

BOWDOIN COLLEGE

POWER INDUSTRIAL TRUCK SAFETY PROGRAM

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). Bowdoin College owns the following PIT as shown in the equipment inventory in Attachment A: Class I electric forklifts, Class V combustion engine 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 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 Director 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) covering: operations, traveling, loading and operation of the truck.
3. **Employee Training.** The Director of EHS 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:
 - General requirements of the OSHA 29 CFR 1910.178 and ANSI B56.1-2009 standards.
 - 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.

Refresher training may occur more frequently if employees are involved in an incident, unsafe operation or if there is a change in equipment or work practices associated with the equipment.

4. Supervisors of designated employees shall inform the Director of EHS of any changes in work practices regarding the use of PITs.

5. **Inspections and Maintenance.** A daily pre-shift visual inspection will be made by the designated employee (certified operator) prior to use, and documented on the log forms which will be kept on the vehicle with the manual. Examples of the daily inspection forms for each PIT can be found in Attachment B.





PITs will be inspected 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. The contractor will send inspection reports to each respective department and the Office of Environmental Health and Safety at ehs@bowdoin.edu.


6. **Program Review.** The program will be audited at least annually by the Director of EHS, and through periodic inspections by Supervisors of the PIT practices at the facility.

Attachments

Attachment A- PIT Equipment Inventory

Attachment B- PIT Daily Inspection Logs

Hyster Fortis 70- Located at 104 Harpswell (winter) or Tin Building	
 Photo from LiftsToday.com	OSHA Class V: Internal Combustion Engine w/Pneumatic Tires
Toyota Forklift – Located at Dining Warehouse, 3 BP	
	OSHA Class I: Electric Motor Rider Trucks
Toyota Electric Pallet Jack- Located at Facilities Stockroom, 3 BP	
	OSHA Class III: Motor Hand Trucks, Low Lift Walkie Pallet
Big Joe E30 Pallet Jack- Located at Thorne Dining	
	OSHA Class III: Motor Hand Trucks, Low Lift Walkie Pallet

Clark WPL40 Pallet Jack-<i>Located at Thorne Dining</i>	
 A motorized pallet jack with a black frame and a bright green motor housing. The handle is black with a red emergency stop button. The brand name 'CLARK' is visible on the side of the motor housing. The pallet forks are black and extend forward.	OSHA Class III: Motor Hand Trucks, Low Lift Walkie Pallet

Attachment B- Daily Inspection Log Templates

Electric Pallet Truck Log Form "A"				
Log On	Date:			
	Time Start:			
	Hour Meter Start:			
	Inspection Required:			
Log Off	Time End:			
	Hour Meter End:			
Visual Check				
Battery	Battery connector:			
	Vent caps:			
	Cables & connectors:			
	Battery charge level:			
	Battery lock (if applicable):			
Forklift	Control handle:			
	Safety reverse switch:			
	Tires/wheels:			
	Stabilizers:			
	Forks:			
	Capacity data plate:			
	Other:			
Operational Check				
Operator Controls	Steering:			
	Forward & reverse controls:			
	Service brake:			
	Safety reverse switch:			
	Lifting & lowering controls:			
	Horn & warning devices:			
	Gauges:			
	No oil leaks:			
	Optional - Attachments:			
	Other:			
Pass / Fail	Pass:			
	(See Form "B") Fail:			
	Operator's initials:			

This form remains in Lift Truck Log

Attachment B- Daily Inspection Log Templates

Electric Counterbalance Log Form "A"				
Log On	Date:			
	Time Start:			
	Hour Meter Start:			
	Inspection Required:			
Log Off	Time End:			
	Hour Meter End:			
Visual Check				
Battery	Battery connector:			
	Cables:			
	Vent caps:			
	Battery charge level:			
	Battery lock (if applicable):			
Forklift	Overhead guard:			
	Tires/wheels:			
	Carriage:			
	Forks and locking pins:			
	Mast:			
	Lift cylinder & chains:			
	Tilt cylinders:			
	Hydraulic fluid level:			
	Capacity data plate:			
	Other:			
Operational Check				
Operator Controls	Seat belt:			
	Steering:			
	Parking & service brakes:			
	Lifting & lowering controls:			
	Tilt controls:			
	Lights:			
	Horn & warning devices:			
	Gauges:			
	No oil leaks:			
	Optional - Attachments:			
Other:				
Pass / Fail	Pass:			
	(See Form "B") Fail:			
	Operator's initials:			

This form remains in LIFT Truck Log

Attachment B- Daily Inspection Log Templates

I.C. Counterbalance Log Form "A"				
Log On	Date:			
	Time Start:			
	Hour Meter Start:			
	Inspection Required:			
Log Off	Time End:			
	Hour Meter End:			
Visual Check				
Propane	Relief valve pointing up:			
	Fuel level:			
	No fuel leaks:			
	Safety straps secure:			
Engine	Engine oil level:			
	Radiator fluid level:			
	Air filter:			
	Fan belt & radiator:			
	Hydraulic oil:			
	Battery & connectors:			
Forklift	Overhead guard:			
	Tires/wheels:			
	Carriage:			
	Forks and locking pins:			
	Mast:			
	Lift cylinder & chains:			
	Tilt cylinders:			
	Capacity data plate:			
Other:				
Operational Check				
Operator Controls	Seat belt:			
	Steering:			
	Parking & service brake:			
	Lifting & lowering controls:			
	Tilt controls:			
	Lights:			
	Horn & warning devices:			
	Gauges:			
	No oil leaks:			
	Optional - Attachments:			
Other:				
Pass / Fail	Pass:			
	(See Form "B") Fail:			
	Operator's initials:			

This form remains in Lift Truck Log