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1 PURPOSE


- 1.1 The purpose of this program is to establish procedures for the safe operation of powered industrial trucks at MTS facilities.

2 SCOPE – APPLIES TO WHERE & WHEN THE WORK INSTRUCTION IS USED

- 2.1 This procedure applies to operations and activities, under normal conditions and reasonably foreseeable situations, in the office and facilities of MTS Test Division and applies as referenced within the scope of the EHS Manual.
- 2.2 This procedure applies to all employees that operate powered industrial trucks (powered trucks), including, forklifts, reach trucks, order pickers and powered pallet jacks.

3 DEFINITIONS AND ACRONYMS

- 3.1 **Authorized Operator:** MTS employee who has satisfactorily completed classroom, operation training and evaluation on powered truck equipment at MTS facilities.
- 3.2 **Load Center:** The horizontal distance from the edge of the load (or the vertical face of the forks or other attachments) to the load’s center of gravity.

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

4 GRAPHIC (IF NEEDED)

n/a

5 RESPONSIBILITIES


- 5.1 EHS Department (EHS)
 - 5.1.1 Issuing and maintaining this procedure.
 - 5.1.2 Providing training to employees on the safe operation of powered trucks.
 - 5.1.3 Completing evaluations of power truck operators at minimum every three years.
- 5.2 Managers and Supervisors
 - 5.2.1 Ensuring that all employees who need to operate powered trucks have received training.
 - 5.2.2 Providing observations and feedback to operators to ensure safe equipment operation.
 - 5.2.3 Informing the Facilities Department of any service or repair work needed on powered trucks.
- 5.3 Facilities Department
 - 5.3.1 Ensuring maintenance of all powered trucks according to manufacturer’s recommendations.
 - 5.3.2 Administering all outside vendor maintenance contracts to service MTS powered truck equipment.
 - 5.3.3 Retaining powered truck service records from vendors and the completed Daily Forklift Inspection Checklists.
- 5.4 Powered Truck Operators
- 5.5 Operating all powered trucks in a safe manner consistent with MTS training and this procedure.
- 5.6 Inspecting powered trucks at the beginning of each work shift and completing the appropriate inspection forms.

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- 5.7 Reporting all equipment malfunctions and/or fork truck maintenance needs to the supervisor/manager immediately.
- 5.8 Reporting any and all minor/major dents, scratches, scrapes or other physical blemishes/damage to the body, finish, or components of the fork truck unit to the supervisor/manager immediately
- 5.9 Reporting of any and all minor/major dents, scratches, scrapes or other physical blemishes/damage that occur to a piece of equipment, material, or building infrastructure, while performing fork truck activities, to the supervisor/manager immediately

6 PROCEDURE

- 6.1 Equipment Inspection and Maintenance
 - 6.1.1 Prior to using a powered truck during each shift, the powered truck will be inspected by the powered truck operator using the Daily Inspection Checklist (checklist).
 - 6.1.1.1 If the powered truck operator identifies any deficiencies in the powered truck during inspection, the operator shall immediately notify the Facilities Department.
 - 6.1.2 Completed checklists will be maintained by the Facilities Department.
 - 6.1.3 All powered truck service records will be kept by the Facilities Department, including any repairs made to the powered truck.
 - 6.1.4 If repairs are needed on a powered truck that prevents its safe operation, it will be taken out of service until repairs have been made.
 - 6.1.5 After repairs are completed, the powered truck will be given a performance test to ensure that the equipment is safe to operate.
 - 6.1.6 Powered trucks will be kept in clean condition, free of dirt, excess oil and grease.
- 6.2 Changing and Charging Batteries
 - 6.2.1 The Facilities Department will provide supplies to safely flush and neutralize spilled battery acid and electrolyte.
 - 6.2.2 Eyewash equipment will be maintained in all charging areas.


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- 6.2.3 Precautions shall be taken to prevent open flames, sparks and electrical arcs in battery charging areas.
- 6.2.4 Employees who change and service batteries and handle corrosive liquids shall wear the proper Personal Protective Equipment (PPE), including, but not limited to, full face and hand protection.
- 6.3 Operator Training
 - 6.3.1 Only trained and authorized operators will be permitted to operate a powered truck.
 - 6.3.2 Training will consist of classroom instruction and hands-on training with equipment used at MTS.
 - 6.3.3 Refresher training is required if any of the following conditions exist:
 - 6.3.3.1 The operator is involved in an accident or a near-miss incident;
 - 6.3.3.2 The operator has been observed operating the powered truck in an unsafe manner;
 - 6.3.3.3 The operator has been determined during an evaluation to need additional training;
 - 6.3.3.4 There are changes in the workplace that could affect safe operations of the powered truck;
 - 6.3.3.5 The operator is assigned to operate a different type of powered truck.
 - 6.3.4 Evaluations of each operator's performance are required as part of the initial and refresher training, and at least once every three years.
- 6.4 Powered Truck Operations: General
 - 6.4.1 Seatbelts shall be worn at all times when operating a forklift.
 - 6.4.2 Pedestrians have the right of way.
 - 6.4.3 Never allow passengers to be carried on a powered truck.
 - 6.4.4 No person is allowed to stand or pass under the elevated portion of any powered truck, whether loaded or unloaded.
 - 6.4.5 Operate powered trucks only from inside the operator compartment (arms or legs are prohibited from being placed between the uprights of the mast or outside the running lines of the powered truck).
 - 6.4.6 Maintain at least three truck lengths when following another powered truck.
 - 6.4.7 When a powered truck is left unattended, the equipment will be put into neutral,


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the emergency brake will be set, and the power will be shut off. When the powered truck is parked on an incline, the wheels will be blocked.

- 6.4.8 A powered truck will be considered unattended when the operator is 25 feet or more away, or when the vehicle is not in view.
- 6.4.9 When the operator has dismounted the powered truck and is within 25 feet of the truck, the load will be lowered, controls will be neutralized, and the brakes will be set.
- 6.4.10 Powered trucks will not be used to open or close freight doors.
- 6.4.11 Only approved powered trucks will be used in hazardous locations.
- 6.4.12 Turn off engine prior to filling or exchanging fuel tanks.
- 6.4.13 Oil or fuel spilled on the floor will be cleaned up immediately.
- 6.4.14 Only stable or safely arranged loads will be handled by powered trucks.
 - 6.4.14.1 Ensure that the fork position is evenly spread as far as the load permits.
- 6.4.15 Only loads within the rated capacity of the powered truck will be handled.
- 6.4.16 When handling long, high or wide loads use a spotter to help guide the move.
- 6.4.17 Elevating personnel:
 - 6.4.17.1 Ensure that the platform used to raise personnel is designed in accordance with ANSI requirements;
 - 6.4.17.2 Properly secure platform to forklift (chains/bolts, etc.);
 - 6.4.17.3 The operator must remain with the truck at all times employees are within the platform;
 - 6.4.17.4 If repositioning is necessary, the forks must be lowered to the travel position prior to attempting to reposition with an employee in the platform;
 - 6.4.17.5 Never elevate anyone on forks.
- 6.5 Traveling
 - 6.5.1 The operator shall keep a clear view of the path of travel at all times.
 - 6.5.2 Keep the forks in a low position when traveling (about 6-8 inches from ground level).
 - 6.5.3 Powered trucks may not be driven up to anyone standing in front of a bench or other fixed object.

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- 6.5.4 Safe speed limits will be observed at all times, and under all travel conditions the powered truck will be operated at a speed that will permit it to be brought to a stop in a safe manner.
- 6.5.5 The powered truck will be kept under control at all times.
 - 6.5.5.1 Slow down on wet, slippery or uneven floors.
- 6.5.6 When vision is obscured and at intersections, the operator will slow down and sound the horn.
- 6.5.7 If the load blocks the operator's view, the powered truck will be driven in the direction that provides the best visibility.
- 6.5.8 A loaded powered truck will be driven with the load upgrade when driving on ascending or descending grades greater than 10%.
- 6.5.9 Dock boards or bridge plates will be properly secured before they are driven over.
- 6.6 Truck Trailer Loading & Unloading
 - 6.6.1 When powered trucks are used to load or unload products from truck trailers, the brakes will be set on the truck trailer and truck trailer power unit, and wheel chocks will be placed under the rear wheels by the truck driver or MTS powered truck operator. The MTS powered truck operator shall ensure the wheel chocks are in-place prior to entering the trailer.
 - 6.6.2 If powered industrial trucks are to be used in trailers that are not attached to truck tractors, appropriate trailer supports will be installed under the fronts of the trailers.
 - 6.6.3 Floors of truck trailers will be checked for damage or weakness before powered trucks are driven on them. Do not enter any trailer with a powered truck that is deemed to be unsafe.


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7 ASSOCIATED QUALITY RECORDS – AS STATED IN THE QUALITY RECORDS LIST

Required Record
Daily Forklift Inspection Checklist
Training Records

8 REFERENCE FORMS / TEMPLATES / DOCUMENTS

Form / Template / Document Title	Location
Occupational Safety and Health Administration 29 CFR 1910.178, Powered Industrial Truck Standard	Online: OSHA Website
Daily Forklift Inspection Checklist (EHS-500-119)	On the forklift
Class sign in sheet (HR-400-102)	HR-Web

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9 CURRENT REVISION'S TRAINING REQUIREMENTS


Training requirements are determined by the document owner.

1. Select Awareness **and/or** Formal training requirements.
2. List (below) the functions or groups that require the training.

Select (mark X)	Training Type	Training Definition
	Awareness	Awareness training is conducted by communication, which is sent/delivered by the approver/author/owner of the document to the affected employees/groups.
X	Formal	Formal training requires the approver/author/owner to collect/store evidence that the affected employees/groups were trained.

Functions/Groups that require awareness to this procedure:

- Formal: Operations, EHS Department.

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10 REVISION HISTORY & APPROVAL

Revision History			
Rev	Description of Change	Author	Effective Date
A	Original	Bob Klenotich	10/15/12
B	Section 2 revised scope: removed Chanhassen.	Paula Williams	04/30/2014
C	Revision to Section 5- Responsibilities – addition of added visual inspection requirements and reporting to the supervisor for any fork truck damage (dents, scrapes, scratches, etc...) or material, equipment, and building damaged in the course of driving/performing work	James Kinney	05/13/2015

Approval of Current Revision		
Name / Function	Signature	Date
Rod Christensen / Director of Quality Management (EHS Manual)	On file	01/29/2014 (scope change only from Rev B, per Quality Management Rep)
Bob Klenotich / EHS Manager-Documents Originator	On file	02/12/2014 (scope change only from Rev B, per EHS Manager)