



Scope

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

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

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:

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

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

Operating the PIT

When operating the PIT, the operator must:

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

Loading or unloading

When loading or unloading the PIT, the operator must:

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



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.