

Randolph Community College

Powered Industrial Truck (PIT)

Operation Safety Plan

Reviewed May 2010

1. PURPOSE

- 1.1 The purpose of this program is to provide guidelines for employees that operate Powered Industrial Trucks to comply with the OSHA Occupational Standard on Powered Industrial Trucks (PIT) Standard 29 CFR 1910.178.
- 1.2 The objective of the procedure is to provide guidelines to safely operate Powered Industrial Trucks, define the requirements for a PIT Operator and define Accident Investigation and Incident Reporting.
- 1.3 The purpose of this plan is to prevent injury and damage resulting from the misuse of powered industrial trucks (PITs) through operator safety training and following procedures for safe operations, equipment maintenance and awareness of the work environment.

2. SCOPE TRAINING REQUIREMENTS

- 2.1 All employees exposed that will operate a Powered Industrial Truck (PIT) shall be included in this program.
- 2.2 All Powered Industrial Truck (PIT) operators shall be educated and trained so that they are proficient in safely operating their assigned PIT.
- 2.3 The PIT Safety Plan consists of the following components:
 - Responsibilities
 - Training Requirements
 - Safety and Pre Inspections
 - Appendix of Definitions

3. RESPONSIBILITIES

- 3.1 The Director of Safety and Emergency Preparedness will schedule PIT Operator Safety training to meet certification and refresher training requirements.
- 3.2 PIT Operators shall immediately report all accidents and incidents to The Director of Facilities and the Director of Safety. All accidents and incidents involving a PIT must be documented by an incident report.

4. TRAINING REQUIREMENTS

- 4.1 All PIT Operators must be certified through proper training and successful evaluation of skills on the PIT they have been assigned to operate.
- 4.2 All PIT Operators must participate in Refresher Training every three years which includes an evaluation of hands-on operator skills to maintain certification. Operators with deficient skills will not be re-certified until successful completion of Supervised Hands-On training. Employees with deficient skills must participate in hands-on training until the trainer determines the employee's operator skills are
- 4.3 Additional training is required if there are any modifications or attachments made to the PIT. All modifications and attachments must be approved by the manufacturer and any new information on Load Capacity must be posted on the PIT.
- 4.4 Operators that have been involved in an incident with a PIT must participate in retraining before resuming use of the colleges PIT's.

5. SAFETY AND PRE-INSPECTIONS

- 5.1 PIT Operators will perform Pre-Operations Safety Checks on their PIT that include, but not limited to, the fuel system, controls and warning systems, as required by regulations and the PIT Equipment Manufacturer. During Pre-Op Safety Checks, operators will make sure all warning labels are posted and legible and all guards are in place.
- 5.2 PIT Operators will wear any assigned Personal Protective Equipment specified by the Director of Facilities, OSHA or the Manufacturer while operating the equipment.
- 5.3 PIT Operators are prohibited from using a PIT in an unsafe manner or outside of the specifications and guidelines determined by the PIT Equipment Manufacturer.
- 5.5 Pre Use Safety Check Lists – Operators should complete Pre Use Safety Check Lists as determined by the Asst. Director of Facilities. Routinely, PIT equipment manufacturers have Safety Inspection Guidelines available in the Operator's Manual.
- 5.6 Warning Labels and Guards – Supervisors must ensure that all the equipment manufacturer's warning labels (i.e., capacity, operation and maintenance plates, pinch points, etc.) are legibly posted and all guards are in place and functional. Modifications or additions to PIT(s) are not allowed unless they have been specified by the equipment manufacturer. All appropriate plates and tags for any modifications or additions approved by the manufacturer must be posted on the PIT.

Appendix A

Definitions of Terms in the Plan

Powered Industrial Truck (PIT): Any mobile power-propelled (e.g., electric or fuel) truck used to carry, push, pull, lift, stack or tier materials. PITs can be ridden or controlled by a walking operator. Earth-moving and over-the-road haulage trucks are not included in this definition. Examples of PITs, straddle stackers and walking pallet trucks.

Accident Investigation: An investigation of an accident involving a PIT in order to determine the facts that caused or may have caused the accident and subsequent recommendations for appropriate action to prevent a similar accident from occurring.

Certification: Certification requirements include successful training in the fundamentals and operation of the PIT and evaluation of sufficient skills for safe operation upon completion of Supervised Hands-On training. Both criteria must be met before qualification to operate the PIT without supervision. Documentation of the operator's training and evaluation dates, including the trainer's name, must be maintained in the operator's personnel file.

Incidents with PITs: Incidents include any unsafe act performed by the operator, all near misses (i.e., passerby or operator could have been injured or property has been damaged) and all accidents involving PITs.

Refresher Training: Certified operators must attend periodic refresher training to maintain certification that will include updates (internal and regulatory), review of accidents and near misses reported in the last year, operations and equipment issues and a skills proficiency evaluation. Infrequent PIT operators should participate in this type of training annually. Frequent PIT operators will attend training every three years.

Retraining: Mandatory training is required by OSHA if an operator is involved in an incident (near misses and accidents) with a PIT. This training must be targeted to the specific incidence in a sufficient way to prevent the occurrence of similar incidences.

Supervised Hands-On Training: Supervised training on the PIT in order to familiarize the operator on the fuel system, controls and safe PIT operation.

Accidents and Incidents – Any occurrence where damage was caused to the PIT, college or personal property, resulted in an employee or civilian injury.