

WEST VIRGINIA UNIVERSITY
OFFICE of ENVIRONMENTAL HEALTH AND SAFETY

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1.0 Purpose

This document establishes procedures, objectives and administrative requirements for West Virginia University's Powered Industrial Truck (PIT) program. The program has been developed to reduce the risk of physical injury or property damage in areas where PITs are in operation. The program is to comply with the Occupational Safety and Health Administration's (OSHA) Powered Industrial Truck Standard (29 CFR 1910.178).

2.0 Scope

This program applies to the operation of all PITs which include PITs, platform lift trucks, tractors, motorized hand trucks, and other specialized industrial trucks powered by electric motors or internal combustion engines by WVU employees.

This program does not apply to compressed air or nonflammable compressed gas-operated industrial trucks, nor to farm vehicles, nor to vehicles intended primarily for earth moving or over-the-road hauling.

3.0 Definitions

- **Divisional Campuses** – the WVU institutions and related entities located outside of the main WVU campus (Morgantown).
- **EHS** – Environmental Health and Safety Department
- **Powered Industrial Truck (PIT)** – Powered Industrial Trucks are mobile, power-propelled vehicles used to carry, push, pull, lift, stack or tier materials. These include PITs, fork trucks, platform lift trucks, motorized hand trucks, pallet jacks and other specialized power industrial vehicles when they are used to move equipment or products.
- **SHE** – Safety and Health Extension
- **WVU Management** – West Virginia University employees who act in a supervisory capacity.

4.0 Roles and Responsibilities

The Powered Industrial Truck Program roles and responsibilities are identified in the following sections and play an important role in safety at WVU. The success of the program relies on the WVU employees adhering to and following program requirements.

4.1 Environmental Health and Safety (EHS)

- Design, develop, maintain and revise as needed the PIT Safety Program at WVU.
- Provide guidance to WVU employees concerning regulatory requirements regarding PIT safety.
- Provide guidance to departments on PIT training requirements.
- Provide PIT training outline and curriculum.
- Provide formal (classroom) PIT training.
- Maintain PIT training records
- Provide PIT certification.
- Conduct periodic inspections.
- Provide PIT Train-the-trainer sessions for WVU supervisors

4.2 Safety and Health Extension (SHE)

- Assist EHS in the development and revisions of the PIT program.
- Develop curriculum and conduct periodic formal (classroom) PIT training.
- Provide EHS with training documentation including: outlines, sign in sheets, training materials and power points.
- Conduct PIT train-the-trainer classes.
- Provide guidance to WVU employees concerning questions regarding PIT safety.
- Inform EHS regarding any questions pertaining to PIT safety.
- Conduct periodic inspections.

4.3 WVU Management

- Assign knowledgeable individuals to act as PIT supervisors.
- Identify supervisors and leads to attend PIT train-the-trainer.
- Verify that PIT supervisors perform all functions outlined in this program.
- Ensure that all PIT operators attend formal (classroom) and practical (hands-on) training.
- Ensure appropriate PITs are used as related and required for work area needs.
- Maintain and/or provide PITs in proper working order.
- Enforce rules related to the safe and proper operation of the powered industrial truck.
- Contact EHS with any PIT related questions or concerns.
- Provide proper PPE.
- Place PIT's in preventative maintenance program.

4.4 PIT Supervisor

- Complete train-the-trainer course.
- Notify department operators of periodic classroom training.
- Provide practical (hands-on) PIT training to department PIT operators within 30 days of completion of formal (classroom) training.
- Provide EHS with sign-in sheets and training materials for practical (hands-on) training classes.
- Conduct PIT operator evaluations at least once every three years for all department PIT operators.
- Provide EHS with copies of PIT operator evaluations.
- Ensure that operators perform pre-use inspections and maintain those inspection logs for at least one year.
- Take all PITs out of service that fail to pass pre-use inspections.
- Retrain department PIT operators when needed.

4.5 Employees

- Attend required PIT training.
- Follow guidelines and practices outlined in WVU PIT safety program.

5.0 Training

General PIT training is composed of both classroom and practical training.

5.1 Formal training (Classroom)

Formal training will be organized and scheduled by EHS. SHE will provide instructors for the training. Training will consist of:

- General operating instructions, warning, and precautions;
- Differences between the truck and the automobile;
- Truck controls and instrumentation;
- Engine and motor operations;
- Steering and maneuvering;
- Visibility;
- For and attachment adaptation, operation and use limitations;
- Vehicle capacity;
- Vehicle stability;
- Vehicle inspection and maintenance;
- Refueling/recharging vehicles;
- Operating limitations; and
- PIT safe work practices.

5.2 Practical Training (Hands-On)

Practical training will be provided by the PIT supervisor that has completed the train-the-trainer PIT course. The training will be specific to the PIT and the terrain where the PIT will be operated. The training will consist of:

- Pre-Use Inspection
- Specific operating instructions, warning and precautions for the type of truck the operator will be authorized to operate;
- Specific truck controls and instrumentation for the type of truck the operator will be authorized to operate including where they are located, what they do, and how they work;
- Surface conditions where the vehicle will be operated
- Composition of loads to be carried and load stability;
- Load manipulation, stacking, and unstacking;
- Pedestrian traffic in areas where the vehicle will be operated;
- Hazardous locations where the vehicle will be operated;
- Ramps and other sloped surfaces that could affect the vehicle's stability;
- Closed environments and other areas where insufficient ventilation or poor vehicle maintenance could cause a buildup of carbon monoxide or diesel exhaust;
- Other unique or potentially hazardous environmental conditions in the workplace that could affect safe operation; and
- Any other operating instructions, warning, or precautions listed in the operator's manual for the types of vehicle that the employee is being trained to operate.
- Evaluation of PIT Operator

5.3 Refresher training

Refresher training will be conducted to ensure that the operator has the knowledge and skills needed to operate the PIT safely. The training will consist of both the formal and practical training. The training will be conducted every three years **or** when:

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

The PIT operator must be re-evaluated after receiving refresher training.

Each retrained PIT operator will receive a new certificate which will include the name of the operator, the date of their training, the date of their evaluation, and the identity of the person performing the training or evaluation.

5.3 PIT Operator Evaluation

Every PIT operator must be evaluated at least every three years or after receiving refresher training. The purpose of the evaluation is to ensure the operator has the knowledge and skills needed to operate the powered industrial truck safely.

The evaluation will be conducted by the PIT Supervisor at the location the operator will be using the PIT. The WVU evaluation form can be found in Appendix A. Once the operator successfully passes the evaluation, the PIT Supervisor will send the completed evaluation form to Environmental Health and Safety, PO Box 6551 or fax them to 293-7257.

5.4 Train-the-Trainer

Train-the-trainer PIT courses will be offered to all PIT supervisors. Each department with PIT operators must have a PIT supervisor who has attended a train-the-trainer course. The train-the-trainer course will include:

- Safe operating principals
- Visual Check Inspections;
- Operational checks;
- Operator evaluation procedures
- Hands-on training
- Written exam
- Hands-on evaluation

5.5 Certification

EHS will provide a certificate to PIT operators who have completed both formal and practical training. The steps and procedures to receive a certificate are:

1. Operator completes the formal classroom training conducted by EHS/SHE.
2. Operator completes the practical hands-on training conducted by the PIT supervisor.
3. Operator passes the practical evaluation.
4. PIT Supervisor sends EHS his name, the name of the operator, his completed evaluation, the date of the evaluation, and the type of PIT the operator has been trained on.
5. EHS will complete the certificate and send it to the PIT supervisor for distribution.

6. The certificate will be valid for 3 years unless one of the following criteria is met:
 - a. The operator is observed operating the vehicle in an unsafe manner;
 - b. The operator has been involved in an accident or a near miss incident;
 - c. The operator has received an evaluation that reveals that the operator is not operating the truck safely;
 - d. The operator is assigned a different type of truck; or
 - e. A condition in the workplace changes in a manner that could affect safe operation of the truck.
7. The certificate will be made available upon request.

The certificate will include the name of the operator, the date of their training, the date of their evaluation, and the identity of the person performing the training or evaluation.

6.0 Procedures

6.1 Pre-Use Inspection

A pre-use inspection is meant to identify potential hazards that may be encountered from a damaged PIT. If at any time the truck is found to be in need of repair, defective or in any way unsafe, the vehicle shall be removed from service until it has been restored to safe operating condition.

All PITs are to be visually inspected prior to use by the operator. The inspection is required for every shift during which the PIT will be used. Appendix B contains a pre-use inspection checklist to be used to document the inspection process. This checklist is available on the EHS website (<http://ehs.wvu.edu/>)

The types of items that are inspected shall include but are not limited to:

- Broken or cracked points in weld points on the mast or any obvious damage;
- The roller tracks are greased and the chains are free to travel;
- The forks on PITs should be equally spaced and free from cracks along the blade and at the heels;
- Hydraulic fluid levels;
- Hydraulic lines and fittings for excessive crimping or wear;
- Lift and tilt the cylinders to look for damage or leaking fluid and inspect the mounting hardware;
- The tires for excessive wear, splitting or missing tire material; and
- Check the pneumatic tires for proper pressure.

The inspection should also include a power source inspection. For battery powered vehicles, the following six items should be inspected, using proper PPE such as gloves, goggles, long-sleeved shirts and battery resistant aprons.

- Holes or cracks;
- Securely sealed cells;
- Frayed cables;
- Broken insulation;
- Tight Connections; and
- Clogged vent caps.

For propane powered trucks, all LP gas containers shall be examined by the operator before replacing. The following defects or damage shall be evaluated:

- Dents, scrapes and gouges of the pressure vessel;
- Damage to the valves and liquid level guage;
- Debris in the relief valve;
- Damage to or loss of the relief valve cap; and
- Any indication of leakage at the valves or threaded connections.

Originals or copies of the pre-use inspection are to be kept by the department operating the PIT for a period of one year.

6.2 Preventive Maintenance

PITs are to be placed in a preventative maintenance program. All repairs and maintenance provided for the PITs will be performed by authorized personnel with the skills and knowledge to conduct these services in a safe manner. Consult the manufacture vehicle handbook when performing preventive maintenance. Some general things to consider prior to preforming maintenance are as follows:

- Do not use open flames to check of electrolyte levels in batteries or liquid fuels in tanks.
- Do not conduct repairs to fuel and ignition systems of PITs in areas where fire hazards exist.
- Disconnect batteries prior to repairing electrical systems.
- Use only replacement parts equivalent with those in the original design.
- Do not alter the relative positions of various parts from how they were received from the manufacturer. Do not add any parts not supplied by the manufacturer or delate any parts supplied by the manufacturer. No additional counter-weighting of PITs is permitted unless approved by the manufacturer.
- Keep PIT mufflers in proper working condition and free of debris.
- Keep the PIT in clean condition, free of lint, free of excessive oil and grease.
- A soap solution should be used to check of fuel leaks. A match or open flame shall not be used for the leak test.

6.3 Fuel Handling and Storage

- Liquid fuels (gasoline, diesel fuel) are to be handled and stored in accordance with National Fire Protection Association (NFPA) Flammable and Combustible Liquids Code (NFPA No. 30).
- Liquefied petroleum gas (LPG) are to be handled and stored in accordance with NFPA Storage and Handling of Liquefied Petroleum Gases (NFPA No. 58).
- The engine must be stopped and the driver should dismount the vehicle before a truck is refueled.
- Fuel tanks are not to be filled while the engine is running. Spillage will be avoided. Refueling must be performed out of all buildings and away from open doors.
- Spillage of oil and fuel must be carefully cleaned up or completely evaporated and the fuel tank cap replaced before restarting engine. Large spills shall be reported to WVU EHS.
- No PIT is to be operated with a leak in the fuel system until the leak has been corrected.

6.4 Changing and Charging Batteries

The following safety rules should be followed when charging/changing batteries:

- Batteries should be charged only in a battery charging area.
- PITs should be properly positioned and the brake applied before attempting to change or charge batteries.
- Material handling equipment should be provided for handling batteries.
- Facilities must provide for:
 - Flushing and neutralizing spilled electrolyte
 - Fire protection
 - Protecting charging apparatus from damage by trucks
 - Ventilation for dispersal of fumes from gassing batteries.
- A carboy tilter, siphon or equivalent should be provided for handling electrolytes.
- When charging batteries, acid must be poured into water; water is not be poured into acid.
- Assure that vent caps are functioning. The battery (or compartment) covers(s) should be open to dissipate heat.
- Take precautions to prevent open flames, sparks, or electric arcs in the battery charging area.
- Smoking is prohibited. Signage must be present.
- Wear appropriate PPE including goggles, face shield, apron and gloves.
- Keep tools and metallic objects away from the top of uncovered batteries.
- Make sure that reinstalled batteries are properly positioned and secured in the truck.
- Functional eyewash stations and showers must be present in all battery recharging areas.

6.5 Safe Operating Procedures

Only authorized and trained personnel will operate powered industrial trucks. The following safety precautions shall be followed:

- All powered industrial trucks must be equipped with back-up alarm and seat belts. **The operator must wear seatbelts at all times while operating the vehicle.**
- Protective footwear will be worn when working in areas where there is a danger of foot injuries due to falling or rolling objects.
- The operator will perform daily pre-use inspections.
- Any safety defects (such as hydraulic fluid leaks, defective brakes, steering, lights, horn, missing fire extinguisher, etc.) will be reported for immediate repair or the PIT will be taken out of service.
- Operators will follow the proper recharging or refueling safety procedures.
- Loads will be tilted back and carried no more than six inches from the ground. Loads that restrict the operator's vision will be transported backwards.
- PIT operators will obey posted speed limits and slow down on wet floors and going around turns.
- PIT operators in high lift areas will wear hard hats.
- Operators will sound the horn and use extreme caution when meeting pedestrians, making turns and cornering.
- Passengers may not ride on any portion of a PIT. Only the operator will ride the PIT.
- PITs will not be used as a man lift.
- Only manufacturer approved attachments may be added to the PIT.
- Modifications and additions which affect capacity and safe operation shall not be performed without manufacturer's prior written approval.
- Aisles will be maintained free from obstructions, marked, and wide enough for vehicle operation.
- Lift capacity will be marked on all PITs. Operators will assure the load does not exceed rated weight limits.
- When unattended, PITs will be turned off, forks lowered to the ground, and the parking brake applied.
- All PITs (with the exception of pallet jacks) will be equipped with an ABC dry chemical fire extinguisher.
- Operators must report all accidents, regardless of fault or severity, to their supervisor.

6.6 Operations

If at any time a PIT is found to be in need of repair, defective, or in any way unsafe, the truck must be taken out of service until it has been restored to safe operating condition.

- Vehicles must not be driven up to anyone standing in front of a bench or other fixed object.
- No person will be allowed to stand or pass under the elevated portion of any truck, whether loaded or empty.
- Unauthorized personnel may not operate a PIT.

- Arms or legs may not be placed between the uprights of the mast or outside the running lines of the truck.
- When a PIT is left “unattended”, loads must be fully lowered, controls neutralized, power shut off and brakes set. Wheels must be chocked if the truck is parked on an incline.
 - A PIT is unattended when the operator is 25 feet or more away from the vehicle or is not in his/her view.
- A safe distance must be maintained from the edge of ramps or platforms while on any elevated dock, platform, or freight car. Trucks must not be used for opening or closing freight doors.
- There must be sufficient headroom under overhead installations, lights, pipes, sprinkler systems, etc.
- An overhead guard must be used as protection against falling objects. 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.
- A load backrest extension must be used whenever necessary to minimize the possibility of the load or part of it from falling rearward
- Vehicles must not be parked so as to block fire aisles, access to stairways, or fire equipment.
- Only approved PITs can be used in hazardous locations.

6.7 Loading

- Only handle loads within the rated capacity of the truck.
- Loads should be safely arranged, stable, and centered – always use caution when handling loads. Adjust long or high (including multi-tiered) loads that may affect capacity.
- Trucks equipped with attachments must be operated as partially load trucks even when not handling a load.
- A load engaging means must be placed under the load as far as possible. The mast must be carefully tilted backward to stabilize the load.
- Use extreme care when tilting the load forward or backward, particularly when high tiering. Tilting forward with load engaging means elevated is prohibited except to pick up a load. An elevated load may not be tilted forward except when the load is in a deposit position. When stacking or tiering, use only enough backward tilt to stabilize the load.
- When loading trailers, dock plates or other trailer securing devices will be used. Operators will assure dock plates are in good condition.
- Trailer beds will be inspected to assure that they are in good condition.
- Trailers will be parked squarely to the loading area and have wheels chocked in place.

6.8 Traveling

All traffic regulations must be observed. A safe distance must be maintained, approximately three vehicle lengths from the vehicle ahead, and the vehicle must be kept under control at all times.

- The right of way must be yielded to students, pedestrians, ambulance, fire trucks, or other vehicles in emergency situations.
- Do not pass other vehicles traveling in the same direction at intersections, blind spots, or other dangerous locations.
- 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 must travel in reverse.
- Railroad tracks must be crossed diagonally whenever possible. Parking closer than eight feet from the center of railroad tracks is prohibited.
- The driver must look in the direction of and keep a clear view of the path of travel.
- Grades must be ascended and descended slowly. When ascending or descending grades in excess of 10 percent, loaded vehicles must be driven with the load upgrade. On all grades, the load and load engaging means must be tilted back if applicable, and raised only as far as necessary to clear the road surface.
- Under all travel conditions the vehicle must be operated at a speed that will permit it to be brought to a stop in a safe manner.
- Stunt driving and horseplay are prohibited.
- The driver must slow down on wet and slippery surfaces.
- Dock boards or bridge plates must be properly secured before they are driven over. Dock board or Bridge plates must be driven over carefully and slowly and their rated capacity never exceeded.
- Avoid running over loose objects on the roadway surface.
- While negotiating turns, reduce speed and turn 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.

7.0 Recordkeeping

- All training records will be maintained by EHS. Trainers must send all training information including sign-in sheets, training materials and outlines to EHS within 24 hours of the training.
- Pre-use inspections will be kept by PIT supervisors for one year.
- Operator evaluations will be performed by PIT supervisors and sent to Environmental Health and Safety. These records will be kept for 3 years.
- PIT operators must have a current certification to operate a PIT and be able to provide the certification upon request.

8.0 References

- 29 CFR 1910.178
- NFPA 30
- NFPA 58

9.0 Program Review

- The WVU Powered Industrial Truck Program will be reviewed as necessary by Environmental Health and Safety, Safety and Health Extension, and WVU Management.
- The program will be updated and changed as needed in response to concerns of management and employees, or changes to code regulations.

10. Program Revisions

- Any revisions to the WVU Powered Industrial Truck program will include an explanation for the change needed and how it will affect the current adopted program.
- Changes to the current WVU Powered Industrial Truck program will include the changes from the last revision.

11.0 Appendices

Appendix A – PIT Operator Evaluation Form

Appendix B - Pre-Use Inspection Form

Appendix A

PIT Operator Evaluation Form

Powered Industrial Truck Operator Evaluation

NAME OF OPERATOR: _____ DATE: _____

NAME OF EVALUATOR: _____ DEPARTMENT: _____

FORK TRUCK MAKE & MODEL: _____

Each Fork Truck Operator is required to be evaluated by a competent person prior to their initial use of the truck and once every three years thereafter. If the evaluator believes that the operator's skills are inadequate, additional training may be required. This evaluation is valid only for the fork truck listed above.

YES	NO	N/A	Pre-operation of the Fork Truck
<input type="checkbox"/>	<input type="checkbox"/>		Did the operator complete a pre-use inspection of the Fork Truck?
<input type="checkbox"/>	<input type="checkbox"/>		Did the operator conduct a visual inspection of the work area?
<input type="checkbox"/>	<input type="checkbox"/>		Did the operator conduct a visual inspection of the load?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Did the operator adjust the forks to the proper distance for the load?
<input type="checkbox"/>	<input type="checkbox"/>		Did the operator determine the weight of the load prior to the lift?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Did the operator inspect the floor of the trailer?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are the trailer brakes locked and wheels chocked?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Did the operator inspect the dock boards / bridge plates?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Did the operator use the seat belt?

YES	NO	N/A	Operation of the Fork Truck
<input type="checkbox"/>	<input type="checkbox"/>		Did the operator show familiarity with the Fork Truck controls?
<input type="checkbox"/>	<input type="checkbox"/>		Did the operator approach the load a safe rate of speed?
<input type="checkbox"/>	<input type="checkbox"/>		Did the operator strike anything as he/she attempted to position the forks under the load?
<input type="checkbox"/>	<input type="checkbox"/>		Are the forks under the entire load?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is the load properly balanced?
<input type="checkbox"/>	<input type="checkbox"/>		Did the operator raise and tilt the load properly?
<input type="checkbox"/>	<input type="checkbox"/>		Did the operator lower the load to 6" from the ground prior to traveling?
<input type="checkbox"/>	<input type="checkbox"/>		Did the operator travel with the load at a safe rate of speed, under control, and within the designated aisle?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Did the operator travel in reverse when his/her vision was obstructed?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Did the operator yield to pedestrians?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Did the operator slow down and use the horn at intersections?
<input type="checkbox"/>	<input type="checkbox"/>		Did the operator properly turn the corner(s) and was aware of the rear end swing?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Did the operator drive up and down the ramp or other incline properly?
<input type="checkbox"/>	<input type="checkbox"/>		Did the operator look behind when backing up?
<input type="checkbox"/>	<input type="checkbox"/>		Did the operator stop the Fork Truck in a smooth manner?
<input type="checkbox"/>	<input type="checkbox"/>		Did the operator lower the load and place it in the proper location?

YES	NO	N/A	Post-operation of the Fork Truck
<input type="checkbox"/>	<input type="checkbox"/>		Did the operator come to a complete stop before turning off the Fork Truck?
<input type="checkbox"/>	<input type="checkbox"/>		Did the operator place the forks flat on the floor when parking?
<input type="checkbox"/>	<input type="checkbox"/>		Did the operator place the controls in neutral when parking the Fork Truck?
<input type="checkbox"/>	<input type="checkbox"/>		Did the operator set the parking brake when parking the Fork Truck?
<input type="checkbox"/>	<input type="checkbox"/>		Did the operator turn off the power when parking the Fork Truck?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Did the operator close the valve of the propane cylinder?

Operator's Signature: _____ Evaluator's Signature: _____ Date: _____

Please return completed form to Shayna Boyles, Environmental Health and Safety, PO Box 6551 or fax 293-7257

Appendix B

Pre-Use Inspection Form

Powered Industrial Truck Pre-Use Checklist

NAME OF OPERATOR: _____ DATE: _____

DEPARTMENT: _____ HOUR METER READING: _____

FORK TRUCK MAKE & MODEL: _____

Once per shift, prior to using a powered industrial truck, the operator shall perform a visual inspection of the Fork Truck using this checklist. If any item on the Fork Truck is found to be deficient, the Fork Truck is to be immediately placed out of service. The Fork Truck shall not be used until properly repaired.

YES	NO	N/A	Visual Inspection, Prior to Start-Up
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are the fluid levels filled within acceptable range?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is the battery adequately charged, and secured in place?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are the battery cable wires, completely enclosed? (No exposed wires)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are the battery plug connections secure and in good condition?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are the battery vent caps free to vent? (They should not be clogged)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are all bolts, nuts, guards, chains, and hydraulic hose reels undamaged and secured in place?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are the tires in good condition?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are the tires inflated to the proper air pressure?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are the lifting forks in good condition? (Not bent, cracked, or holes)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are the fork's positioning latches in good condition?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are the sprocket teeth broken, chipped, or worn?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are the chain anchor pins bent, chipped, or worn?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is the Fork Truck free of engine leaks? (No damp spots or drips)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are the hoses loose, crimped, worn, or rubbing?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is the lift equipped with a seat belt?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is the seat belt functioning properly and in good condition?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is the overhead guard present and in good condition?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is the data plate present and legible?

YES	NO	N/A	Operational Pre-Use Inspection
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is the horn functioning properly?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does the backup alarm function properly?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are all dash control panel lights and gauges operational?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are all lights operational?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does the parking brake prevent the Fork Truck from moving while applying minimal pressure on the acceleration pedal?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does the lift mechanism run smoothly (check by completely raising and lowering forks under a no load condition).
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does the tilt mechanism operate smoothly?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Do hydraulic controls return to neutral when released?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Once the lift is in operation, are the hydraulic cylinders and hoses free of leaks?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does the steering move smoothly?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does the steering mechanism have less than 1"-2" of free play?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does the clutch and gearshift assemblies function smoothly, without any jumping or jerking?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	When compressed, does the floor brake slow the lift smoothly and hold it in place?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does the "dead man seat brake" prevent the Fork Truck from moving when the operator rises from the seat?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is the lift free of unusual sounds?
Other:			

Operator's Signature: _____ Date: _____