



## Power Industrial Truck (PIT) Safety Standard

Colorado Springs School District 11

# SAFETY STANDARD

## POWER INDUSTRIAL TRUCKS

1. This Safety Standard was developed by the Safety Office, Risk Related Activities Department.
2. A technical review and content acceptance was performed by:
  - Chief Operations Officer
  - Director, Food and Nutrition Services
  - Director of Secondary, Talent Management
  - Director of Facilities
  - Warehouse Supervisor
  - Foreman, Ground Shop
3. This Safety Standard was reviewed and accepted by the Director, Risk Related Activities Department.

Approved: \_\_\_\_\_

Date: \_\_\_\_\_

5/13/24

Brandon Comfort  
Chief Resource Officer

## **Power Industrial Truck (PIT) Safety Standard**

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### **Purpose and Scope:**

The purpose of this standard is to minimize the risk of Colorado Springs School District 11 employee injury and property damage, and to establish and communicate the requirements for training, certifying, maintaining, and operating all powered industrial trucks (PITs) to include but not be limited to: powered pallet jacks, forklifts, platform high lifts, and similar mobile equipment powered by electric motors or internal combustion engines.

This standard does not include over the road automotive or truck type vehicles.

### **Regulatory Reference:**

- 29 CFR 1910.178 – Power Industrial Trucks, Section 5(a)(1) OSH Act General Duty Clause for seat belt use per OSHA Letter of Interpretation.
- Colorado Revised Statutes. 42-4-237 Safety Belt Systems – Mandatory Use – Exemptions – Penalties.

### **Responsibilities:**

#### **Risk Related Activities:**

- Develop and administer the standard.
- Assist all District locations in the implementation of this standard.
- Train, as needed or requested, on the use, care and maintenance of PITs.
- Spot check employees for compliance with this safety standard.

#### **District 11 Schools and Other Buildings:**

- Train and certify all employees who will be operating PIT and maintain current certification records.
- Employees and visitors are responsible for complying with this safety standard.

### **Procedures:**

**Failure to follow the PIT rules and requirements may result in disciplinary action.**

#### **A. General Rules and Requirements:**

1. No PIT may be operated unless the operator is first trained and certified specifically to operate such a vehicle.
2. Seat belts must be worn, where provided, on all PITs.
3. No passengers are allowed on a PIT under any circumstances unless the equipment is specifically designed to carry passengers.
4. No motorized equipment may be driven in a manner that might result in an individual being trapped between the equipment and a fixed object.



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5. Absolutely no "horse play" is allowed.
6. PIT will be operated safely and in the manner for which it was designed. All provided safety equipment must be maintained in good condition and properly used.
7. PIT must not be used if it seems unsafe in any respect. All repairs and maintenance must be done by authorized personnel only.
8. All PIT accidents must be reported to the Supervisor, no matter how minor the accident.
9. No modifications or alterations may be made to any PIT equipment without prior, written approval from the Risk Related Activities Department.
10. Certifications issued to operate PIT are valid for three (3) years from date of issue unless otherwise noted (See Section E – Training and Certifying). Each certified employee is responsible to ensure that re-certifying occurs in a timely manner, before an existing certification expires.
11. PIT designed and built for indoor use only, cannot be driven outdoors. A PIT may qualify for outdoor use only if it is equipped with appropriate tires for rough surfaces and terrain.
12. A forklift may not be used to lift employees unless equipped with an approved lift platform that is properly secured to the mast of the forklift.

### B. Inspections

1. PITs shall be inspected by the operator before being placed into service and shall not be placed into service if the inspection shows any condition adversely affecting the safety of the PIT. Inspections shall be made at least daily. Where the truck is used on a round-the-clock basis, the truck must be inspected by each new operator prior to each shift. Defects, when found, shall be immediately reported to the operator's immediate Supervisor and corrected immediately, before the PIT is placed back in service.
2. The inspection documentation must be kept on file for a minimum of six months (see Appendix B).

The operator shall inspect for the following conditions daily or at the beginning of a shift, as appropriate, including but not limited to the following (See the recordkeeping form provided as Appendix B):

- a) The mast for broken or cracked weld-points.
- b) The roller tracks for grease and chain adjustment.
- c) The forks for spacing and cracks along the blade or at the heels.
- d) Hydraulic fluid levels.
- e) Hydraulic line and fittings for excessive wear or crimping.
- f) Fluid leaking from the lift or the tilt cylinders.
- g) Loose hardware on the cylinders.
- h) Tires with excessive wear, split or missing tire material.

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- i) Proper tire pressure.
- j) Batteries with cracks or holes, uncapped cells, frayed cables, broken cable insulation, loose connections, or clogged vent caps.
- k) Brakes, horn, mirrors, lights, and seat belts.

PITs with any of the problems mentioned above shall be removed from service and may not be used until the problem(s) has been corrected. The operator must immediately notify his or her supervisor who will then be responsible for arranging the repair and for determining when the PIT may be safely returned to service.

### **C. General PIT Operating Rules**

1. Head, hands, arms, feet, and legs will always be kept completely inside the cab or operator's compartment during the operation of the equipment. When using a safety cage for a man lift, hands should be kept within the safety cage and clear of the mast.
2. Do not bump, run into, or otherwise damage any objects such as walls, doors, pallet racking, parts carts, or other parked machines when driving a PIT.
3. Ascend/descend inclines/ramps slowly and with caution.
4. When following other moving equipment, a safe distance of no less than three lengths of the vehicle must be maintained.
5. A PIT driver may not pass other motorized equipment traveling in the same direction at intersections, blind spots, cross aisles, or other dangerous locations.
6. All drivers are required to slow down and sound the horn at cross aisles and other locations where vision is obstructed. (The driver is required to look in the direction of, and keep a clear view of, the path of travel).
7. Honk at all blind intersections.
8. When changing direction:
  - a. Stop,
  - b. Look,
  - c. Honk horn.
9. Yield the right of way to pedestrians. Blowing the horn does not automatically give an operator the right of way.
10. All drivers must slow down on wet and/or slippery floors. A driver must immediately report hazards to PIT travel and traffic to his/her supervisor.
11. Drivers must not exceed the authorized, safe speed for the conditions. The operator must travel at a safe speed that will assure complete control of the vehicle and load. Under all travel conditions, the equipment must be operated at a speed that will permit it to be stopped quickly and safely.
12. Obey all traffic signs and drive on the right side whenever possible.
13. Do not drive with wet and/or greasy hands.
14. PITs may not be driven in pedestrian lanes. A driver must be cautious when crossing over a pedestrian lane.
15. The PIT operator must ensure the dock plate is properly secured before driving onto it.



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16. Radios or portable music players of any type are not allowed to be used when operating PIT.
17. Open beverage containers are not allowed on the PIT while it is in use.
18. See Appendix A for equipment specific safety requirements.
19. Refrain from turning with elevated loads.
20. Always use provided seat belts.
21. Obey equipment load limits.
22. Travel into a trailer only when assured it has been secured to the loading dock.
23. Parking brakes shall be set whenever exiting the PIT.
24. PIT shall be turned off and the parking brake set when not in use.
25. Keys shall never be left in unit when unattended.

### **D. Pedestrians:**

1. All pedestrians must use the pedestrian travel lanes where provided.
2. Be aware of vehicular traffic and be prepared to yield to a moving or operating vehicle such as a forklift or pallet jack.
3. Stop, look, and listen at intersections and blind corners before stepping into any aisle.
4. Do not attempt to move or drive any mobile motorized equipment unless you are properly trained and licensed to do so. Motorized warehouse vehicles do not operate under the same principles as a car.
5. Never walk or stand under raised forks--loaded or unloaded.

### **E. Training and Certifying Requirements (See Appendix B Attachment D):**

1. Initial Training--Each employee who will be required to operate a powered industrial truck must first satisfactorily complete a District-designated safety training program and be certified on each specific type of PIT equipment to be operated.
2. Initial in-house training will consist of:
  - Classroom instruction, including passing a written examination.
  - A practical examination demonstrating competency through a "hands-on" Performance Evaluation.
3. Training, testing, and certifying for the specific type of PIT must be completed prior to operating each type of PIT.
4. Equipment certifications are issued by the assigned trainers. Proof of Certification must be in the possession of the operator when operating equipment.
5. Certifications are valid for three years from the date of issue.
6. Certification Renewal Training – For certification renewal, the District requires each PIT operator to complete a refresher training program no later than 30 days prior to the expiration date of his/her certification. The refresher training will consist of both classroom training with written exam and a practical driving exam with a written evaluation of his/her safe driving abilities.
7. Supervisors are responsible for tracking employees needing training and make

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- necessary arrangements to ensure employees are appropriately trained.
8. Safety violations of any type involving PIT equipment may result in disciplinary action and refresher training in the relevant topic if the operator has been observed operating unsafely or has been involved in an incident or near miss incident. Refresher training will also be required if:
    - a) The operator is assigned to drive a different type of PIT for which he/she has not been previously certified.
    - b) Conditions in the workplace change that would affect the safe operation of the equipment.
    - c) The operator receives an evaluation that reveals he/she does not operate the PIT safely.
  9. It is the responsibility of the supervisor to report any unsafe incident or injury involving PIT equipment to Risk Related Activities Department to assure that employees who are observed operating unsafely are retrained. This re-training, which is required by OSHA regulations (1910.178(L)(4)(ii)(A)(B)(C), must be documented and kept on file together with a copy of the disciplinary action if applicable and other PIT training records.

### **F. Lead Acid Battery Safety Requirements:**

#### **1) Battery Proper Sizing:**

- Batteries and chargers should be properly sized for the work application they are being used.
  - Batteries of lower voltages tend to “draw down” very fast if not properly sized.
- Charger voltage outputs must be correctly matched to the voltage and amp hour rating of the battery.
  - Improper voltage output from a charger can deplete the battery life cycle.
  - Voltage outputs that are too low can reduce the charger’s ability to fully charge the battery.
  - Voltage outputs that are too high can “cook” a battery and reduce the battery life cycle.

#### **2) Proper Air Movement in Battery Charging Area:**

- Near the end of the charging cycle, batteries put off a hydrogen gas.
  - Hydrogen gas is explosive at the right levels.
  - Fans should be utilized to move air within the charging area.
  - Air movement helps to reduce heat in the charging area.

#### **3) Battery Charging Procedures:**

- Proper charging and discharging of a battery is critical to the overall life and performance of the battery.
  - Batteries that are not fully charged when placed into operation lowers the operating time of the battery.

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- Batteries that are not fully discharged do not allow the battery to fully use the stored power.
- Batteries are measured in life cycles; not fully charging/discharging robs them of their effective life span.

### **4) Battery Maintenance:**

- The proper Personal Protective Equipment (PPE) shall be worn at all times when servicing a battery.
- In order for a battery to maintain an active life, it must have the proper level of water at all times.
- Distilled water must only be added to a battery that has been fully charged and has had the proper cool down time.
- Distilled water should only be added to any battery cell to just above the top of the visible plates.
- Distilled water levels will vary in a battery depending on ambient temperatures, age, working conditions, etc.
- Acid adjustments must only be accomplished by a trained maintenance technician.

### **G. Use of PIT by Non-District Personnel:**

Individuals not employed by Colorado Springs School District 11 are prohibited from using District PITs.

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### APPENDIX A EQUIPMENT SPECIFIC SAFETY REQUIREMENTS

#### A. Sit Down Forklifts:

1. No one is allowed to walk or stand under the raised forks, whether loaded or empty.
2. When leaving the forklift, the driver must:
  - Lower the forks fully
  - Neutralize the controls
  - Shut off the power
  - Set the brakes
  - Remove key
  - If the truck is to be left on an incline, the wheels must be blocked.
3. Placing head, arms, legs, or any body part between the uprights of the mast is prohibited.
4. Maintain a safe distance from the edges of ramps and docks.
5. Mobile equipment shall not enter trailers that have not been secured.
6. Operators must watch overhead clearance for masts, raised loads, overhead guards, etc.
8. Persons may be elevated by forklift only when an approved safety platform is securely mounted to the forks.
9. When transporting any load, drive with the load trailing, so as not to obstruct the operator's vision.
10. When no load is present, drive forward.
11. When going up or down a ramp with a load, the truck must be driven with the load upgrade.
12. Only stable or safely arranged loads may be carried on a fork truck.
13. Never exceed the rated capacity of the fork truck.
14. When a fork truck operator is positioning a load within an area which is not fully visible to the operator, a second designated person must direct the safe placement of the load.
15. The fork truck must be operated within the guidelines set forth in the manufacturer's operating manual.
16. When traveling with a load, the forks must be kept low with the mast tilted slightly back. Never travel with the load lifted higher than two feet from the ground or floor.
17. Avoid fast turns or sharp turns, especially if the load is raised as truck's center of gravity and can cause the unit to tip over.
18. Do not carry a load with damaged pallets or boxes. Replace the damaged pallets as soon as possible once the damage has been discovered. Shrink wrap any damaged cases.
19. Never add more weight to the rear of the forklift for counterbalance. If a truck cannot lift a heavy load safely and within the limits of the fork truck, a larger capacity truck is needed.





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20. Never refuel while the engine is running.
21. Never drive a forklift into a semi-trailer or onto a truck without first verifying that the weight of the forklift can be safely supported by the floor of the trailer.
22. Do not drop pallets or other materials, parts, carts, etc., in areas designated "Keep Clear", such as in pedestrian aisles; in front of fire exits, sprinkler valves, electrical panels, fire extinguishers; or in emergency exit aisles.
23. Do not use the reverse directional control for a brake unless the operator's manual specifies that such procedure is authorized.

### **B. Stand-up Forklifts**

1. Use extreme care when traveling with the operator's platform elevated. Excessive speed with abrupt turns or driving on uneven surfaces may cause trucks to tip.
2. Watch for overhead obstructions.
3. The operator's platform is not to be elevated unless the operator's restraining device and fall protection is in place and properly fastened. Operators must first be trained in appropriate use of fall protection before operation or before elevating the platform.
4. Do not operate this type of forklift on any incline except to and from maintenance area.
5. The operator is never to leave the confines of the enclosed platform when it is elevated except when tied off with appropriate safety lanyard and safety harness.

### **C. Pallet Jacks**

1. Only designated pallet jack operators may operate pallet jacks.
2. Do not exceed the manufacturer's load rated capacity. Read the lift capacity plate on the pallet jack if you are unsure.
3. Do not use pallets or skids that are cracked or split or have other visible damage.
4. Do not ride on pallet jack forks.
5. Start and stop gradually to prevent the load from slipping.
6. Usually pull manual pallet jacks except that they may be pushed when going down an incline or passing close to walls or obstacles.
7. If your view is obstructed, use a spotter to assist in guiding the load.
8. Stop the pallet jack if anyone gets in your way.
9. Do not place your feet under the pallet jack.
10. Keep your feet and other body parts clear of the pallet before releasing the load.

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# Appendix B – Training Forms



## Power Industrial Truck (PIT) Safety Standard

### Attachment A

#### CSSD11 PIT Certification Cover Sheet

### General

Employee Name: \_\_\_\_\_

Vehicle Class: \_\_\_\_\_

Date of Card Issuance: \_\_\_\_\_

Reason for Training (Check One)

Initial ☐

Recurring ☐

Near Miss/Accident ☐

Unsafe Practice Observed ☐

### Classroom Training

Name of Instructor: \_\_\_\_\_

Date: \_\_\_\_\_

Written Exam Score: \_\_\_\_\_

Instructor Approval: \_\_\_\_\_

### Practical Training

Name of Instructor: \_\_\_\_\_

Date: \_\_\_\_\_

Instructor Approval: \_\_\_\_\_

### On-The-Job Evaluation

Name of Evaluator: \_\_\_\_\_

Date: \_\_\_\_\_

Circle One:    Pass    Fail

Instructor Approval: \_\_\_\_\_

Note: Once the certification card is issued, this form is to be filed in the employee's safety/training file.



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### Attachment B

#### Standardized Powered Industrial Truck Evaluation Sheet – Colorado Springs School District 11

Applicants Name: \_\_\_\_\_

Date: \_\_\_\_\_

Evaluators Name: \_\_\_\_\_

Equipment Type: \_\_\_\_\_

Pre-Inspection	<input type="checkbox"/>	
Operation of truck controls	<input type="checkbox"/>	
Acceleration	<input type="checkbox"/>	
Deceleration	<input type="checkbox"/>	
Speed	<input type="checkbox"/>	
Maneuvering	<input type="checkbox"/>	
Truck Capacity Plate	<input type="checkbox"/>	
End of Aisle Negotiation	<input type="checkbox"/>	
Proper Driving Direction	<input type="checkbox"/>	
Load Approach	<input type="checkbox"/>	N/A
Lifting Load	<input type="checkbox"/>	N/A
Carrying Load	<input type="checkbox"/>	N/A
Stacking Load	<input type="checkbox"/>	N/A
Un-Stacking Load	<input type="checkbox"/>	N/A
Loading Dock	<input type="checkbox"/>	N/A
Ramp	<input type="checkbox"/>	N/A
Rack	<input type="checkbox"/>	N/A
Attachments	<input type="checkbox"/>	N/A
Seat Belt	<input type="checkbox"/>	N/A
Fueling or Charging	<input type="checkbox"/>	
Horn	<input type="checkbox"/>	
Shut Down Procedure	<input type="checkbox"/>	
Proper Driving Stance	<input type="checkbox"/>	
Emergency Stopping Procedures	<input type="checkbox"/>	

Demonstrates Safe Industrial Truck Operation **PASS**

Needs More Practical Training **FAIL**

Recommendations: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Trainer Signature: \_\_\_\_\_

Date: \_\_\_\_\_



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### Attachment C – Pre-Shift Inspection Form

<b>Pre-Shift Inspection</b> <i>Place a √ or X in boxes</i>																				
Damage																				
Leaks																				
Tires																				
Forks																				
Battery Connector																				
Horn																				
Steering																				
Travel Controls																				
Hydraulics																				
Brakes																				
Battery Charge																				
Employee #																				
Comments:																				

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### **Attachment D – Hands-On Training Guidelines for PIT Certification**

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#### **A. Riding Pallet Jack**

##### **a. Demonstrate the machine and its usage. Go over all controls, inspection, safety equipment and proper operating techniques:**

- i. Pre-shift inspection.
- ii. Safe Capacity Tag.
- iii. Proper stance on platform.
- iv. Travel controls (moving/stopping the truck; steering while unloaded).
- v. Operating controls (raise and lower forks, horn).
- vi. Ramp/dock plate navigation.
- vii. Special functions (Coast mode, Quick pick controls).
- viii. Ergonomics (utilize your body weight, not your arm strength).
- ix. Emergency Stop procedures:
  1. Pull back on the handle, not down.
  2. Lean back onto the battery housing.
  3. Do not plug, does not stop as fast as using the brake.

##### **b. Possible incidents/past injuries:**

- i. Driving the jack incorrectly.
- ii. Feet hanging from the platform.
- iii. Stopping incorrectly.
- iv. Not adjusting speed for working conditions (wet floor, etc.).
- v. Being thrown from the jack.
- vi. Running over own foot.
- vii. Being struck by foreign object.

##### **c. Machine non-usage (What Not to Do):**

- i. Picking up a load with a single fork.
- ii. Pushing another machine using the forks.
- iii. Sitting on the jack while it's in motion.
- iv. Horse playing.

##### **d. Common machine breakdowns:**

- i. Broken wheel.
- ii. Constant running motor.
- iii. Jack shorts out

##### **e. Train and Certify:**

- i. Employee should demonstrate competent ability to complete the following tasks to be certified:
  1. Pre-shift inspection/card.
  2. Navigate the jack while unloaded (open area and coned course).
  3. Use the horn while traveling.
  4. Conduct an emergency stop.
  5. Navigate the jack while loaded with empty stack of pallets (open area and coned course).



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6. Navigate the jack while loaded with a full pallet of product (open area and coned course).
7. Navigate the jack on and off of a trailer in the loading dock area.
- ii. Complete certification paperwork:
  1. 1 "PIT Cover Sheet" per employee.
  2. 1 "PIT Evaluation" per piece of equipment (if applicable).
  3. Turn in all completed paperwork to the Department Supervisor.

### **B. Reach Lift**

- a. **Demonstrate the machine and its usage. Go over all controls, inspection, safety equipment and proper operating techniques:**
  - i. Pre-shift inspection.
  - ii. Safe capacity tag.
  - iii. Proper stance in compartment.
  - iv. Travel controls (moving/stopping the truck; steering while unloaded).
  - v. Operating controls (raise and lower forks, function button(s), horn).
  - vi. Emergency stop procedures:
    1. Lift your foot from the brake.
    2. Keep all body parts inside the truck.
    3. Do not plug; using the brake stops faster than plugging.
- b. **Height hazards:**
  - i. Sprinkler pipes.
  - ii. Conduits.
  - iii. Heating units.
  - iv. Low doorway/roof.
- c. **Possible incidents/injuries:**
  - i. Tip over (lateral and longitudinal).
  - ii. Coming out of the operating compartment.
  - iii. Sliding into rack.
  - iv. Small falling objects.
  - v. Forking a pallet of product.
  - vi. Going from the loading dock.
- d. **Center of gravity and load stability:**
  - i. Product stability.
  - ii. Double-stacking pallets.
- e. **Machine non-usage (What Not to Do):**
  - i. Horseplay.
  - ii. Bulldozing (sliding pallets on the ground).
  - iii. Overloading machine (going over the weight capacity).
  - iv. Pushing another machine with your forks.
- f. **Common machine breakdowns:**
  - i. Broken wheel.
  - ii. Constant running motor.
  - iii. Lift shorts out.
  - iv. Hydraulic fluid leak.

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**g. Train and certify:**

- i. Employee should demonstrate competent ability to complete the following tasks to be certified:
  1. Pre-shift inspection/card.
  2. Use the horn while traveling.
  3. Conduct an emergency stop.
  4. Navigate the lift while unloaded (open area and coned course).
  5. Navigate the lift while loaded with empty pallets (open area and coned course).
  6. Navigate the lift with a load of empty pallets into all three levels of racking in the distribution center.
  7. Navigate the lift with a load of half-full pallet of product into all three levels of racking in the distribution center.
  8. Navigate the lift with a load of full pallet of product into all three levels of racking in the distribution center.
- ii. Complete certification paperwork:
  1. 1 "PIT Cover Sheet" per employee.
  2. 1 "PIT Evaluation" per piece of equipment (if applicable).
  3. Turn in all completed paperwork to the Department Supervisor.

**C. Sit Down Forklift**

**a. Demonstrate the machine and its usage. Go over all controls, inspection, safety equipment and proper operating techniques:**

- i. Pre-shift inspection/card.
- ii. Safe capacity tag.
- iii. Seat belt usage.
- iv. Seat adjustments.
- v. Emergency brake.
- vi. Travel controls (moving/stopping the truck; steering while unloaded).
- vii. Operating controls (raise and lower forks, side shift/fork tilt, horn).
- viii. Ramp/dock plate navigation.
- ix. Blind spots.

**b. Possible incidents/injuries:**

- i. Running into an object.
- ii. Going from the dock.
- iii. Forking a pallet of product.
- iv. Driving with obstructed vision.

**c. Machine non-usage (What Not to Do):**

- i. Bulldozing.
- ii. Horseplay.
- iii. Overloading the machine.

**d. Field of vision around the mast**

**e. Extended length behind the operator**

**f. Common machine breakdowns:**

- i. Broken wheel.





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- ii. Constant running motor.
- iii. Lift shorts out.
- iv. Hydraulic fluid leak.
- g. Train and certify:**
  - i. Employee should demonstrate competent ability to complete the following tasks to be certified:
    - 1. Pre-shift inspection/card.
    - 2. Use the horn while traveling.
    - 3. Conduct an emergency stop.
    - 4. Navigate the lift while unloading (open area and coned course).
    - 5. Navigate the lift while loaded with empty pallets (open area and coned course).
    - 6. Navigate the lift with a load of pallets into all three levels of racking in the distribution center.
    - 7. Navigate the lift with a load of half-full pallet of product into all three levels of racking in the distribution center.
    - 8. Navigate the lift with a load of full pallet of product into all three levels of racking in the distribution center.
    - 9. Navigate the lift on and from a trailer in the loading dock area.
  - ii. Complete certification paperwork:
    - 1. 1 "PIT Cover Sheet" per employee.
    - 2. 1 "PIT Evaluation" per piece of equipment (if applicable).
    - 3. Turn in all completed paperwork to the Department Supervisor.

