



Powered Industrial Trucks (Forklift Trucks)

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Appendix A IIPP [Attendance Log](#)

1.0 PURPOSE

The purpose of this program is to establish minimum safety requirements for USC employees while operating powered industrial lift trucks.

2.0 APPLICABILITY AND SCOPE

This program applies to all USC employees and contract workers using University equipment. Contractors shall provide documentation that employees under their supervision have current Powered Industrial Truck training.

3.0 APPLICABLE REGULATIONS AND STANDARDS

California: Title 8, Standard 3650

Federal: Title 29, Code of Federal Regulations, Chapter 1910.178

NFPA 505-1987

4.0 DEFINITIONS

Powered Industrial Truck (PIT) - A mobile, power-driven vehicle used to carry, push, pull, lift, stack, or tier material. Vehicles that are commonly referred to as high lift trucks, counterbalanced trucks, rider trucks, forklift trucks, low lift trucks, low lift platform trucks, rough terrain forklift trucks, motorized hand trucks, pallet jack trucks, narrow aisle rider trucks, and high lift order picker trucks are included. Vehicles primarily used for earth moving, snow removal, salting, man-lifts, or over-the-road haulage are

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not included in this program.

Rough Terrain Forklift Truck - A wheeled-type truck which is designed primarily as a fork truck that has a vertical mast or pivoted boom, or both, which has variable fixed length reach and which may be equipped with attachments and that is intended for operation on unimproved natural terrain as well as the disturbed terrain of construction sites.

5.0 RESPONSIBILITIES

5.1 Employee and Student Responsibilities

It is the responsibility of each employee affected by this program to:

- Operate only those Powered Industrial Trucks (PIT's) which are certified on USC property;
- Report an impairment of any physical qualification such as:
 - Vision problems that cannot be corrected by glasses or contacts;
 - Impairment to one or more limbs;
 - Insufficient height to operate the controls and have an unobstructed view over the controls and dashboard;
 - Neurological disorders that affect balance or consciousness;
 - Lack of coordination between eyes, hands, and feet; and
 - Taking medication that affects perception, vision, or physical abilities.

5.2 Supervisor Responsibilities

It is the responsibility of each supervisor affected by this program to:

- Implement this program and ensure compliance within their department.
- Conduct daily inspections of PITs;
- Assure that employees are operating PITs safely;
- Keep the operator's manual on file;
- Place signage that PITs must be chocked while on a loading dock;
- Maintain dock boards where appropriate and ensure that they can be secured;
- Place "No Smoking" signage at battery charging areas;
- Ensure eyewash/shower stations are available at battery servicing areas; and
- Disallow modifications to existing equipment without prior approval from manufacturer;.

Managers and supervisors are also responsible for ensuring that outside contractors working in their area are provided information regarding this program. They shall review all contract work and require contractors to provide the following:

- Contract employees that are trained in PIT operation;
- Information on all equipment and machinery used in the area; and
- Safety programs and SOPs as needed.

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5.3 Career and Protective Services Responsibilities

It is the responsibility of the Division of Career and Protective Services to:

- Assist all sites in conducting initial, retesting and refresher training; and
- Conduct random inspections of trucks, driving skills, daily checklists and equipment.

6.0 SPECIFIC REQUIREMENTS

- Only trained and authorized operators shall be permitted to operate a Powered Industrial Truck;
- A trained and authorized operator must be 18 years of age and must have a valid California Drivers License;
- Permits shall be provided to employees who successfully complete training. The permit shall be carried by the operator or be available upon request at all times during their working shift.

7.0 TRAINING AND COMMUNICATION

Training shall consist of:

- Formal classroom instruction (e.g.: Review regulations, components.) based on CCR Title 8 Standard 3650;
- Practical training of the operator in the workplace by the supervisors or designee with a person from EH&S present to observe. Such training will take place in a location that does not endanger the trainee or other employees; and
- Refresher training. Refresher training is required if:
 - An unsafe operations was performed;
 - The operator was involved in an accident or near-miss;
 - A different type of PIT is introduced;
 - Workplace conditions change; and
 - Deemed necessary by the supervisor.

8.0 RECORD KEEPING

Departments shall maintain records of training (see Appendix A IIPP Attendance Log) and issuance of operational permits.

9.0 PROGRAM APPROVAL AND REVIEW

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