

Johns Hopkins Safety Manual	<i>Policy Number</i>	HSE 042
<i>Subject:</i> Powered Industrial Trucks	<i>Last Review Date</i>	9/28/11
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POLICY

It is the policy of the Johns Hopkins Institutions to implement a plan for the safe and efficient use of Powered Industrial Trucks by employees. The goal of the plan shall be to prevent incidents resulting in personal injury and/or damage to property and equipment.

REFERENCES

OSHA 29 CFR 1910.178

ANSI B56.1-1969

DEFINITIONS:

- Powered Industrial Truck- A mobile, power-propelled truck used to carry, push, pull, lift, stack or tier material. This definition includes but is not limited to: tow motors, forklifts and powered pallet trucks.

TRAINING

Operators are required to be trained and certified by the Department of Health, Safety and Environment or any other approved outside trainer prior to operating any powered industrial truck per CFR 1910.178. To qualify for certification, the employee must complete classroom training and successfully pass an operator test in the work environment. In addition, refresher training is required if an operator:

1. is observed driving a vehicle unsafely or
2. is involved in an accident or near-miss incident, or
3. receives an evaluation showing he/she is not driving the vehicle safely, or
4. is assigned to drive a different type of vehicle, or
5. if working conditions are different or changed in a manner that could affect safe operations.

The operator's performance is required to be evaluated at least once every three years by the supervisor. A certificate will be presented to the employee upon completion of the required training. The certificate will include the name of the operator, the date of the training, the date of the evaluation, and the identity of the person(s) performing the training or evaluation.

MAINTENANCE

1. Modifications and additions which affect capacity and safe operation shall not be performed without the manufacturer's prior written approval.
2. All trucks are to receive preventative maintenance on a quarterly basis. The Facilities Electrical Shop will conduct the inspection, note any deficiencies and record all repair and maintenance actions. These maintenance records will be kept for a minimum of three years.
3. When batteries need recharging, trucks are to be parked in the appropriate area.
4. Sparks or open flames are prohibited in charging areas. A sign to that effect shall be prominently posted in every charging area.
5. An ANSI approved eyewash station shall be installed in the immediate vicinity of each charging area.
6. Sufficient and appropriate spill and neutralizing material shall be maintained at the charging area in the event of an acid leak from battery.

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OPERATOR GUIDELINES

1. Each operator is to conduct a pre-start safety inspection at the beginning of each shift. This shall include checking at a minimum: the wheels, steering, brakes, horn, and the battery (for acid leaks). If deficiencies are found, they shall be reported to the supervisors immediately for correction. If corrections cannot be made, supervisors shall remove the vehicle from service.
2. All traffic regulations must be observed, especially speed limits. The maximum speed of travel is 6 MPH when empty and 3 MPH when loaded.
3. Safe traveling distances must be maintained. Trucks must be kept under control at all times so that an emergency stop can be made.
4. Passing a truck traveling in the same direction is prohibited.
5. Operators are required to slow down and sound horns at all locations where vision is obstructed, such as corners and intersections. Horns are also to be sounded before backing up.
6. Operators are expected to yield to pedestrian traffic at all times.
7. Operators are required to keep their eyes on the direction of travel and to have a clear view of the path ahead at all times.
8. Never run over objects.
9. Only loads within the rated load capacity of the truck shall be handled.
10. A maximum of 3 carts, empty or loaded, shall be in tow at one time. Never attempt to back carts with a tow-motor.
11. Operators shall keep hands out of the way so they cannot be pinched between steering controls and projecting stationary objects. Legs and feet shall be kept inside the guard or the operating stations of the truck.
12. No passengers are permitted on a truck.
13. Operators shall not use the reverse control on electric trucks for braking.
14. Operators shall not approach a pedestrian who is between the truck and a fixed object.
15. Headphones or earphones are not to be worn when operating trucks.
16. Seatbelts, if present on a truck, must be worn at all times.
17. Operators towing materials shall properly secure the carts to the truck with approved hitching/coupling devices.
18. When loading/unloading trucks, the forklift operator is to ensure that the wheels of the truck have been appropriately chocked.

STORING TRUCKS

1. Trucks are to be parked only in designated areas along only one side of corridors. Never park in an aisle, doorway or other location where emergency equipment, egress routes or important material is blocked.
2. Neutralize the controls, shut off the power and set the brakes (if applicable).
3. Remove the key (or connector plug) when leaving a truck unattended (if applicable).

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INCIDENT REPORTING

Drivers involved in mishaps which result in damage to equipment, the facility, or injury to individuals shall immediately report the incident to their supervisor.

In the event of a major incident (serious injury, large acid spills, etc) supervisors will immediately notify the Department of Health, Safety, and Environment at 5-5918. If after hours call 5-4444.

Failure to follow these guidelines will result in a suspension of operator privileges and can result in disciplinary action

RESPONSIBILITIES

Departmental Management	Enforce compliance with this policy Ensure employees are trained prior to operation Conduct operator evaluations
Health, Safety, and Environment	Provide training Investigate incidents involving trucks and employee injury.
Truck Operators	Comply with all portions of this policy
Facilities	Conduct quarterly inspection of trucks. Provide periodic maintenance as required.

Review Cycle

Annually