

## Memphis Shelby County Schools (MSCS)



## Written Powered Industrial Truck (PIT) Program

Per OSHA 1910.178(l)(2)(ii), employees involved in Powered Industrial Truck (PIT) operations must be trained on powered industrial trucks (namely ***forklifts***) prior to operating.

This program is to be administered by the Warehouse/Fulfillment Department located at 1384 Farmville Road, Memphis, TN and the Central Nutrition Center (CNC) Warehouse located at 3176 Jackson Ave, Memphis, TN as well as for the intermittent use of the gas-powered forklift at the Bayer Building complex located at 3030 Jackson Ave, Memphis, TN.

**Only trained & authorized personnel are allowed to use the powered industrial trucks at these locations.**

The safety rules & requirements for this program includes all propane, gas-powered, and battery-operated lifts as well as the following types used by the MSCS District:

- Forklifts (Sit-down & Stand-up)
- Reach Lifts
- Walkie Stackers
- Stock Pickers
- Dock Stockers
- Electric Jacks

A review of this forklift program will be completed annually from its implementation by the Risk Management Department.

Effective Date: 8/8/2025

## PIT Operator Safety Rules & Requirements

- Only authorized operators are permitted to operate a PIT.
- Operators should conduct an inspection of the PIT prior to use and submit it to their immediate supervisor. See *Powered Industrial Truck Checklist Appendix*. Where PITs are used on a round-the-clock basis, they must also be inspected after each shift. Defects when found shall be immediately documented & reported to their supervisor who will then ensure that the issues are corrected.
- Pedestrian(s) traffic always has the right-of-way.
- Never allow for gas-powered forklifts to idle in enclosed areas. Carbon Monoxide (CO) can build up in closed environments and areas of insufficient ventilation.
- Gas-powered and Propane-powered forklifts can be utilized in well-ventilated areas of the warehouse.
- Never drive up to someone standing in front of a bench or other fixed object.
- No employee is allowed to stand or walk under the elevated/extended forks of the lift.
- Never allow passengers to ride on the forklift.
- Never place body parts (hands, arms, legs, feet or head) outside the running lines of the truck or between the uprights of the mast.
- Never drive the forklift with the load raised and extended. Maintain the lift's center of gravity.
- Maintain a safe distance between the loading dock edge and any ramp or platform and watch for Pedestrian traffic.
- Use the forklift's horn under these conditions:
  - o When passing aisles or where vision is obstructed
  - o When entering/exiting an aisle
  - o When entering/exiting trailers on the loading dock
- Before entering a trailer, the forklift operator is required to do the following:
  - o Always check to ensure the trailer wheels have been chocked
  - o Ensure the tractor is detached from the trailer with the driver having exited from the cab, ignition off, and key removed
  - o Inspect the trailer floor
- Never use the forks of a lift to open/close dock doors.

- Ascend/Descend grades slowly. When ascending or descending grades >10%, loaded trucks should be driven with the load upgrade (driving reverse). On all grades, the load should be tilted back and raised 1-2 inches from the ground or as necessary to clear the surface. Unloaded forklifts driving on grades should be operated with the load engaging means downgrade (forward).
- Dockboards or bridgeplates should be inspected prior to use by the operator and properly secured before they are driven over by the forklift operator.
- If the load being carried obstructs the operators forward view, then the forklift operator is required to drive in reverse.
- Avoid driving over wet, slippery floors. If an operator must drive over wet floors, then proceed slowly and with caution.
- Allow for braking time and stopping the forklift in a safe manner.
- Know the lift capacity of the forklift and know the load limits for extended or tilted masts.
- Watch out for overhead obstructions while lifting.
- Modifications to the forklift or PIT cannot be completed unless by written approval of the manufacturer. Any modifications to the lift requires an update to the data plate, tags, & decals.
- **Report any/all forklift-related incidents & accidents to your immediate supervisor. Complete an accident report form and turn in to your immediate supervisor within 24 hrs of the incident/accident who will then submit this as Notice Only or for OJI approval via the Employee Incident Reporting System.**

## **Forklift Safety Cages & Fall Protection**

All forklift & PIT operators must adhere to the OSHA requirements for the use of forklift safety cages and attachments found in the 1910.67, 1910.140, 1910.30, and 1910.178 standards.

1. The load-bearing capacity must be clearly indicated on the basket. Boom and basket load limits cannot exceed the manufacturer's specifications.
2. The combined weight (including occupants and materials) cannot exceed one-half of the platform's capacity.
3. Safety features such as harness connection points and high mast guards are required on the device.
4. A fall arrest system (harness and lanyard) must be utilized in the forklift safety cage at heights over 6 ft.
5. Harness and lanyards must be inspected by a competent person prior to use.
6. Before any employee be it Warehouse, Central Nutrition, or Facilities-Maintenance is exposed to a fall hazard, the department manager or director must provide training for the employee(s) who uses personal fall protection systems or who is required to be trained as specified.
7. When using a forklift safety cage or attachment, at no time can the forklift or PIT be left unattended while in use.

## **Forklift/PIT Training**

- Training must be completed ***initially*** and ***every 3 years*** thereafter for each specific type of powered industrial truck.
- The forklift training by the district's Train-the-Trainer consists of the following:
  - Discussion
  - Written materials and computer learning/video
  - Demonstration of competence operating the forklift
  - Written test and evaluation
- The Warehouse/Fulfillment department conducts monthly (reoccurring) meetings on various warehouse topics that always include powered industrial truck – forklift safety. These meetings are not a substitute for the initial and every 3 year OSHA requirement.
- Training on Fall Protection & Arrest Systems must be completed ***prior to use*** of forklift attachments & approved safety cages.
- ***Operation of a forklift or other PIT is allowed for trainees or new hires that have not been trained on equipment so long as it is under direct supervision of other trained & experienced PIT operators or supervisors.***
- Retraining must be conducted when one or more of the following occurs:
  - The PIT operator has been involved in an accident or near miss
  - A condition in the workplace has changed that affects the safe operation of the PIT
  - The operator has been observed to operate the PIT in an unsafe manner

## Handling & Storage of Forklift/PIT Power Sources

### Refueling the Gas-Powered Forklift (Bayer Bldg)

- Prior to refueling or recharging a forklift, the engine should be stopped and the operator dismounted from the PIT.
- Any oil or fuel spillage during refueling must be carefully cleaned up with soap & water, oil dry, or absorbent pads.
- No Smoking Allowed around the lift during refueling or at any other times.
- Take precaution to prevent open flames, sparks, or electric arcs while refueling.

### Changing/Recharging Battery-Powered Forklifts

- Forklifts/PITs should be correctly positioned and the brake applied before changing/charging batteries.
- PPE (rubber gloves, safety goggles, face shield, & apron) as well as Material Handling carts should be made available as needed.
- Batteries must only be charged in the battery charging designated areas.
- When changing batteries, acid should be poured into water.
- No Smoking Allowed around the lift during battery changing/charging or at any other times.
- Keep tools and/or metallic objects away from the top of uncovered batteries.
- Check to ensure that reinstalled batteries have been properly positioned and secured on the forklift/PIT.
- **Eyewash solution** (in the event an employee is exposed to electrolyte, alkali, or lithium salts) is readily available near the battery charging stations of the CNC Warehouse and the Farmville Warehouse.

### Replacing/Refueling Propane-Powered Forklifts

#### Tank Handling

- Position the tank so the liquid propane does not come into contact with the relief valve.
- Make sure the locking pin engages into the cylinder.
- Make sure the valve is closed tightly.

- Store the cylinder outside, in an upright position, in a forklift propane tank holder where it can be secured and is protected from being struck.

#### Changing Tanks

- Wear eye protection and insulated, loose-fitting gloves such as leather (dry) or insulated neoprene.
- Close the valve on the cylinder.
- Run the engine until it stops. This ensures that the connection hose is empty.
- Shut off the engine.



### Forklift/PIT Maintenance

- Operators are responsible for checking the lift prior to use and documenting these checks as well as notifying their supervisor of the need for maintenance.
- If at any time a PIT is found in need of repair, the controls are defective, or operates unsafely, then the truck must be taken out of service until it has been restored to safe operating condition.
- Maintenance of the forklift must be conducted by authorized personnel licensed & properly trained in that specific type of forklift or by a 3<sup>rd</sup> party licensed/certified forklift service company.

### Appendix: Powered Industrial Truck (Forklift) Checklist

(To be completed by the operator prior to use)

Truck #: \_\_\_\_\_

Inspected by: \_\_\_\_\_

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

Time: \_\_\_\_\_

Item(s)	Condition		
	Good	Needs Repair	N/A
Wheels & Tires			
Mast			
Tilt Controls			
Overhead Cage			
Horn			
Steering			
Gauge(s) Condition			
Head & Tail Lights			
Safety Flasher(s)			
Backup Alarm			
Hydraulic Cylinder			
Battery			
Fuel			
Fire Extinguisher			
Seat			
Brakes			
Emergency Brake			
Accelerator			
Shifting Mechanism			