

## Scope

The following is in scope and out of scope for these requirements.

In scope	Out of scope
<ul style="list-style-type: none"> <li>Fork trucks, tractors, or platform lift trucks</li> <li>Motorized or powered hand trucks, pallet trucks and tugs</li> </ul>	<ul style="list-style-type: none"> <li>Pick-up trucks</li> <li>Manual material handling</li> </ul>

## Authorized User Training

Authorized users of powered industrial trucks (PITs) must have:

- Completed training(s) as required:
  - [Powered Industrial Trucks \(PIT\) \(Forklifts\) 'CPA-REQ-040-MIX'](#) or company equivalent
  - [Powered Pallet Jack 'CPA-REQ-040-PPJ'](#) or company equivalent
- Current performance evaluation for specific PIT being operated.
  - Re-certification is required every 3 years
- Completed pre-use inspection of the PIT



**NOTE:** PIT operator training and performance evaluation must be conducted by persons who have knowledge, training, and experience.

## Components of PIT training program

PIT operator training must contain at least the following:

<b>PIT Characteristics</b>	<ul style="list-style-type: none"> <li>Differences between PITs and automobiles,</li> <li>Truck controls and instrumentation,</li> <li>Vehicle capacity,</li> <li>Vehicle stability,</li> <li>Vehicle inspection and maintenance,</li> <li>Operating limitations.</li> </ul>
<b>PIT Operation</b>	<ul style="list-style-type: none"> <li>Operating instructions,</li> <li>Engine or motor operation,</li> <li>Steering and maneuvering,</li> <li>Visibility (including restrictions due to loading),</li> <li>Fork and attachment use,</li> <li>Refueling and/or charging and recharging of batteries,</li> <li>Any other operating instructions, warnings, or precautions listed in the operator's manual.</li> </ul>

PIT operator must pass a performance evaluation for each model of PIT operated.

## Authorized user re-training

Re-training is required when the PIT operator is:

- Observed operating the vehicle in an unsafe manner,
- Involved in an accident or near miss,
- Assigned to a different type of truck, or



- Conditions change in the workplace that could affect safe operation of the PIT

## PIT pre-service inspections

PIT pre-service inspections are required before their first use:

- Maintenance will conduct examination of new PIT before placed into service
- All new PITs must meet design and construction requirements established in the relevant ANSI standard (ANSI B56.1)
- Name plates and markings must be in place and legible
- Have auxiliary directional lighting on the PIT if general lighting is less than 2 lumens per square foot
- Have defenses in place to prevent objects falling onto PIT operators

## PIT pre-use inspections

PIT pre-use inspections must be completed daily or before each shift for 24-hour operations:

- **Verify** PIT is functioning properly (oil, temperature, pressure, etc.)
- **Verify** PIT is not overdue for preventative maintenance
- **Verify** safety devices function (backing indicator, horn, overhead guard, etc.)
- **Verify** PIT is rated for ambient temperature per manufacturer requirements



**WARNING:** Remove PIT from service if the operating temperature of any component of the PIT exceeds normal operating temperature or if it emits sparks, flame or smoke from the exhaust system.

## Fueling PIT

Safety requirements for fueling or checking PIT:

- **Always refuel** PIT with permanently mounted LPG containers outdoors
- **Wear** proper Personal Protective Equipment (PPE) as well as chemical goggles and a face shield, when fueling the truck or changing batteries
- **Never use** flames for checking electrolyte or gasoline levels

## PIT maintenance

The following are safety requirements for maintenance of PITs:

- **Obtain** written approval from manufacturer prior to making any modifications or additions which may affect capacity and/or safe operation. Capacity, operation and maintenance instruction plates, tags and/or decals must be changed accordingly
- **Use** only approved replacement parts that provide equal safety protection
- Repairs must be made by authorized personnel only
- **Use** only non-combustible solvents for cleaning PIT (Flash point <100 °F)



## Leaving a PIT parked or unattended

When leaving a PIT parked or unattended:

If the PIT Operator is:	Then
<ul style="list-style-type: none"> <li>Not in the PIT (including when the PIT is in line of site of the PIT operator)</li> </ul>	<ol style="list-style-type: none"> <li><b>Set</b> brakes</li> <li><b>Fully</b> lower the load engaging means</li> <li><b>Neutralize</b> controls</li> </ol>

## Operating the PIT

When operating the PIT, the operator must:

<b>Maintain safe distance</b>	<ul style="list-style-type: none"> <li>From the edge of ramps, heights, or platforms.</li> <li>From other PITs.</li> </ul>
<b>Always</b>	<ul style="list-style-type: none"> <li><b>Use</b> backrest extensions when a load can fall into the cab.</li> <li><b>Keep</b> PIT in clean condition (free of excess lint, oil, and grease).</li> <li><b>Operate</b> truck with attachments as if it is partially loaded.</li> <li><b>Slow down</b> and sound the horn at intersections.</li> <li><b>Travel</b> in reverse with load trailing if load obstructs forward view.</li> <li><b>Notify</b> supervisor and <b>remove</b> an unsafe PIT from service until it has been restored to safe operating condition.</li> <li><b>Use</b> a 'Do Not Operate' tag and <b>explain</b> the defect.</li> </ul>
<b>Do not</b>	<ul style="list-style-type: none"> <li><b>Use</b> open flame to verify electrolyte or fuel levels.</li> <li><b>Use</b> PITs with fuel system leaks.</li> <li><b>Use</b> spinner-knobs to modify steering wheels.</li> <li><b>Operate</b> pits in classified areas without appropriate permits.</li> <li><b>Pass</b> other trucks.</li> <li><b>Run over</b> loose objects or debris.</li> <li><b>Use</b> PIT to open or close freight doors.</li> </ul>

## Loading or unloading

When loading or unloading the PIT, the operator must:

<b>Always</b>	<ul style="list-style-type: none"> <li><b>Verify</b> the PIT and loading surface are rated for the load.</li> <li><b>Confirm</b> loads are placed on a stable surface (i.e., chock trailers)</li> <li><b>Ensure</b> safe distance between load and overhead installations such as lights, pipes, or sprinkler systems.</li> <li><b>Verify</b> items are secure and will not break away from the load.</li> <li><b>Place</b> the forks under the load as far as possible before lifting.</li> <li><b>Approach</b> grades exceeding 10% with loads oriented up-grade.</li> </ul>
<b>Never</b>	<ul style="list-style-type: none"> <li><b>Tilt</b> the load backward only enough to stabilize the load when stacking.</li> <li><b>Tilt</b> elevated lifting devices forward except to pick up a load.</li> <li><b>Push</b> one load with another.</li> <li><b>Stand</b> or pass under the elevated porting.</li> </ul>



### Entering elevator

When entering an elevator in a PIT:

1. **Approach** the elevator slowly
2. **Enter** squarely after the elevator car is properly leveled
3. Once on the elevator, **neutralize** the controls, **shut off** power, and **set** brakes



**NOTE:** Motorized hand trucks must enter elevator with load end forward.