

**The University of Connecticut**  
**Division of Public and Environmental Safety**  
**Department of Environmental Health and Safety**  
**POLICIES AND PROCEDURES**

**Powered Industrial Truck Program**

**Effective Date:** 12/30/2011

**Applies to:** Employees, Faculty, Students, Others

**For More information Contact:** EH&S, Occupational Health and Safety Manager

**Telephone:** 486-3613

**I. [Reserved]**

**II. Purpose**

The University of Connecticut recognizes the need for an evaluation and training program for Operators of Powered Industrial Trucks (i.e., forklifts, powered pallet jacks, and other powered industrial vehicles) to ensure the safety of its personnel (employees, students, contractors, visitors, etc.) . This program incorporates the requirements of the Occupational Safety and Health Administration's (OSHA) Powered Industrial Truck Standard (29 CFR 1910.178), and serves as the mandatory program as required by the standard.

In accordance with the OSHA standard, this program identifies specific training and skill evaluation procedures that must be followed before an employee can operate Powered Industrial Trucks (Lift Trucks). Training of Lift Truck Operators must be uniform in application. This program provides mandatory procedures for classroom instruction, practical training, on-the-job evaluation, and required documentation to achieve uniformity, provide for the safe use of Lift Trucks and to maintain regulatory compliance.

**III. Definitions:**

Authorized Evaluator: an individual who has the knowledge, training and experience to train and evaluate Operators in proper practical use of departmental Lift Trucks in accordance with this policy and are designated by their line management to train and evaluate departmental Lift Truck Operators.

Free Rigging: is the direct attachment to or placement of rigging equipment (slings, shackles, rings, etc.) onto the tines of a powered industrial truck for a below-the-tines lift.

High-tiering: placement of materials in upper tiers of storage racks.

Operator: an individual who is properly trained and authorized to use a Lift Truck

Operator Trainee: Individuals who have limited training and experience with regard to Lift Truck operation.

Lift Truck: a mobile power-propelled truck used to carry, push, pull, lift, stack or tier materials; also called powered industrial trucks or powered industrial vehicles. Lift Trucks can be ridden or controlled by a walking Operator. (This definition includes forklifts and powered pallet jacks; it does not include over the road haulage trucks and earth-moving equipment, or such equipment with fork attachments.)

Lift Truck Operator Endorsement: sticker issued by EH&S, designates the user has completed Classroom Instruction, Practical Training, and an On-the-Job Evaluation, and is authorized to operate a Lift Truck within a specific department for the University of Connecticut. These stickers are required to be applied on the back side of the Operator's University ID card and kept on their person whenever they operate a Lift Truck.

## IV. Training Components

The Lift Truck Training Program consists of four parts:

- Classroom Instruction (required for all Lift Truck Operators & Authorized Evaluators)
  - Operator Module (required for all Operators and Authorized Evaluators)
  - Evaluator Module (required for all Authorized Evaluators)
- Practical Training
  - Operator Practical Training (for new or transferred employees)
  - Operator Refresher Training (as required)
- On-the-Job Evaluations (required for all Lift Truck Operators)
- Documentation

Upon successful completion of Classroom Instruction, Practical Training and a departmental On-the-Job Evaluation, an Operator Trainee will be eligible to receive a Lift Truck Operator Endorsement issued by EH&S. This Operator endorsement will authorize the individual to operate a Lift Truck within a specific department. Only those individuals carrying a valid Operator Endorsement, or Operator Trainees under the direct supervision of an Authorized Evaluator, may operate a Lift Truck.

### A. Classroom Instruction

Each employee who operates a Lift Truck and/or evaluates Operators (including new and current Lift Truck drivers) must receive classroom instruction through EH&S to establish uniformity in safety and regulatory awareness. Additionally, designated departmental evaluators must receive the Evaluator's Module in classroom training. Whenever a new hire or transferring employee requires Lift Truck training, the supervisor must ensure that the employee is registered for classroom instruction with EH&S. Registration is conducted online at the EH&S training web page: <http://www.ehs.uconn.edu/training/>.

### B. Practical Training

#### 1. *Operator Practical Training*

This component includes practical skills and information that the Authorized Evaluator must convey to the Operator Trainee during practical training. Proficiency is determined by how confident and accurate the *Trainee* is with the exercises given, to the satisfaction of the Authorized Evaluator. Evaluators must demonstrate practical skills to the new Operator Trainee and closely supervise the *Trainee* as he/she begins to practice those skills either as drills or as on-the-job training.

- a. A department may begin an Operator Trainee's practical training under the direction and constant supervision of an Authorized Evaluator only after the following steps have been taken:
  - 1) Register the employee for Classroom Instruction provided by EH&S.
  - 2) Contact EH&S to obtain preparatory training material.
  - 3) Ensure that employee has viewed the Lift Truck safety video from the EH&S library
  - 4) Ensure that the employee has reviewed the Lift Truck safety literature (obtained from EH&S) with the Authorized Evaluator.
- b. Examples of skills that may be necessary for proficiency include, but are not limited to the following:
  - vehicle inspection and maintenance the Operator must perform ([Appendix A](#));
  - controls and instrumentation: location, what they do, and how they work;
  - engine or motor operation;
  - battery charging and watering system, and fueling system procedures;
  - mounting and dismounting the Lift Truck;
  - examples of types of loads;
  - vehicle capacity and stability;
  - use in freight elevator (elevators must be rated for the truck/load weight);
  - stack pallets on top racks or in multiple layers;
  - stack pallets on floor level;
  - unload a truck;

- fork and/or attachment adaption, operation, and limitations of their use.
  - any other operating instruction, warning, or precaution listed in the Operator's manual for the type of vehicle the employee is being trained to operate.
- c. Examples of practical operating elements and environments that the Operator should be familiar with:
- identify all site specific obstacles/encumbrances, including overhead and wall mounted ones;
  - floor surfaces and/or ground conditions where the vehicle will be operated;
  - composition of probable loads and load stability;
  - load manipulation, stacking/unstacking areas;
  - pedestrian traffic;
  - narrow aisle and restricted place operation;
  - operating in any classified hazardous locations at your site;
  - operating the truck on ramps and other sloped surfaces at the work site that would affect the stability of the vehicle;
  - other unique or potentially hazardous environmental conditions that exist or may exist in the workplace; and
  - operating the vehicle in closed environments and other areas where insufficient ventilation and/or poor vehicle maintenance could cause a buildup of carbon monoxide or diesel exhaust.
- d. The Operator Trainee should be afforded adequate opportunity to practice their skills as necessary to become a competent Operator. The Operator Trainee must be under the constant supervision of the Authorized Evaluator during this Practical Training time. Practical Training may be carried out at a time specifically set aside for training, or it may take place during normal routine work on the Lift Truck.
- e. Operators who at the time of the introduction of this program are considered “experienced Operators” by the department’s Authorized Evaluator, do not need to receive Practical Training. However, they will need to complete Classroom Instruction noted in [section IV.A](#). In addition, the Authorized Evaluator must perform and document an evaluation of the employee using the Evaluation for Lift Truck Operators form found in [Appendix B](#). A copy of this completed evaluation form must be submitted to EH&S for its records and for verification to issue a Lift Truck Operator Endorsement for the employee.
- f. In the event an Operator transfers into another department where Lift Trucks are utilized, the Authorized Evaluator in that department must show the transferred employee all site-specific obstacles and encumbrances in his/her new department. Additionally, the Operator must be able to perform the skill sets listed in **Appendix B** to the satisfaction of the Evaluator within the new department to be deemed qualified in that department. This evaluation must be documented using the Evaluation for Lift Truck Operators form found in [Appendix B](#). A copy of this completed evaluation form must be submitted to EH&S for its records and for verification to issue an updated Lift Truck Operator Endorsement for the transferred employee.

## 2. *Refresher Training*

- a. During the course of Lift Truck operation, the supervisor or Authorized Evaluator may observe the employee performing an unsafe act, such as riding with a load too high or traveling at an unsafe speed, etc. The supervisor making the correction should point out the incorrect manner of operation of the Lift Truck or other unsafe act being conducted; tell or show the employee how to do the operation correctly; and direct the employee to conduct the operation correctly in the future.

Where there are multiple on-the-spot corrections, the supervisor or Authorized Evaluator may decide to conduct more structured documented refresher training. Documented refresher training, followed by an on-the-job evaluation of the effectiveness of that training, can be conducted to ensure that the Operator has the knowledge and skills needed to operate the Lift Truck safely. **Refresher training must be provided to the Operator when:**

- 1) The Operator has been observed to repeatedly operate the vehicle in an unsafe manner.
- 2) The Operator has been involved in an accident or near-miss incident.
- 3) The Operator has received an evaluation that reveals that the Operator is not operating the truck safely.
- 4) The Operator is assigned to drive a different type of truck.
- 5) A condition in the workplace changes in a manner that could affect safe operation of the truck.

b. Refresher Training Procedure:

- 1) Topics that may be covered by a department's Authorized Evaluator may include, but not limited to the following information:
  - Common unsafe situations encountered in the workplace;
  - Unsafe operating methods observed or known to be used;
  - The need for constant attentiveness to the vehicle in use;
  - How changing workplace conditions can affect Lift Truck operation;
  - Standard operating rules for the work site;
  - Other pertinent subjects related to Lift Truck operations.
- 2) Such refresher training sessions must be documented using the form found in [Appendix C](#), and kept on file in the department and a copy submitted to EH&S.
- 3) After a refresher training session has been documented, the Authorized Evaluator must re-evaluate the Operator in his/her work and document it on the form in [Appendix B](#), maintain the form on file in the department, and submit a copy to EH&S.

C. On-the-Job Evaluations

1. The department where the employee is assigned has the responsibility to continually evaluate the Lift Truck Operator's performance. The supervisor and/or the Authorized Evaluator must also document periodic evaluations of the Operator's performance using the Evaluation for Lift Truck Operators form in [Appendix B](#). The Operator Trainee must be able to perform the skill sets listed on the form with confidence and accuracy, to the Authorized Evaluator's satisfaction, to receive an acceptable evaluation.
2. Each Authorized Evaluator who also operates Lift Trucks will engage another Authorized Evaluator in his/her department to periodically evaluate his/her performance. If he/she is the sole Authorized Evaluator in his/her department, he/she must use the form in [Appendix B](#) as a self-evaluation tool.
3. These evaluations must be performed *at least every three years* or after any refresher training. The original evaluation form must be kept on file within the employee's department. A copy of this completed evaluation form must be submitted to EH&S for its records and for verification to issue an updated Lift Truck Operator Endorsement for the employee.
4. In the event an Operator transfers into another department where Lift Trucks are utilized, the Authorized Evaluator in that department must show the transferred employee all site-specific obstacles and encumbrances in his/her new department. Additionally, the Operator must be able to perform the skill sets listed in [Appendix B](#) to the satisfaction of the Authorized Evaluator within the new department to be deemed qualified in that department. This evaluation must be documented using the evaluation form found in [Appendix B](#). A copy of this completed evaluation form must be submitted to EH&S for its records and for verification to issue an updated Lift Truck Operator Endorsement for the transferred employee.

D. Documentation Requirements

1. *Classroom Instruction Records*

To show proof of successful training, Operator Trainees must sign attendance rosters and successfully complete a written exam demonstrating their understanding of the principles taught in the classroom. These records will be kept on file at EH&S.

2. *Evaluations for Lift Truck Operators*

Evaluations for Operators must be kept on file in the department where the employee works and copies forwarded to EH&S (see form in [Appendix B](#)).

3. *Refresher Training*  
Refresher Training sessions must be documented as required in [section IV.B.2](#) and must be kept on file in the department where the employee works, with copies forwarded to EH&S.
4. *Lift Truck Operator Endorsements*
  - a. Once the Operator Trainee has successfully completed the Classroom Instruction and Practical Training to the satisfaction of the Authorized Evaluator, a copy of the completed evaluation form should be forwarded to EH&S. Once an evaluation form has been received, EH&S will issue a Lift Truck Operator's Endorsement to the employee. The Endorsement will be valid for three years from the date of last evaluation. The records pertaining to this Endorsement will be kept on file at EH&S.
  - b. Endorsement stickers issued to Operators are required to be applied on the back side of the Operator's University ID card and kept on their person whenever they operate a Lift Truck.

## V. Department Responsibilities

### **Managers and supervisors in departments that utilize Lift Trucks will:**

1. *Identify Operators and Ensure they are Trained*  
Determine which employees will be required to operate Lift Trucks in the workplace. If an employee has other duties, but sometimes operates a Lift Truck, he/she must be properly trained. Ensure that Lift Truck Operators have a valid motor vehicle driver's license and that all Operators participate in the Lift Truck Training Program as required in [section IV](#). Additionally, ensure that those employees who are not expected to operate Lift Trucks are aware that they cannot operate them without a Lift Truck Operator's Endorsement, verifying proper training and authorization.
2. *Identify Types of Lift Trucks Used*  
Generally, if several different Lift Trucks are used in a facility, they are usually not identical. Some managers will purposely choose different types or configurations to facilitate various operations that may take place within the facility. As a result, operating controls, vehicle handling and braking ability will differ not only between various types, but also between makes, models, and sizes of Lift Trucks. If employees will be expected to operate several different Lift Trucks, then Practical Training is required on the unique handling characteristics of each vehicle operated. Employees must be evaluated on each different Lift Truck model they operate and evaluations documented on the [Appendix B](#) form (see [section IV.D.2](#)).
3. *Identify Which Lift Trucks/Attachments Each Operator Will be Expected to Operate*  
Some Lift Trucks are fitted with attachments purchased from the manufacturer. The use of attachments may affect the manner in which the Lift Truck is handled; therefore practical training on the use of the attachment is also required. Evaluation forms must note the use of specific attachments the employee is qualified to operate.
4. *Appoint Authorized Evaluator(s)*  
An Authorized Evaluator(s) must be appointed to perform on-the-job evaluations of Lift Truck Operators in the department to comply with the OSHA requirement to continually evaluate the Operator's performance.
5. *Evaluate Employees Using Lift Trucks in Their Jobs*  
Evaluate employees in accordance with [section IV.C](#) of this program.
6. *Refresher Training*  
When unsafe acts or other workplace conditions noted in [section IV.B.2](#) occur, prohibit the employee from operating the Lift Truck until Refresher Training has been successfully completed and documented.
7. *Maintain Documentation*  
Maintain documentation, including labels, signage, training records, checklists, and other required documentation, as required by this policy.
8. *Provide Safety Equipment and Facilities*  
Provide, maintain and ensure the proper use of the necessary personal protective equipment, fire

extinguishers, hoisting equipment, safety shower/eyewash stations, flammable storage facilities, Lift Truck safety equipment, etc., as required by this policy. Facilities must be provided for flushing and neutralizing spilled electrolyte, for fire protection, for protecting charging apparatus from damage from trucks, and for adequate ventilation for dispersal of fumes from gassing batteries.

## VI. Lift Truck Approvals

1. Lift Trucks must bear a label or some other identifying mark indicating approval by a nationally recognized testing laboratory. The testing laboratory listing for each Lift Truck designates the fire safety approval for the intended use of the truck.
2. There are eleven different approval designations for Lift Trucks. OSHA 29 CFR 1910.178(b) and (c) outlines these designations and their approved uses. Departments should contact EH&S with questions or for assistance in determining approval requirements for Lift Trucks in their departments.

## VII. Lift Truck Configuration

1. Attachments almost always affect rated capacity of Lift Trucks. No modifications or additions which affect capacity and/or safe operation may be performed without the manufacturer's prior written approval.
2. When approval has been granted, the capacity, operation, and maintenance instruction plates, tags, or decals must be changed accordingly;
3. When approval has not been granted or if no response is received from the manufacturer, OSHA will accept a written approval of the modification/addition from a qualified Registered Professional Engineer. A qualified Registered Professional Engineer must perform a safety analysis and address any safety or structural issues contained in the manufacturer's negative response prior to granting approval. When approval has been granted, machine data plates must be changed accordingly.
4. On every removable attachment (excluding fork extensions), a nameplate with the following information obtained from the attachment manufacturer is required:
  - model number
  - serial number on hydraulically actuated attachments
  - maximum hydraulic pressure on hydraulically actuated attachments
  - weight
  - capacity
5. The following instructions (or equivalent) must also be inscribed on each attachment: "Capacity of Lift Truck and attachment combination may be less than capacity shown on attachment. Consult Lift Truck nameplate."
6. Departments must ensure that Lift Trucks using attachments (including fork extensions) are marked to identify the attachment(s), show the approximate weight of the truck and attachment combination, and show the capacity of the Lift Truck with attachment(s) at maximum elevation with the load laterally centered.
7. All Lift Truck nameplates and markings must be verified as being in place on the pre-operation checklist ([Appendix A](#)) and must be maintained in a legible condition.

## VIII. Lift Truck Operation

- A. Pre-start Requirements. Operators will:
  1. complete pre-operational check sheet at the start of each shift used and turn it in to their supervisor. Verify that all brakes, controls, gauges, lights, seat belts, and routine operational features are in proper working order. Report any noted defects immediately to their supervisor and correct them or the Lift Truck must be tagged-out and not used until it is repaired (Note: Pre-operational check sheets must be kept on file at the department using the Lift Truck for a minimum of one year).

2. check for leaks and perform necessary Operator inspections in accordance with manufacturer's recommendations before using the truck;
3. be aware of the load capacity for the truck and not exceed it;
4. never use the Lift Truck for purposes outside manufacturer's design specifications;
5. be cognizant of the planned route and aware of areas with inadequate headroom, lighting, obstructions, and floor surface problems;
6. wear personal protective equipment in accordance with the [Workplace Hazard Assessment](#) for their work site.

B. General Operational Requirements. Operators will:

1. never operate any Lift Truck until the required shift inspection has been performed and documented.
2. obey plant/site-specific speeds and traffic regulations at all times, including wearing seat belts in sitdown Lift Trucks;
3. operate loaded trucks with forks no more than 6-8 inches above the ground, with the load carried low and tilted back;
4. never raise or lower loads while moving;
5. never carry anything on the overhead guard or hang anything off the guard that might obscure visibility;
6. make use of plant/site convex mirrors when approaching blind corners/intersections;
7. yield right of way to pedestrians and emergency vehicles, and avoid pedestrian lanes;
8. drive cautiously on uneven or slippery surfaces and avoid loose materials in roadways or parking lots;
9. ensure the load is pointed uphill where the gradient is greater than 10 percent;
10. all original safety equipment, including fire extinguishers, provided by the manufacturer as original equipment must be maintained unless the manufacturer approves a change;
11. never engage in stunt driving or horseplay;
12. properly secure dockboard or bridgeplates, and drive over them carefully and slowly with their rated capacity never exceeded;
13. approach any elevators slowly, and then enter squarely only after the elevator car is properly leveled. Once on the elevator, the truck's controls must be neutralized, the brakes set, and the power shut off, until the desired floor is reached;
14. ensure motorized hand trucks enter elevators or other confined areas with load end forward;
15. negotiate turns, by reducing speed and turning the hand steering wheel in a smooth, sweeping motion. Except when maneuvering at a very low speed, the hand steering wheel must be turned at a moderate, even rate;
16. never drive up to anyone standing in front of a fixed object;
17. never allow any person to stand or pass under the elevated portion of any truck, whether loaded or empty;
18. never allow unauthorized riders on Lift Trucks. Only Operators wearing seat belts may ride Lift Trucks. (Note: Lift Trucks specifically designed to operate from a standing position are exempt from the seatbelt requirement);
19. use proper fall protection equipment at all times whenever operating high-rider (aka, order-picker) Lift Trucks.
20. never ride Lift Trucks with arms or legs placed between the uprights of the mast or outside the running lines of the truck;
21. maintain a safe distance from the edge of ramps or platforms while on any elevated dock, platform, or truck bed. Lift Trucks must not be used for opening or closing freight doors;
22. set brakes and wheel chocks in place to prevent movement of trucks, trailers, while loading or unloading. Fixed jacks may be necessary to support a semi trailer during loading or unloading when the trailer is not coupled to a tractor. The flooring of trucks and trailers will be checked for

- breaks and weakness before they are driven onto.
23. use an overhead guard 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.
  24. use a load backrest extension whenever necessary to minimize the possibility of the load or part of it from falling rearward.
  25. use only approved Lift Trucks indoors and in hazardous locations. Consult with EH&S if unsure as to which truck designations are needed to operate in these areas.
  26. when lifting personnel using a Lift Truck, perform the lift in accordance with ANSI/ITSDF B56.1-2009, Part II, section 4.17 Elevating Personnel.

C. Loading/unloading requirements. Operators *will*:

1. ensure load is within the Lift Truck's rated capacity;
2. place load squarely on forks until load touches carriage;
3. ensure load is stable and centered on forks, and stack or tie loose or uneven loads;
4. tilt the mast back slightly when lifting load;
5. ensure when loading/unloading onto trucks that the wheels are chocked or dock clamps in place, brakes are engaged, and dockboard or bridgeplate loading platform is positioned properly;
6. ensure when loading/unloading onto or from racks or stacked materials, the proper safe weight or height-to-load ratio is maintained.
7. always take notice of overhead and wall mounted obstructions when elevating loads. These include but are not limited to fire extinguishers, sprinklers, pipes, electrical conduits, switches, ceiling fans, etc.
8. never perform Free Rigging or the direct attachment to or placement of rigging equipment (slings, shackles, rings, etc.) onto the tines of a Lift Truck. This type of lift does not use an approved lifting attachment. OSHA considers Free Rigging an action that could affect the capacity and safe operation of a powered industrial truck. 29 CFR 1910.178(a)(4) requires that "Modifications and additions which affect the capacity and safe operation must not be performed by the customer or user without manufacturers prior written approval."
9. use extreme care tilting the load forward or backward, particularly when High-Tiering. An elevated load must not be tilted forward except to pick up a load, or when the load is in a deposit position over a rack or stack. When stacking or tiering, use only enough backward tilt to stabilize the load.

D. Parking requirements: Operators *will*:

1. when a Lift Truck is left unattended, fully lower the carriage/forks, set controls to neutral, shut off power, and set brakes.
  - a. A Lift Truck is unattended when the Operator is 26 feet or more away from the vehicle which remains in his/her view, or whenever the Operator leaves the vehicle and it is not in his/her view.
  - b. When the Operator is dismounted and within 25 ft. of the truck still in his/her view, the carriage/forks will be fully lowered, controls neutralized, and the brakes set to prevent movement.
2. select flat parking surfaces, away from traffic where the vehicle does not obstruct doors, pedestrian routes, aisles, exits, fire lanes, access to stairways, handicap ramps or parking, and fire equipment at any time.
3. chock the wheels of the Lift Truck if the truck is parked on an incline.
4. remove the keys and secure the vehicle when not in use to prevent unauthorized personnel from operating the vehicle.

E. Refueling requirements. Operators *will*:

1. refuel only in assigned, ventilated areas containing no ignition sources;
2. turn off engine and allow engine to cool for a minimum of 2 minutes prior to refueling;



3. have fire suppression and cleanup equipment available;
4. extinguish smoking materials;
5. never use open flame to check fuel level;
6. try to prevent spills, clean any spills promptly, and replace fuel cap before starting or moving vehicle.
7. Follow the vehicle manufacturer's instructions for gas or propane fueling;
8. take empty propane tanks to an authorized compressed gas container disposal/storage area.
9. use acid-resistant material-handling equipment and wear corrosion-resistant personal protective equipment during battery charging/changing;
10. remove battery cap ¼ turn to relieve pressure, then open slowly and leave open;
11. pour acid into water, not water into acid;
12. ensure that Lift Trucks have brakes applied while changing batteries.
13. use overhead hoist or equivalent material handling equipment for handling batteries, as necessary.
14. ensure that proper facilities are used for flushing and neutralizing spilled electrolyte, for fire protection, for protecting charging apparatus from damage from trucks, and for adequate ventilation for dispersal of fumes from gassing batteries.

#### **IX. Maintenance of Lift Trucks**

Only trained and authorized personnel must be permitted to maintain, repair, or adjust Lift Trucks; these services must be provided in accordance with manufacturer's specifications.

#### **X. Contractor Use of Lift Trucks**

Contractors using Lift Trucks on UConn Campuses must do so in accordance with The University of Connecticut [Contractor EHS Manual](#). Special attention must be paid to the sections regarding Powered Industrial Vehicles and Combustion Engines – Indoors.

## **Appendix A**

### **OPERATOR'S PRE-OPERATION CHECKLISTS**

Lift Trucks must be inspected before each shift used and immediately after service, maintenance or repair. The following pre-operational checklists are to be completed to document these inspections.

In maritime applications, where log use is the standard form of documentation, these checklists must be used as a guide to perform the Lift Truck inspections and any discrepancies must be noted in the required log as well as a notation that all other aspects of the referenced checklist are nominal.

Checklists or logs must be kept on file at the department using the Lift Truck for a minimum of one year.

**OPERATOR'S PRE-OPERATION CHECKLIST**  
**Internal Combustion Engine Industrial Truck - Gas/LPG/Diesel Truck**

Lift Trucks must be inspected prior to use before each shift and immediately after service, maintenance or repair. This checklist is to be completed to document the inspection. Checklists must be kept on file at the department using the Lift Truck for a minimum of one year.

**Record of Fuel Added**

Date:	Operator:	Department:
Truck#:	Model#:	Serial#:
Fuel:	Hour Meter:	Shift:

**SAFETY AND OPERATIONAL CHECKS (PRIOR TO EACH SHIFT)**

Have a qualified mechanic correct all problems.

<b>Engine "Off" Checks</b>	<b>OK</b>	<b>N/A</b>	<b>Maintenance Required</b>
Fluid leaks on floor below truck – (fuel, hydraulic oil, engine oil or radiator coolant)			
Tires – condition and pressure			
Forks, Top Clip Retaining Pin and Heel – Check Condition			
Load Backrest – securely attached			
Hydraulic Hoses, Mast Chains, Cables and Stops – Check Visually			
Overhead Guard – Attached			
Finger Guards – Attached			
Propane Tank (LP Gas Truck) – No Rust Corrosion, Damage			
Safety Warnings – Attached (refer to parts manual for location)			
Operator's Manual – In Container			
Nameplate – attached and information matches Model, Serial Number & Attachments			
Seat Belt – Functioning Smoothly			
Hood Latch – Adjusted and Securely Fastened			
<b>Engine "on" Checks – Unusual Noises Must be Investigated Immediately</b>			
Accelerator or Direction Control Pedal – Functioning Smoothly	<b>OK</b>	<b>N/A</b>	<b>Maintenance Required</b>
Service Brake – Functioning Smoothly			
Parking Brake – Functioning Smoothly			
Steering Operation – Functioning Smoothly			
Drive Control – Forward/Reverse – Functioning Smoothly			
Tilt Control – Forward and Back – Functioning Smoothly			
Hoist and Lowering Control – Functioning Smoothly			
Attachment Control – Operation			
Horn and Lights – Functioning			
Cab (if equipped) – heater, defroster, wipers – Functioning			
Gauges functioning and within nominal values			

## OPERATOR'S PRE-OPERATION CHECKLIST

### Electric Industrial Truck

Lift Trucks must be inspected prior to use before each shift and immediately after service, maintenance or repair. This checklist is to be completed to document the inspection. Checklists must be kept on file at the department using the Lift Truck for a minimum of one year.

#### Record of Fluid Added

Date:	Operator:	Department:
Truck#:	Model#:	Serial#:
	Hour Meter:	Shift:

#### SAFETY AND OPERATIONAL CHECKS (PRIOR TO EACH SHIFT)

Have a qualified mechanic correct all problems.

Motor Off Checks	OK	N/A	Maintenance Required
Fluid leaks on floor below Truck – Hydraulic Oil, Battery			
Tires – Condition and Pressure			
Forks, Top Clip Retaining Pin and Heel -- Condition			
Load Backrest Extension – Attached			
Hydraulic Hoses, Mast Chains, Cables & Stops – Check Visually			
Finger Guards – Attached			
Overhead Guard – Attached			
Safety Warnings – Attached (Refer to Parts Manual for Location)			
Operator's Manual in Container			
Capacity Plate Attached – Information Matches Model, Serial Number and Attachments			
Operator Protection: Sit-down Truck - Seat Belt – Functioning Smoothly			
Operator Protection: Man-up Truck - Fall protection/Restraining means – Functioning			
Motor On Checks (Unusual Noises Must Be Investigated Immediately)	OK	N/A	Maintenance Required
Accelerator Linkage – Functioning Smoothly			
Parking Brake – Functioning Smoothly			
Service Brake – Functioning Smoothly			
Steering Operation – Functioning Smoothly			
Drive Control – Forward/Reverse – Functioning Smoothly			
Tilt Control – Forward and Back – Functioning Smoothly			
Hoist and Lowering Control – Functioning Smoothly			
Attachment Control – Operation			
Horn – Functioning			
Lights & Alarms (where present) – Functioning			
Hour Meter – Functioning			
Gauges – functioning and within nominal values			

**OPERATOR'S PRE-OPERATION CHECKLIST**  
**Electric Pallet Jack**

Lift Trucks must be inspected prior to use before each shift and immediately after service, maintenance or repair. This checklist is to be completed to document the inspection. Checklists must be kept on file at the department using the Lift Truck for a minimum of one year.

**Record of Fluid Added**

Date:	Operator:	Department:
Truck#:	Model#:	Serial#:
	Hour Meter:	Shift:

**SAFETY AND OPERATIONAL CHECKS (PRIOR TO EACH SHIFT)**

Have a qualified mechanic correct all problems.

<b>Motor Off Checks</b>	<b>OK</b>	<b>N/A</b>	<b>Maintenance Required</b>
Fluid leaks on floor below Truck – Hydraulic Oil, Battery			
Tires – Condition /Pressure			
Forks, -- Condition			
Hand Guards – Attached			
Safety Warnings – Attached (Refer to Parts Manual for Location)			
Operator's Manual in Container			
Capacity Plate Attached – Information Matches Model, Serial Number and Attachments			
<b>Motor On Checks (Unusual Noises Must Be Investigated Immediately)</b>	<b>OK</b>	<b>N/A</b>	<b>Maintenance Required</b>
Service Brake – Functioning Smoothly			
Steering Operation – Functioning Smoothly			
Drive Control – Forward/Reverse – Functioning Smoothly			
Hoist and Lowering Control – Functioning Smoothly			
Horn – Functioning			
Lights & Alarms (where present) – Functioning			
Hour Meter – Functioning			
Battery Discharge Indicator – Functioning			

**Appendix B**

**EVALUATION FOR LIFT TRUCK OPERATORS FORM**

## Evaluation for Lift Truck Operators

Employee:	Department:	Unit#
Date:	Lift Truck Make & Model:	

1. Shows familiarity with truck controls ..... Yes\_\_\_ No\_\_\_ n/a\_\_\_
2. Gives proper signals when turning ..... Yes\_\_\_ No\_\_\_ n/a\_\_\_
3. Slows down at intersections ..... Yes\_\_\_ No\_\_\_ n/a\_\_\_
4. Sounds horn at intersections ..... Yes\_\_\_ No\_\_\_ n/a\_\_\_
5. Obeys signs ..... Yes\_\_\_ No\_\_\_ n/a\_\_\_
6. Keeps a clear view of direction of travel ..... Yes\_\_\_ No\_\_\_ n/a\_\_\_
7. Turns corners correctly – is aware of rear end swing ..... Yes\_\_\_ No\_\_\_ n/a\_\_\_
8. Yields to pedestrians ..... Yes\_\_\_ No\_\_\_ n/a\_\_\_
9. Drives under control and within proper traffic aisles ..... Yes\_\_\_ No\_\_\_ n/a\_\_\_
10. Approaches load properly ..... Yes\_\_\_ No\_\_\_ n/a\_\_\_
11. Lifts load properly ..... Yes\_\_\_ No\_\_\_ n/a\_\_\_
12. Maneuvers properly ..... Yes\_\_\_ No\_\_\_ n/a\_\_\_
13. Travels with load at proper height ..... Yes\_\_\_ No\_\_\_ n/a\_\_\_
14. Lowers load smoothly/slowly ..... Yes\_\_\_ No\_\_\_ n/a\_\_\_
15. Stops smoothly/completely ..... Yes\_\_\_ No\_\_\_ n/a\_\_\_
16. Loads are balanced properly ..... Yes\_\_\_ No\_\_\_ n/a\_\_\_
17. Forks under load all the way ..... Yes\_\_\_ No\_\_\_ n/a\_\_\_
18. Carries parts/stock in approved containers ..... Yes\_\_\_ No\_\_\_ n/a\_\_\_
19. Checks bridgeplates/ramps ..... Yes\_\_\_ No\_\_\_ n/a\_\_\_
20. Places loads within marked areas ..... Yes\_\_\_ No\_\_\_ n/a\_\_\_
21. Stacks loads evenly and neatly ..... Yes\_\_\_ No\_\_\_ n/a\_\_\_
22. Drives backward when required ..... Yes\_\_\_ No\_\_\_ n/a\_\_\_
23. Checks load weights ..... Yes\_\_\_ No\_\_\_ n/a\_\_\_
24. Places forks on floor when parked, controls neutralized, brake on set, power off ..... Yes\_\_\_ No\_\_\_ n/a\_\_\_
25. Uses the \_\_\_\_\_ attachment properly ..... Yes\_\_\_ No\_\_\_ n/a\_\_\_
26. Follows proper instructions for maintenance – checks at both beginning and end ..... Yes\_\_\_ No\_\_\_ n/a\_\_\_

Total Score (minimum score 80%)

Evaluator Name:	Signature:
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**Please submit copies of completed forms to EH&S (6-1106 FAX, Unit 4097, [ehs@uconn.edu](mailto:ehs@uconn.edu))**

**Appendix C**

**REFRESHER TRAINING FORM**



**Appendix C**

**REFRESHER TRAINING**

Operator's Name: \_\_\_\_\_ Signature \_\_\_\_\_ Operator's Net ID# \_\_\_\_\_

Supervisor's Name \_\_\_\_\_ Department \_\_\_\_\_

**Reason(s) for Refresher Training?**

1 \_\_\_\_\_ The operator has been observed to operate the vehicle in an unsafe manner.

2 \_\_\_\_\_ The operator has been involved in an accident or near-miss incident.

3 \_\_\_\_\_ The operator has received an evaluation that reveals that he/she is not operating the truck safely.

4 \_\_\_\_\_ The operator is assigned to drive a different type of truck.

5 \_\_\_\_\_ A condition in the workplace changes in a manner that could affect safe operation of the truck

**If #1, 2 or 3 above are checked; please provide details of the training topics that were covered:**

1. Regarding common unsafe situations encountered in the workplace \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2. Regarding unsafe operating methods observed or known to be used at the site \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

3. Regarding the need for constant attentiveness to the vehicle, the workplace conditions, and the manner in which the vehicle is operated \_\_\_\_\_

\_\_\_\_\_

4. Any other topics covered? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**If either reason #4 or 5 above are checked, please provide details of the training topics that were covered:**

1. Regarding the operator is assigned to drive a different type of truck: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2. Regarding a changing condition in the workplace that could affect safe operation of the truck: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

The Operator must be evaluated after a documented refresher training session – (see [section IV.C.3](#))  
Please submit copies of completed forms to EH&S (6-1106 FAX, Unit -4097, or email at [ehs@uconn.edu](mailto:ehs@uconn.edu))

## References

United States Department of Labor - Occupational Safety and Health Act, Subpart N, Material Handling and Storage, [1910.178 - Powered Industrial Trucks](#).

Industrial Truck Standards Development Foundation [ANSI/ITSDF B56 Standards](#)

ANSI/ITSDF B56.1 Low Lift and High Lift Trucks

ANSI/ITSDF B56.5 Guided Industrial Vehicles and Automated Functions of Manned Industrial Vehicles

ANSI/ITSDF B56.6 Rough Terrain Fork Lift Trucks

ANSI/ITSDF B56.8 Personnel and Burden Carriers

ANSI/ITSDF B56.9 Operator Controlled Industrial Tow Tractors

ANSI/ITSDF B56.10 Manually Propelled High Lift Industrial Trucks

NFPA 505 Fire Safety Standard for Powered Industrial Trucks Type Designations, Areas of Use, Maintenance and Operation

UL 583 Standard for Safety for Electric-Battery-Powered Industrial Trucks

UL 558 Standard for Safety for Internal Combustion Engine-Powered Industrial Trucks