Purpose
This document meets the requirements outlined in OSHA Title 29 CFR 1910.178 for the development, implementation, and maintenance of a written safety program for the use of powered industrial trucks (PITs, specifically Class V forklifts and Class III motorized hand trucks). The purpose of the program is to provide information and training to designated employees of Bowdoin College regarding the inspection, maintenance, and safe use of such equipment.

Scope
The PIT safety program applies to designated employees (current PIT Designated Employees List attached) who may reasonably expect to engage in activities requiring the use of such equipment in the course of their assigned work.

Program Components

1. **Program Administrator.** The Manager of Environmental Health and Safety (EHS) will be the PIT safety program administrator.

2. **Safe Work Practices.** The operator is ultimately responsible for knowing the correct operation of the PIT, assessing potential operating hazards in the workplace, and ensuring the safety of themselves and other personnel and property in accordance with 29 CFR 1910.178 sections (m) through (p).

3. **Employee Training.** The EHS Manager will coordinate initial and 3-year refresher training for designated employees. Records of training will be kept by the EHS Office for the duration of employment. Training shall include the following components:
   - Contents of the manufacturer’s manual.
   - A classroom session (either by instructor or media), covering at a minimum:
     - General operating instructions for the PIT the operator will be using
     - Differences between a PIT and an automobile
     - Controls, instrumentation, and engine operation
     - Steering, maneuvering, and visibility
     - Fork and attachment operation and limitations
     - Vehicle capacity and stability
     - Daily inspections
     - Refueling and recharging of batteries
     - Operating limitations
     - Workplace-specific topics
   - Hands-on training of the PIT to be used in the work environment.
   - An evaluation of the employee’s competence by the instructor or Supervisor.

4. **Inspections and Maintenance.** A daily pre-shift visual inspection will be made by a certified operator prior to use, and documented on the attached log form which will be kept on the vehicle with the manual. PITs will be inspected and re-certified at least annually by a qualified contractor, and maintained according to the manufacturer’s specifications and in compliance with the ANSI B56.1-2009 standards.

5. **Program Review.** The program will be audited at least annually by the EHS Manager, and through periodic inspections by Supervisors of the PIT practices at the facility. Supervisors of designated employees shall inform the EHS Manager of any changes in work practices regarding the use of PITs.

Attachments
*PIT Daily Inspection Log*
POWERED INDUSTRIAL TRUCK (PIT) DAILY INSPECTION CHECKLIST

PIT Name: _______________ Fuel Type: _______________ Last Certification: _______________

<table>
<thead>
<tr>
<th>Date</th>
<th>Initials</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
VISUAL INSPECTION

Battery
Battery Connectors
Seat and Seat Belt
Tires
Overhead Guards
Tilt Cylinders
Carriage
Locking Pins
Fork
Fork Attachments (if any)
Mast
Lift Cylinder
Lift Chains
Hydraulic Oil
Brake Oil
Fire Extinguisher
Specification Plate
Operating Instructions

OPERATIONAL INSPECTION

No Unusual Noises
Service Brake
Parking Brake
Gear Shift
Lifting and Tilting Controls
Accelerator
Steering
Backup Alarm
Lights
Horn
Gauges

INTERNAL COMBUSTION INSPECTION

Fuel Tank, Bracket, and Safety Straps
Fuel Gauge and Relief Valve
No Evidence of Fuel Leaks
Engine Compartment
Crankcase Oil
Transmission Fluid
Radiator
Air Filter
Fan and Drive Belts

OTHER INSPECTION ITEMS NOTED

•
•
•
•
•