



UMBC OFFICE OF ENVIRONMENTAL SAFETY AND HEALTH (ESH) PROCEDURE	TITLE: Powered Industrial Trucks
DATE CREATED: 7/2023	REVISION: 1.0

I. PURPOSE

The purpose of this procedure is to establish minimum requirements for ensuring the safety and health of employees who operate powered industrial trucks, defined as industrial vehicles that are designed to move or haul materials.

The requirements established in this procedure are established to ensure compliance with OSHA standard 1910.178, Powered Industrial Trucks.

II. SCOPE

This procedure applies to all UMBC employees who operate the following vehicles on campus:

- Forklifts
- Powered pallet jacks/hand trucks (walk-behind or ride-on)
- Tow motors/tow tractors
- Order pickers
- Narrow aisle trucks/warehouse material movers

These vehicles fall under the scope of this procedure regardless of their source of power (electric/battery or combustion engine).

Vehicle-mounted cranes and earth-moving vehicles such as excavators are not classified as powered industrial trucks and are not applicable under this procedure.

III. PROCEDURE

General Requirements

- Only trained and authorized University employees shall be permitted to operate powered industrial trucks.
- No one under the age of 18 shall be permitted to operate powered industrial trucks.

- All employees who will be operators, regardless of previous training or experience, must receive training and authorization from UMBC before being permitted to operate a powered industrial truck on campus.
- Operating a powered industrial truck that has been marked as out of service is prohibited.
- Always follow safe operating guidelines and procedures as outlined in this procedure and in accordance with vehicle manufacturer's instructions.
- Stop and promptly report any vehicle that is not properly functioning or presents a safety concern during operation.

Pre-Operation and Inspection Requirements

- All powered industrial trucks shall be inspected on a daily basis, during the first shift they are to be utilized, prior to initial operation, utilizing the Appendix A: Daily Operator's Checklist for Powered Industrial Trucks.
 - Vehicles that are not used daily or are occasionally used do not require inspections on days they will not be used.
- If a vehicle does not pass inspection, the following steps shall be taken:
 - Remove key or disconnect power source if there is no key to prevent unauthorized use or inadvertent startup (utilizing lockout tagout as necessary)
 - Place a visible sign on the steering wheel or control panel that states "Out of Service – Do not Operate" or similar language.
 - Notify supervision that the vehicle did not pass inspection.
 - Department management shall arrange for repairs or maintenance.
- Vehicles that have had service or maintenance completed shall undergo an inspection prior to returning to operation.

Requirements During Operation

- All body parts shall always be kept inside the operator's area of the vehicle.
- Horseplay or stunt driving is prohibited.
- Always wear seatbelts if provided on the vehicle.
- Passengers may not ride on vehicles.
- Safe speeds must be maintained.
- Be mindful of other objects and people in the travel path. Always yield to pedestrians.

- Do not exceed the load capacity of the vehicle and carry the load in a manner that maximizes stability and safety.
- Persons may not stand or walk underneath the lifted portion of a vehicle.
- Do not leave a vehicle running unattended.
- Do not park on inclines or ramps.
- Turning on inclines is prohibited.
- In locations where vision is limited or when crossing aisles, the vehicle operator shall sound the horn.
- Vehicles shall not be used for any purpose other than which it is specifically designed.

Training Requirements

All UMBC employees who will operate a powered industrial truck will receive UMBC-issued training prior to first operation, regardless of previous training or experience. Training will be administered by Environmental Safety and Health or through an approved third-party trainer.

Training will consist of two components:

- Classroom training including a test to demonstrate trainee's knowledge of the material presented.
- Hands-on operator training to demonstrate safe and knowledgeable operation of the powered industrial truck.

Both components must be successfully completed for an employee to be authorized to operate a powered industrial truck at UMBC. Refresher training is required every 3 years and will consist of a field evaluation in which satisfactory operation must be demonstrated to a qualified trainer.

Department managers shall retain current training records of their operators for the duration of their employment with UMBC.

IV. ROLES AND RESPONSIBILITIES

Department Managers

- Ensure all employees who will operate a powered industrial truck complete all required training.
- Facilitate any service or maintenance to powered industrial trucks in a timely manner.

- Retain all records of employee training and powered industrial truck service and inspection records.
 - Training records: Duration of operator's employment with UMBC.
 - Service and inspection records: At least one (1) year.

Environmental Safety and Health

- Facilitate and/or administer powered industrial truck training to UMBC operators.
- Perform periodic evaluations and inspections as necessary to ensure continued compliance and safety of powered industrial truck operation on campus.
- Investigate or address any reported safety concerns pertaining to powered industrial trucks and their operation on campus.

Employees

- Always adhere to the requirements of this procedure and work safely while operating a powered industrial truck.
- Ensure all required training is completed prior to operation.
- Complete pre-shift inspections of powered industrial trucks as required.
- Notify supervision when a powered industrial truck does not pass inspection or needs repair, or if at any point a safety concern or unsafe condition arises while operating.

V. REFERENCES

- UMBC Policy VI-13.00.01 - Environmental Safety and Health Management and Enforcement
- UMBC ESH Procedure - General Safety Rules for UMBC Employees
- Powered Industrial Truck Pre-Operation Inspection Form