



GILES CHEMICAL ~ PREMIER MAGNESIA

Company Procedure

Title: Powered Industrial Trucks Program	Number: S14-PG-200-008
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Powered Industrial Trucks Program

1.0 Purpose

The purpose of this program is to ensure that Giles Chemical, a division of Premier Magnesia, LLC complies with the 1910.178 regulations. Section 1910.178 contains the safety requirements relating to fire protection, design, maintenance, and use of fork trucks powered by electric motors or internal combustion engines (propane).

2.0 Scope

This program applies to all employees operating forklifts while working for Giles in any of the facilities owned or leased by Giles.

Responsibilities

Safety Department

- Will ensure all forklift training is being conducted by an employee that has completed Lift Operator 2 training;
- Will collect/file/retain completed *Forklift Checklists (S14-PR-200-F099)*;
- Will conduct operator evaluations at least once every 3 years by completing a *Powered Industrial Trucks – Operator Evaluation Form (S13-FM-200-001)*
- Will issue forklift licenses and maintain employee training records.

Employee

- Will complete written and hands on training before operating any forklift;
- Will comply with all safety rules for operating a forklift;
- Will ensure they conduct a forklift inspection and document the results on the *Forklift Checklist (P14-PR-200-F099)* before the forklift enters service each shift;
- Will go through certification every three years if not involved in an incident that would necessitate refresher training.

Supervisor

- Will ensure all employees on their shift have received proper training before allowing any employee to operate a forklift on their shift;
- Will monitor compliance for this program and ensure all safety rules are being followed;

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- Will ensure the forklift Inspection has been completed and the *Forklift Checklist* has been filled out for each forklift in use on their shift.
- Will initial the forklift checklist in the appreciate box signifying they are aware of item(s) on the forklift that failed inspection. It is their decision on whether the faulty item(s) makes the forklift acceptable or unsafe to use.

Regulations:

1910.178

Powered Industrial Trucks General Requirements

1910.178(a)(4)

Modifications and additions which affect capacity and safe operation shall not be performed by the customer or user without manufactures prior written approval. Capacity, operation, and maintenance instruction plates, tags or decals shall be changed accordingly.

1910.178(a)(5)

If the truck is equipped with front-end attachments other than factory installed attachments, the user shall request that the truck be marked to identify the attachments and show the approximate weight of the truck and attachment combination at maximum elevation with load laterally centered.

1910.178 (a)(6)

The user shall see that all nameplates and markings are in place and are maintained in a legible condition.

1910.178 (k)

Trucks and rail cars.

1910.178(k)(1)

The brakes of highway trucks shall be set and wheel chocks placed under the rear wheels to prevent the trucks from rolling while they are boarded with powered industrial trucks.

1910.178(k)(3)

Fixed jacks may be necessary to support a semitrailer and prevent upending during the loading or unloading when the trailer is not coupled to a tractor.

1910.178(l)

Operator training

1910.178(l)(1)(i)

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The employer shall ensure that each powered industrial truck operator is competent to operate a powered industrial truck safely, as demonstrated by the successful completion of the training and evaluation specified in this paragraph (I).

1910.178(I)(1)(ii)

Prior to permitting an employee to operate a powered industrial truck (except for training purposes), the employer shall ensure that each operator has successfully completed the training required by this paragraph (I),

1910.178(I)(2)

Training Program Implementation

1910.178(I)(2)(i)

Trainees may operate a powered industrial truck only:

1910.178(I)(2)(i)(A)

Under the direct supervision of persons who have the knowledge, training, and experience to train operators and evaluate their competence; and

1910.178(I)(2)(i)(B)

Where such operation does not endanger the trainee or other employees.

1910.178(I)(2)(ii)

Training shall consist of a combination of formal instruction (e.g., lecture, discussion, interactive computer learning, video, written material), practical training (demonstrations performed by the trainer and practical exercises performed by the trainee), and evaluation of the operator's performance in the workplace.

1910.178(I)(2)(iii)

All operator training and evaluation shall be conducted by persons who have the knowledge, training, and experience to train powered industrial truck operators and evaluate their competence.

1910.178(I)(3)

Training program content. Powered industrial truck operators shall receive initial training in the following topics, except in topics which the employer can demonstrate are not applicable to safe operation of the truck in the employer's workplace.

1910.178(I)(3)(i)

Truck related topics:

1910.178(I)(3)(i)(A)

Operating instructions, warnings, and precautions for the types of truck the operator will be authorized to operate;

1910.178(I)(3)(i)(B)

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Differences between the truck and the automobile;

1910.178(l)(3)(i)(C)

Truck controls and instrumentation: where they are located, what they do, and how they work;

1910.178(l)(3)(i)(F)

Visibility (including restrictions due to loading);

1910.178(l)(3)(i)(G)

Fork and attachment adaptation, operation, and use limitations;

1910.178(l)(3)(i)(J)

Any vehicle inspection and maintenance that the operator will be required to perform;

1910.178(l)(3)(i)(K)

Refueling and/or charging and recharging of batteries;

1910.178(l)(3)(i)(M)

Any other operating instructions, warnings, or precautions listed in the operator's manual for the type of vehicle the employee is being trained to operate.

1910.178(l)(3)(ii)

Workplace-related topics:

1910.178(l)(3)(ii)(A)

Surface conditions where the vehicle will be operated;

1910.178(l)(3)(ii)(B)

Composition of loads to be carried and load stability;

1910.178(l)(3)(ii)(C)

Load manipulation, staking, and unstacking;

1910.178(l)(3)(ii)(D)

Pedestrian traffic in areas where the vehicle will be operated;

1910.178(l)(3)(ii)(E)

Narrow aisles and other restricted places where the vehicle will be operated;

1910.178(l)(3)(ii)(F)

Hazardous (classified) locations where the vehicle will be operated;

1910.178(l)(3)(ii)(G)

Ramps and other sloped surfaces that could affect the vehicle's stability;

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1910.178(l)(4)

Refresher training and evaluation

1910.178(l)(4)(i)

Refresher training, including an evaluation of the effectiveness of that training, shall be conducted as required by paragraph (l)(4)(ii) to ensure that the operator has the knowledge and skills needed to operate the powered industrial truck safely.

1910.178(l)(4)(ii)

Refresher Training in relevant topics shall be provided to the operator when:

1910.178(l)(4)(ii)(A)

The operator has been observed to operate the vehicle in an unsafe manner;

1910.178(l)(4)(ii)(B)

The operator has been involved in an accident or near-miss incident;

1910.178(l)(4)(ii)(C)

The operator has received an evaluation that reveals that the operator is not operating the truck safely;

1910.178(l)(4)(iii)

An evaluation of each powered industrial truck operator's performance shall be conducted at least once every three years.

1910.178(l)(6)

Certification. The employer shall certify that each operator has been trained and evaluated as required by this paragraph (l). The certification shall 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.

1910.178(m)

Truck Operations

1910.178(m)(1)

Trucks shall not be driven up to anyone standing in front of a bench or other fixed object.

1910.178(m)(2)

No person shall be allowed to stand or pass under the elevated portion of any truck, whether loaded or empty.

1910.178(m)(3)

Unauthorized personnel shall not be permitted to ride on powered industrial trucks. A safe place to ride shall be provided where riding of trucks is authorized

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1910.178(m)(4)

The employer shall prohibit arms or legs from being placed between the uprights of the mast or outside the running lines of the truck.

1910.178(m)(5)(i)

When a powered industrial truck is left unattended, load engaging means shall be fully lowered, controls shall be neutralized, power shall be shut off, and brakes set. Wheels shall be blocked if the truck is parked on an incline.

1910.178(m)(5)(ii)

A powered industrial truck is unattended when the operator is 25ft. or more away from the vehicle which remains in his view or whenever the operator leaves the vehicle and it is not in his view.

1910.178(m)(5)(iii)

When the operator of an industrial truck is dismounted and within 25 ft. of the truck still in his view, the load engaging means shall be fully lowered, controls neutralized, and the brakes set to prevent movement.

1910.178(m)(6)

A safe distance shall be maintained from the edge of ramps or platforms while on any elevated dock, or platform or freight car. Trucks shall not be used for opening and closing freight doors.

1910.178(m)(7)

Brakes shall be set and wheel blocks shall be in place to prevent movement of trucks, trailers, or railroad cars while loading or unloading. Fixed jacks may be necessary to support a semitrailer during loading or unloading when the trailer is not coupled to a tractor. The flooring of trucks, trailers, and railroad cars shall be checked for breaks and weakness before they are driven onto.

1910.178(m)(9)

An overhead guard shall be used as protection against falling objects. It should be noted that an overhead guard is intended to offer protection from the impact of small packages, boxes, bagged material, etc., representative of the job application, but not to withstand the impact of a falling capacity load.

1910.178(m)(14)

Fire aisles, access to stairways, and fire equipment shall be kept clear.

1910.178(n)

Traveling

1910.178(n)(1)

All traffic regulations shall be observed, including authorized plant speed limits. A safe distance shall be maintained approximately three truck lengths from the truck ahead, and the truck shall be kept under control at all times.

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**1910.178(n)(4)**

The driver shall be required to slow down and sound the horn at cross aisles and other locations where vision is obstructed. If the load being carried obstructs forward view, the driver shall be required to travel with the load trailing.

1910.178(n)(6)

The driver shall be required to look in the direction of, and keep a clear view of the path of travel.

1910.178(n)(7)

Grades shall be ascended or descended slowly.

1910.178(n)(7)(i)

When ascending or descending grades in excess of 10 percent, loaded trucks shall be driven with the load upgrade.

1910.178(n)(7)(iii)

On all grades the load and load engaging means shall be tilted back if applicable, and raised only as far as necessary to clear the road surface.

1910.178(n)(8)

Under all travel conditions the truck shall be operated at a speed that will permit it to be brought to a stop in a safe manner.

1910.178(n)(9)

Stunt driving and horseplay shall not be permitted.

1910.178(n)(10)

The driver shall be required to slow down for wet and slippery floors.

1910.178(n)(11)

Dock boards or bridge plates, shall be properly secured before they are driven over. Dock boards or bridge plates shall be driven over carefully and slowly and their rated capacity never exceeded.

1910.178(n)(15)

While negotiating turns, speed shall be reduced to a safe level by means of turning the hand steering wheel in a smooth, sweeping motion. Except when maneuvering at a very low speed, the hand steering wheel shall be turned at a moderate even rate.

1910.178(o)**Loading****1910.178(o)(1)****Controlled Document**

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Only stable or safely arranged loads shall be handled. Caution shall be exercised when handling off-center loads which cannot be centered.

1910.178(o)(2)

Only loads within the rated capacity of the truck shall be handled.

1910.178(o)(5)

A load engaging means shall be placed under the load as far as possible; the mast shall be carefully tilted backward to stabilize the load.

1910.178(p)(1)

If at any time a powered industrial truck is found to be in need of repair, defective, or in any way unsafe, the truck shall be taken out of service until it has been restored to safe operating condition.

1910.178(p)(2)

Fuel tanks shall not be filled while the engine is running.

1910.178(p)(4)

No truck shall be operated with a leak in the fuel system until the leak has been corrected.

1910.178(q)

Maintenance of industrial trucks

1910.178(q)(1)

Any power-operated industrial truck not in safe operating condition shall be removed from service. All repairs shall be made by authorized personnel.

1910.178(q)(5)

All parts of any such industrial truck requiring replacement shall be replaced only by parts equivalent as to safety with those used in the original design.

1910.178(q)(6)

Industrial trucks shall not be altered so that the relative positions of the various parts are different from what they originally received from the manufacturer, nor shall they be altered either by the addition of extra parts not provided by the manufacturer or by the elimination of any parts, except as provided in paragraph (q)(12) of this section. Additional counterweighting of fork trucks shall not be done unless approved by the truck manufacturer.

1910.178(q)(7)

Industrial trucks shall be examined before being placed in service, and shall not be placed in service if the examination shows any condition adversely affecting the safety of the vehicle. Such examination shall be made at least daily. Where industrial trucks are used on a round-the-clock basis, they shall be examined before each shift. Defects when found shall be immediately reported and corrected.

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1910.178(q)(10)

Industrial trucks shall be kept in a clean condition, free of lint, excess oil, and grease. Noncombustible agents should be used for cleaning trucks. Low flash point (below 100° F) solvents shall not be used. High flash point (at or above 100° F) solvents may be used. Precautions regarding toxicity, ventilation, and fire hazard shall be consistent with the agent or solvent used.

Training:

Training will be conducted in three parts.

1. Trainee will watch a forklift safety video from the training library and complete a test with a score of 70% or higher. Giles has several different videos on the subject and leaves the choice of video up to the safety department.
2. Trainee will undergo hands on training in the warehouse with a certified forklift trainer. Training will cover how to properly perform a *Pre-shift Forklift Inspection* by filling out the *Forklift Checklist (S14-PR-200-0099)*; operation of controls; if the lift has special attachments and how the controls work for the special attachment (Rotary Dump Lift at the Manufacturing facility); location of the forklift's capacity plate; proper use of the seatbelt; how to properly approach the load; how to properly lift and travel with the load; how to properly place load in rack or on a truck; difference between operating the forklift and a vehicle; any hazards in the facility such as ramps, docks, and heavy pedestrian traffic areas; safe travel speeds; sounding the horn at intersections and when entering other rooms; and a general feel for how the forklift operates.
3. After the trainee has completed the hands on portion of training, the certified forklift trainer will evaluate the trainee following the *Powered Industrial Trucks – Operator Evaluation Form (S13-FM-200-001)* and have the trainee sign off on the form acknowledging their score.
4. When all training has been satisfactorily completed, a license will be issued to the employee by the safety department.

Refresher Training:

All licensed employees shall be reviewed once every three years unless involved in an incident that would necessitate refresher training. Refresher training is needed whenever an operator demonstrates a deficiency in the safe operation of a forklift or involved in an accident or near-miss incident.

The review process includes the completion of the *Powered Industrial Trucks – Operator Evaluation Form* by a certified trainer and sign off by the employee on the form acknowledging their score. This will ensure that the operators are operating the forklift safely and also meet OSHA requirements for operators to be reviewed at least every three years.

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Recertification:

Any time an employee loses their right to operate a forklift, due to an accident, property damage, or being observed operating a forklift in an unsafe manner, the employee will be required to complete all three sections of training as if they were a new hire. The video used for recertification would emphasis on the topic for which the employee had lost their licenses. It is up to the Safety Department, Human Resources and area Manager as to the duration for which an employee may have their licenses suspended.

Safety Rules:

1. Never operate a forklift until you have been properly trained. Licenses will be issued upon completion of training.
2. Always inspect your forklift at the beginning of each shift and complete the *Forklift Checklist*.
3. Always wear your seatbelt in designated areas when operating a forklift.
4. **CELL PHONE USE IS NOT ALLOWED IN THE PRODUCTION OR MATERIAL WAREHOUSE AREAS.**
5. Only one ear bud may be used while operating a forklift.
6. A safe speed is considered to be a quick walk.
7. Always watch for pedestrians and remember that they have the right-of-way.
8. If the load you're carrying is blocking your view, then travel in reverse.
9. Never lift more with your forklift than what is stated on the capacity plate.
10. Sound your horn at all intersections, blind corners, and when entering a new room.
11. Never stand under an elevated load for any reason.
12. If using the man basket to raise employees, ensure the employees are wearing a fall harness and all safety chains are in place.
13. Never give another employee a ride on the forklift.
14. No horseplay or stunt driving.
15. Ensure the parking brake is engaged and forks are lowered when leaving the forklift unattended.
16. Don't leave the forklift running if you're going to be more than 25 feet away or out of site of the forklift.
17. Report all accidents, no matter how small. (Any time a forklift is involved in an accident that damages property or injures an employee an *Accident and Injury Report (S12-PR-200-F002)* must be filled out).

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