



POWERED INDUSTRIAL TRUCKS POLICY

1/21/99; Updated 10/29/2010, 7/1/2015

The Language Used In This Document Does Not Create An Employment Contract Between The Employee And The Agency. This Document Does Not Create Any Contractual Rights Or Entitlements. The Agency Reserves The Right To Revise The Content Of This Document, In Whole Or In Part. No Promises Or Assurances, Whether Written Or Oral, Which Are Contrary To Or Inconsistent With The Terms Of This Paragraph Create Any Contract Of Employment.

PURPOSE

This policy sets forth requirements to protect employees of the South Carolina Department of Administration through training and experience for operating Powered Industrial Trucks in the workplace as covered by the Occupational Safety and Health Act (OSHA) standard, Title 29 of the Code of Federal Regulations, Section 1910.178 and from the American National Safety Institute (ANSI) Safety Standard B56.1-1969 for Powered Industrial Trucks.

POLICY

Only trained and authorized Department of Administration employees shall be permitted to operate a Department of Administration-owned or leased Powered Industrial Truck (PIT).

PROCEDURES

1. Refer to the Department of Administration Powered Industrial Truck Program for specific inspection, operation and maintenance procedures for forklifts and powered lifting equipment.
2. Experienced employees will be designated as PIT Trainers and Evaluators responsible to ensure that each operator of PIT equipment (forklift, pallet jack, "walkie," etc.) is trained and can safely operate forklifts and powered lifting equipment described in the Department of Administration PIT Program.
3. Regardless of previous training and/or experience prior to working with the Department of Administration, no employee may operate a forklift or powered lifting equipment without supervision until certified by a designated PIT Trainer/Evaluator. Personnel in training may only operate a powered industrial truck under the direct supervision of the trainer. This training should initially be conducted in an area away from other vehicles, obstacles and pedestrians until the new operator becomes proficient with the PIT equipment and familiar with driving hazards in the work environment.

4. The operator shall be responsible for the safe use of the powered industrial truck and pedestrian safety, according to the OSHA standard and Department of Administration PIT Policy and Program.

TRAINING PROGRAM

1. The PIT operator training program shall inform the trainee that:
 - A. The primary responsibility of the operator is to use the powered industrial truck safely following the instruction provided in the training program.
 - B. Unsafe or improper operation of a powered industrial truck can result in death or serious injury to the operator or others; and/or damage to the powered industrial truck or other property.
2. The training program shall emphasize safe and proper operation to avoid injury to the operator and others and prevent property damage. Basic PIT instruction is available on-line but may also be conducted by the PIT Trainer/Evaluator; both shall cover the following areas:
 - A. Fundamentals of the specific types of powered industrial trucks the trainee will operate.
 - B. Operating environment and its effect on equipment operation.
 - C. Operation of the powered industrial truck.
 - D. Operating safety rules and practices.
 - E. Operational training practice.
3. Testing, Retraining, and Enforcement
 - A. Operator evaluation will consist of performance and oral and/or written tests given by a PIT Trainer/Evaluator to measure the skill and knowledge of the operator in meeting the requirements of the Standard. In order to be certified, an operator must:
 - 1) Score 70% or better on a written (or oral) test and
 - 2) Perform to the PIT Trainer/Evaluator's satisfaction during an operator evaluation. The operator evaluation may be conducted using a training obstacle course typical of the work environment or the operator may be observed during the course of normal duties to include:
 - i. Pre-Use inspection
 - ii. Lifting a load
 - iii. Maneuvering around obstacles (such as storage aisles, loading docks, ramps and speed bumps)
 - iv. Setting down a load (if applicable, include stacking and shelf storage)
 - v. Proper shutdown procedures
 - B. Operators shall receive additional training when new equipment is introduced, existing equipment is modified or operating conditions change.
 - C. Remedial training is required when an operator's observed performance is unsatisfactory or deemed unsafe.
 - D. Training records shall be maintained by the PIT Trainer/Evaluator and by Department of Administration Safety.
 - E. Department of Administration Safety will provide PIT operator certificates after successful completion of training and evaluation. Certification authorizes the employee to operate the specified Department of Administration-owned or leased PIT equipment. Recertification is required every three (3) years.

- F. An employee who fails to comply with the Department of Administration Powered Industrial Truck Policy and Program will be treated in accordance with Department of Administration Disciplinary Procedures.