		Number: ASC OP-07.1.3	
		Operating Procedure: Powered Industrial Truck	
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## 1.0 Purpose:

- 1.1 This procedure provides guidance for the minimum Safety Standards required, and recommended practices for the safe operation of Powered Industrial Trucks.

## 2.0 Scope:

- 2.1 This operating procedure applies to both the Commercial and Defense Powered Industrial Truck operations at the Wood Dale, IL facility.

## 3.0 Responsibility and Authority:

- 3.1 The responsibility and authority for the administration, implementation and maintenance of this work instruction has been assigned to the Sr. Operations Manager and / or his / her designee(s).


## 4.0 Procedure:

### 4.1 Operating Rules:


- 4.1.1 Only drivers authorized by AAR, licensed, and trained in the safe operation of powered industrial trucks, or anyone undergoing training under the direct supervision of a licensed operator will be permitted to operate such vehicles.
- 4.1.2 Trainers must be experienced operators who have been licensed for 1 year or more and must always supervise trainees.
- 4.1.3 Training should include formal and practical instruction, and evaluation of job performance.
- 4.1.4 Training must address the specific characteristics of the truck and the environment in which it will be operated.
- 4.1.5 Refresher training will be required for the operator when:
  - a. Operator has an incident or a near miss.
  - b. Operator has been observed operating the truck in an unsafe manner.
- 4.1.6 A performance evaluation must be held every three years for every licensed operator.

### 4.2 Safe Powered Industrial Truck Operation


- 4.2.1 The use of cell phones, headsets, or earbuds are prohibited while operating a powered Industrial Truck.
- 4.2.2 Drivers will check the vehicle at least once per shift and will document the inspection on the vehicle's checklist. If the truck is found to be unsafe, the matter will be reported immediately to a Lead or Manager.
- 4.2.3 The truck will not be placed into service until it has been made safe or deemed safe to operate by a contracted maintenance provider.
- 4.2.4 Under all travel conditions the truck must operate at a speed that will permit it to be brought to a stop in a safe manner.

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- 4.2.5 The forks will always be carried as low as possible, consistent with safe operations.
- 4.2.6 The driver must 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.
- 4.2.7 While negotiating turns, speed shall be reduced to a safe level by turning the steering wheel in a smooth, sweeping motion.
- 4.2.8 Do not travel into a position that, if the truck jumped forward, the brakes failed, or the wrong lever was pushed, a coworker could be pinned between the truck and another object.
- 4.2.9 For trucks traveling in the same direction a safe traveling distance of 3 truck lengths must be maintained.
- 4.2.10 Yield right of way to pedestrians, when a person or group of people walks across your planned route:
  - a) Stop
  - b) Wait until the pedestrians pass by.
  - c) Proceed cautiously through any congested area.
- 4.3 Loading and Unloading Operations:
  - 4.3.1 Prior to loading or unloading, operators shall ensure the aisle is blocked with retractable barriers. Additionally, the adjacent aisle must be blocked with retractable barriers to prevent pedestrian travel and to mitigate the possibility that material could be pushed / fall into the adjacent aisle.
  - 4.3.2 For operations that do not take place in aisles, consider the use of mobile retractable barriers, the use of ground guides / spotters to warn pedestrians and increase visibility and safety.
  - 4.3.3 Ground guides / Spotters will be utilized by all operators licensed for less than one year, and by any operator that has had an incident or near miss within the past year.
  - 4.3.4 When a powered industrial truck is left unattended, forks shall be fully lowered, controls shall be neutralized, power shall be shut off, and brakes set.
  - 4.3.5 Employees will not be allowed to stand, pass or work under the elevated portion of any truck, unless the load is effectively strapped or blocked to prevent it from falling.
  - 4.3.6 All Operators shall:
    - a) Check the Aisles for personnel before the start of operation.
    - b) Check the load before you pick it up.
    - c) Move squarely into position in front of the load.
    - d) Position the forks wide apart to keep the load balanced.
    - e) Drive the forks fully under the load.
    - f) Tilt the mast backward slightly to stabilize the load and lift.
    - g) Check the destination before you place the load.

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- 4.3.7 If parts become unstable, shift, and fall during loading and unloading operations, the driver must report the incident to his Lead or Manager. The boxes / crates will be inspected for any physical damage and if found the parts shall be taken to Quality for evaluation / disposition.
- 4.3.8 The Warehouse Lead or Manager will initiate an APRiSe event to document the incident and provide root cause and corrective action plan. The severity of and / or excessive incidents or near misses can result in employee's license revocation and disciplinary action up to and including termination.

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## 5.0 Revision History:

Revision Date:	Revision:	Sections / Page Revised:	Description / Reason for Revision:	Approved by:
25/MAR/2020	Original	All	Initial Release	K. Keen