|-------------------|-----------------------|-----------------|
| <b>Traveling</b>  | <b>Acceptable</b> | <b>Not Acceptable</b> | <b>Comments</b> |
| Do not raise or lower the load and forks while traveling.         |                   |                       |                 |
| Maintain a safe speed.  |                   |                       |                 |
| Observe all traffic rules, warning signs and overhead clearances. |                   |                       |                 |
| Keep arms and legs inside the powered industrial truck.           |                   |                       |                 |
| Slow down while cornering.  |                   |                       |                 |
| Use the horn to alert others.                                     |                   |                       |                 |
| Travel with the load facing uphill while on a ramp or incline.    |                   |                       |                 |
| Stop smoothly.  |                   |                       |                 |

| Putting Down a Load                                   | Acceptable | Not Acceptable | Comments |
|---|------------|----------------|----------|
| Make sure there is sufficient clearance for the load. |            |                |          |
| Look behind before backing out.                       |            |                |          |
| Back straight out until the forks have cleared.       |            |                |          |
| Lower the forks to traveling position.                |            |                |          |

| Parking                                    | Acceptable | Not Acceptable | Comments |
|--|------------|----------------|----------|
| Fully lower the forks.                     |            |                |          |
| Neutralize the controls                    |            |                |          |
| Set the brakes                             |            |                |          |
| Turn off the power                         |            |                |          |
| If parked on an incline, block the wheels. |            |                |          |
| Park only in authorized areas.             |            |                |          |

| Battery Recharging                    | Acceptable | Not Acceptable | Comments |
|---------------------------------------|------------|----------------|----------|
| Engine off.                           |            |                |          |
| Proper Personal Protective Equipment. |            |                |          |
| Check water level.                    |            |                |          |

☐ The operator ***has successfully*** completed the evaluation and is qualified to operate the following equipment.

☐ The operator ***has not demonstrated*** competence in operating the following equipment.

\_\_\_\_\_  
Evaluator's Signature

\_\_\_\_\_  
Operator's Signature

\_\_\_\_\_  
Expiration Date