

University of Wisconsin La Crosse

Environmental Health and Safety Policy

Subject: Powered Industrial Trucks

Last Update: March 2024

Original: December 2016

1.0 PURPOSE

The purpose of this policy is to establish minimum safety requirements for the operation of powered industrial lift trucks by employees at the University of Wisconsin La Crosse (UWL).

2.0 APPLICABILITY AND SCOPE

This policy applies to all UWL employees who are authorized by unit supervisors to operate powered industrial trucks.

3.0 APPLICABLE REGULATIONS AND STANDARDS

Occupational Health and Safety Administration (OSHA) Standard 29 CFR 1910.178

4.0 DEFINITIONS

Powered Industrial Truck (PIT) - A mobile, power-driven vehicle used to carry, push, pull, lift, stack, or tier material. Vehicles that are commonly referred to as high lift trucks, counterbalanced trucks, rider trucks, forklift trucks, low lift trucks, low lift platform trucks, rough terrain forklift trucks, motorized hand trucks, pallet jack trucks, narrow aisle rider trucks, and high lift order picker trucks are included. Vehicles primarily used for earth moving, snow removal, salting, man-lifts, or over-the-road haulage are not included in this program.

5.0 RESPONSIBILITIES

5.1 Employee Responsibilities

It is the responsibility of each employee affected by this program to take the following actions.

- Operate only those Powered Industrial Trucks (PIT's) for which they are certified to operate.
- Report to their supervisor any health or physical condition that could prevent safe operation of any PIT. Examples include but are not limited to the following examples.
 - Vision problems that cannot be corrected by glasses or contacts.
 - Impairment to one or more limbs.

- Insufficient height to operate the controls and have an unobstructed view over the controls and dashboard.
- Neurological disorders that affect balance or consciousness.
- Lack of coordination between eyes, hands, and feet.
- Taking medication that affects perception, vision, or physical abilities.

5.2 Supervisor Responsibilities

It is the responsibility of each supervisor affected by this program to take the following actions.

- Implement this policy and ensure compliance within their department.
- Assure that employees are operating PITs safely.
- Keep the operator's manual on file.
- Assure a proper maintenance program is established for powered industrial trucks.
- Disallow modifications to existing equipment without prior approval from manufacturer.

5.3 Environmental Health and Safety (EHS) Responsibilities

It is the responsibility of EH&S to take the following actions.

- Assist supervisors with coordinating completion of initial and refresher training.
- Identify a qualified trainer.

6.0 SPECIFIC REQUIREMENTS

- Only trained and authorized operators shall be permitted to operate a Powered Industrial Truck.

7.0 TRAINING AND COMMUNICATION

Training shall consist of:

- Formal classroom or web-based instruction, to include topics as specified in OSHA standards.
- Hands-on learning about equipment of each type to be used by the trained operator. The operator must demonstrate proficiency of use to the qualified on-site trainer. Such training will take place in a location that does not endanger the trainee or other employees.
- Refresher training shall be completed every three years or more frequently under the following conditions.
 - An unsafe operation was performed.
 - The operator was involved in an accident or near-miss.
 - A different type of PIT is introduced.
 - Workplace conditions change.
 - Deemed necessary by the supervisor.

8.0 RECORD KEEPING

The qualified on-site trainer shall provide records of training to EHS.

9.0 APPROVAL

The Powered Industrial Truck Policy is effective immediately. All UWL employees shall fulfill their responsibilities as designated within this written policy.