

Forklift and Industrial Truck Operations

BP WIND ENERGY POLICIES AND PROCEDURES

Forklift and Industrial Truck Operations

[Document Control Details](#)

Forklift and Industrial Truck Operations

1.0 Purpose/Scope

- 1.1 The purpose of this procedure is to provide guidelines for the prevention of injuries and illnesses where Powered Industrial Trucks are used and to ensure these types of equipment are safely operated, properly maintained, and employees are trained in their use.
- 1.2 This procedure is based on the OSHA requirements of 29 CFR 1910.178.
- 1.3 The requirements of this procedure applies to all BPWE operated and/or controlled sites

2.0 Reference

- 2.1 OSHA 29 CFR 1910.178

3.0 Responsibilities

3.1 Manager/Supervisor

- A. Ensure that each operator has been trained in the safe operation, inspection, and maintenance of designated PITs and any associated attachments that he/she will be required to used with their PIT.
- B. Evaluate each operator using a competent employee/contractor.
- C. Document and maintain records of all operator training and evaluation activities.
- D. Ensure completion of inspections at the start of each day and proper maintenance of PITs and associated attachments.
- E. Inform contractors of the PIT requirements at BPWE sites.
- F. Ensure the workplace is properly maintained to provide the safest possible operating environment.
- G. Periodically inspect all activities associated with PITs to verify and document conformance with the provisions of this procedure, e.g., verify use and quality of pre-use inspections, conduct observations, investigate PIT related incidents and near misses, etc.

3.2 Employee

- A. The employee is responsible for the PIT requirements as outlined in this procedure. If questions arise concerning this procedure, he/she should immediately contact site supervision for assistance.
- B. Thoroughly inspect the PIT before use and document inspection.
- C. Immediately notify a supervisor if a PIT is damaged, defective or unfit for use.
- D. Contractors are subject to the same responsibilities as employees for complying with this procedure.

Forklift and Industrial Truck Operations

4.0 Acronyms and Definitions

Acronyms Table

Acronym	Definition
CSIS	Computer Science and Information Systems
PIC	Person in Charge
PIT	Powered Industrial Truck
PPE	Personal Protective Equipment
ROPS	Rollover Protective Structures
SSE	Short Service Employee
SWA	Stop Work Authority

Definitions Table

Term	Definition
Competent Individual	An employee or contractor who, by possession of a recognized certificate or professional standing, or by extensive knowledge, training, and experience has demonstrated the ability to train, and evaluate PIT operators.
DS Powered Industrial Trucks	DS designated units are diesel powered units that are provided with additional safeguards to the exhaust, fuel and electrical systems.
DY Powered Industrial Trucks	DY designated units are diesel powered units that have all the safeguards of the DS units and in addition do not have any electrical equipment including the ignition and are equipped with temperature limitation features.
E Powered Industrial Trucks	E designated units are electrically powered units that have minimum acceptable safeguards against inherent fire hazards
EE Powered Industrial Trucks	EE designated units are electrically powered units that have, in addition to all of the requirements for the E and ES units, the electric motors and all other electrical equipment completely enclosed.
ES Powered Industrial Trucks	ES designated units are electrically powered units that, in addition to all of the requirements for the E units, are provided with additional safeguards to the electrical system to prevent emission of hazardous sparks and to limit surface temperatures.
EX Powered Industrial Trucks	EX designated units are electrically powered units that differ from the E, ES, or EE units in that the electrical fittings and equipment are so designed, constructed and assembled that the units may be used in certain atmospheres containing flammable vapors or dusts.

Forklift and Industrial Truck Operations

Term	Definition
Non-Powered Industrial Trucks	Examples of vehicles not meeting the PIT definition and which may be regulated by different procedures are scissor, articulating and telescopic type lifts, self-propelled and riding lawnmowers, farm-type tractors, passenger vehicles, delivery trucks, etc.
Operator	A designated employee/contractor that has been trained and evaluated in the operation, inspection and maintenance of PITs and their associated attachments in accordance with this procedure.
Powered Industrial Truck (PIT)	Any mobile power-propelled device used to carry, push, pull, lift, or stack materials. Earth moving and over-the-road haulage trucks are not included in this definition.

5.0 Procedure

5.1 General Requirements

- A. Each facility will identify and maintain records of the types of PITs and associated attachments that will be used on the site.
- B. Each facility will identify and designate the employees or contractors that will operate PITs.
- C. Each operator will be trained in the safe operation of each type of PIT he/she will be required to operate and any associated attachments that he/she will be required to use during the operation of designated PITs.
- D. Each facility will provide written documentation of operator training and evaluation upon their assignment and re-evaluation every 3 years.
- E. If a PIT is not equipped with all required safety equipment, (e.g., fall on/roll over protection, seat belts, back-up alarms, fire extinguisher, horns, reflector lights, rear working lights, rear view mirror, flashing lights, etc.), it must be retrofitted prior to use (with the exception of a PIT design where installation of this safety equipment is impracticable).
- F. Personal Protective Equipment (PPE), such as safety glasses with side shields/goggles, face shields, protective clothing, work shoes, gloves, etc., are to be worn according to the location specific PPE Hazard Assessment.
- G. Each PIT will be inspected daily and/or before each shift before being placed in service, and will not be placed in service if the inspection indicates any condition adversely affecting the safe operation of the PIT.
- H. Install necessary cautionary, warning and instructional signage where PITs will be used, refueled or charged.

Forklift and Industrial Truck Operations

5.2 Pre-Use Inspection

- A. PITs will be inspected before being placed in service, and will not be placed in service if the inspection indicates any condition adversely affecting the safe operation of the PIT. Such inspections will be conducted at the start of each shift, and will be documented by the completion of the daily inspection form.
- B. Adverse safety conditions identified during the inspection of a PIT will be brought to the immediate attention of the operator's supervisor.

5.3 Operations

A. General

1. All PITs will be operated in a safe and professional manner at all times.
2. PITs will be used only in the manner for which they were designed.
3. Arms and legs will not be placed between the uprights of the mast or outside the running plane of the forklift, tow motor, etc.
4. The hoisting of employees using a PIT is only permitted when an approved lifting apparatus is employed. **Hoisting employees/contractors with unapproved apparatus is not permitted.**
5. Seat belt use is required at all times. If a PIT is not equipped with a seat belt, it must be retrofitted, with the exception of a PIT with a design where use of a seat belt is impracticable, such as narrow aisle (stand up) forklifts, riding/motorized pallet jacks, etc.
6. Approved fall protection/fall arrest systems will be worn while operating a PIT (e.g., order picker) that elevates the operator or anytime occupying an attachment (e.g., lift basket) or other device that elevates the operator or another employee/contractor. Refer to the Fall Protection Standard for requirements.
7. No PIT will be operated with a leak in its fuel system.
8. All safety equipment (i.e., back-up alarms, fire extinguishers, horns, flashing lights, etc.) will be properly maintained and operational at all times.
9. If a PIT is not equipped with all required safety equipment, (e.g., fall on/roll over protection, full suspension seats, seat belts, back-up alarms, fire extinguishers (if non-electric), horns, rear brake/reverse/reflector lights or assembly, rear work lights, rear view mirror, flashing lights, etc., for forklifts/tow motors), with the exception of a PIT with a design where installation of this safety equipment is impracticable, it must be retrofitted prior to use.
10. Enhanced safety features, such as rear drive handle with horn button, swivel seats, swing-out, drop down propane tank brackets, etc., will be included as standard safety equipment when purchasing/leasing new equipment or upgrading/repairing existing equipment, if practicable.
11. PITs in use on or before May 2007, shall receive tires with lugged treads as the tires are replaced due to wear or damage. PITs in use after May 2007 must be equipped with an improved drive train that does not need the enhanced slip reduction provided by the lugged tires.
12. The use of mobile phones, hand held 2-way radios, other 2-way telecommunications devices, radios, CD/tape players, MP3 players, etc., while operating a PIT is prohibited.

Forklift and Industrial Truck Operations

- Company issued 2-way radios should only be used to receive calls when operating PITs. Responses must not take place while the PIT is in motion. Cell phone or Nextel-type walkie-talkie phone use is prohibited while operating PITs.
- Broadcast or public address systems, stereo radios and CD/tape/MP3 players, etc., must have the volume controlled such that these devices do not create a hazard by interfering with communication.
- Listening devices that can restrict communication/hearing capabilities, such as headphones, ear buds, Bluetooth or other hands-free devices, etc., are prohibited while operating a PIT, except as part of material handling systems.

13. Headlights and taillights must be used when operating in areas where lighting is diminished (under 150 lux)
14. Where feasible, pedestrian walkways should be clearly marked and pedestrians should not stray from them, whether inside or out.
15. Crossing areas, both Pedestrian and PIT, must be evaluated, and if necessary, clearly marked on the floor or roadway.

B. Loads

1. Loads will not be transported in excess of each PIT specific maximum rated operating limit.
2. Position loads evenly on forks of forklifts, tow motors, pallet jacks, etc., for proper balance.
3. Carefully inspect the stability of loads and stacks prior to elevating or traveling. Never attempt to lift or move an unstable load. If the load is loose or unstable, level and secure it before elevating or traveling.
4. Do not tilt an elevated load forward or backward except when directly over unloading area.
5. No employee will be allowed to stand or traverse underneath the elevated portion of any PIT, whether loaded or unloaded.

C. Traveling

1. Under all travel conditions, the PIT will be operated at a speed that will permit it to be brought to a stop in a safe manner.
2. PITs will not be driven up to any employees standing in front of a fixed object.
3. Only the operator will be permitted to occupy the PIT during operation.
4. Forks will never be raised more than three inches above the work site surface while traveling. Never lift a load any higher than absolutely necessary when traveling.
5. PITs traveling in the same direction at intersections, blind spots, or other dangerous locations whenever vision is obstructed will not be passed.
6. The operator will be required to slow down and sound the PIT horn at locations where vision is obstructed.
7. Blind spots and all entrances where either PITs or pedestrians can approach from

Forklift and Industrial Truck Operations

any angle other than straight on should have mirrors to allow individuals approaching from both sides to have a full view of anything approaching from the other side.

8. When the forward vision of the operator is obscured, the operator will travel with the PIT load end trailing.
9. When loading and descending grades in excess of a 10 percent incline, PITs will travel with the PIT load end trailing.
10. A safe distance will be maintained from the edge of ramps or platforms while on any elevated work site surface. Forks will not be used for opening or closing freight car doors.

D. Unattended PIT

1. A PIT is considered unattended when the operator is 25 feet or more away from the PIT and remains in the operator's view, or whenever the operator leaves the PIT and the PIT is not in the operator's view.
2. When a PIT is left unattended, the forklifts will be fully lowered, the controls positioned in neutral, the power shut off, and the brakes set to prevent movement. Wheels will be chocked if the PIT is parked on an incline.

E. Fueling and Recharging

1. Smoking, welding, open flames or any ignition sources will be at least 50 feet away from any refueling/recharging area. A sign stating these restrictions will be posted in the refueling/ recharging area.
2. No fuel tank will be filled while the PIT engine is running.
3. Propane tank valves will be turned off at the end of the shift.
4. Propane tanks will be stored with their valves closed.
5. PPE, such as face shields and gloves to prevent frostbite, will be worn when refueling or changing propane tanks, and according to the location specific PPE hazard assessment.
6. Electric powered PITs will be recharged only in designated and adequately ventilated areas.
 - PPE, such as acid resistant gloves and aprons, face shields, etc., will be worn when changing batteries in electric powered PITs and when adding water to batteries, according to the location specific PPE hazard assessment.
 - An eye wash station, capable of providing 15 minutes of continuous flush, will be readily available in case of emergency.
 - A means will be available to flush away or neutralize the battery acid in case of a spill during recharging activities.

Forklift and Industrial Truck Operations

F. Maintenance

1. Authorized personnel or competent contractor will make all repairs.
2. Repairs will be made in an area designated for that purpose. An eye wash station will be readily available in case of emergency. A means will be available to flush away or neutralize the battery acid in case of a spill.
3. Batteries will be disconnected before PIT electrical systems are repaired.
4. A scheduled preventative maintenance, lubrication and inspection program must be in place and followed for each PIT. This shall, at a minimum, be in line with manufacturer recommendations and in consideration for operating conditions.

6.0 Training

- 6.1 Each operator will be trained in the safe operation of each type of PIT he/she will be required to operate and any associated attachments that he/she will be required to use during the operation of designated PITs.
- 6.2 Training may consist of a combination of formal instruction (i.e., lecture, discussion, interactive computer learning, video tape, written material), and/or practical training (demonstrations performed by the trainer and practical exercises performed by the trainee).
- 6.3 The classroom portion of the training requirement may be conducted by means of computer-based training; however, a competent individual must perform the operator evaluations.
- 6.4 Each operator will be evaluated on the safe operations of each type of PIT he/she will be required to operate and any associated attachments that he/she will be required to use during the operation of designated PITs.
- 6.5 All operators will be evaluated a minimum of every 3 years.
- 6.6 Retraining will be completed when an operator is observed operating a PIT(s) in an unsafe manner, has an accident or near miss, does not pass the evaluation, or operating conditions change significantly at the work site.

Forklift and Industrial Truck Operations

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