

DLA-SM POWERED INDUSTRIAL TRUCK (PIT)
MANAGEMENT PROGRAM

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PURPOSE

The powered industrial truck (PIT) management program assures that employees fully comprehend the hazards, safe operating procedures, and regulatory requirements associated with operating powered industrial trucks, i.e., forklifts.

The program covers all DLA-SM Depot employees whose work activities involve the operation of forklifts powered by electric motor or internal combustion engines.

The program does not pertain to compressed air operated industrial trucks, vehicles intended primarily for earth moving or over-the-road hauling, nor to rental cars used for official travel.

RESPONSIBILITIES

DLA-SM Administrator:

- Shall ensure funding is available for purchase and maintenance of appropriate material handling equipment (MHE) and PIT.
- Shall ensure that all authorized employees are properly trained.

DLA-SM Depot Manager:

- Ensure all forklift operations personnel receive required initial operations training prior to operating MHE/PITs, that they receive triennial forklift operator refresher training to maintain up to date certification (as required) and maintain a record of forklift operators and their perspective certification dates.
- Ensure that all MHE/PIT under their supervision has up to date preventative maintenance completed and that all equipment repairs have been conducted.
- Shall ensure all authorized employees operating MHE/PIT complete pre-use inspections prior to each initial daily forklift operation (Appendix B - DLA-SM Depot Forklift Pre-Use Inspection Checklist).
- Shall ensure all authorized employees operating MHE/PIT wear proper personal protective equipment (PPE) as noted within the DLA-SM Form 7001 JHA-Forklift Operations document accessible from the DLA-I Am The Key website.
- The driving of DLA-SM forklifts or any material handling equipment onto flatbed trailers is prohibited.
- Shall ensure the acquisition of forklifts for the Depot meet the design and construction requirements within the "American National Standard for Powered Industrial Trucks, Part II, ANSI B56.1-1969."

DLA-SM ESOH Team Staff:

- Conduct periodic surveillance of the production areas to determine the adequacy of the program for the various PIT vehicles in use.
- Ensure required hands-on driving training is conducted for all DLA-SM Depot forklift operators at least triennially or as necessary.
- Assure PIT Plan program effectiveness through observations along with program audits of actual employee PIT operations.
- Review PIT Plan annually and update it as required.
- Communicate PIT vehicle regulatory requirements to all applicable personnel by:
 - Maintaining the program.
 - Conducting training.

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- Briefing contractor/verifying qualifications.
- Evaluating compliance (periodically).
- Maintaining all records, as appropriate, to include training records and operator inspection forms.

DLA-SM Depot Employees:

- Read and understand the manufacturer-supplied manual before operating powered industrial vehicles.
- Shall conduct a pre-use inspection (Appendix B - DLA-SM Depot Forklift Pre-Use Inspection Checklist) prior to initial operation.
- Shall notify the Depot Manager if any mechanical problems are identified. If a problem is found that affects safe operation (i.e., brakes, steering, lifting, etc.) the vehicle must be taken out of service until repaired.
- Wear appropriate PPE as required in the corresponding DLA-SM Form 7001 JHA-Forklift Operations and JHA-Loading & Unloading.
- Comply with applicable procedures as detailed in the program and any subsequent training.
- Attend required powered industrial truck (PIT) and MHE training initially and then triennially or as necessary.

INSPECTIONS

OSHA requires that all forklifts be examined at least daily before being placed into service. [29 CFR 1910.178(q)(7)]. Conducting pre-use inspections (Appendix B - DLA-SM Depot Forklift Pre-Use Inspection Checklist) shall ensure all pre-operational safety inspection checks have been addressed. Completed inspection forms shall be maintained for two (2) years. Defects when found shall be immediately reported to the Depot Manager and corrected in a timely manner. The forklift will not be safely operable until all repairs have been completed.

For safe operational practices, the OSHA powered industrial truck standard [29 CFR 1910.178] lists a number of conditions under which a forklift must be removed from service. If the operator notes these conditions while driving, the operator must stop, park the forklift, and acquire assistance.

- Any powered industrial truck (forklift) not in safe operating condition shall be removed from service. All repairs shall be made by authorized personnel.
- Defects must be immediately reported to the Depot Manager and corrected.
- Any forklift that emits hazardous sparks or flames from the exhaust system shall be immediately removed from service, and not returned to service until the cause for the emission of such sparks and flames has been eliminated.
- When the temperature of any part of any forklift is found to be in excess of its normal operating temperature, thus creating a hazardous condition, the forklift shall be removed from service and not returned to service until the cause for such overheating has been eliminated.
- No forklift shall be operated with a leak in the fuel system until the leak has been corrected.

OPERATIONS

Loading/Unloading Forklift Operations:

- The vehicle's rated capacity must never be exceeded including the combined weight of personnel, equipment, and tools.
- Only stable or safely arranged loads shall be handled.

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- Strap together any loads that may not be stable. Only approved straps suited for the condition shall be used (i.e., capable of supporting weight limit, etc.). Ensure any ratchet tie down or other cargo strapping have been inspected for wear or damage and replaced as necessary.
- When loading forklifts, the heaviest part of the load must be closest to the carriage and the mast carefully tilted backward to stabilize the load.
- A load engaging means shall be placed under the load as far as possible; the mast shall be carefully tilted backward to stabilize the load.
- Only use equipment that suits the load and is designed for that purpose. Do not use makeshift lifting equipment. Caution should be exercised when handling off-center loads which cannot be centered.
- When using material handling equipment (MHE), such as a Drum Turner, Drum Lifter, or Eagle Grip (Drum Carrier) device, follow manufacturer's operation procedures for safe operational and handling practices. Trucks equipped with attachments, such as these, shall be operated as partially loaded trucks when not handling a load.
- Extreme care shall be used when tilting the load forward or backward, particularly when high tiering. Tilting forward with load engaging means elevated shall be prohibited except to pick up a load. An elevated load shall not be tilted forward except when the load is in a deposit position over a rack or stack. When stacking or tiering, only enough backward tilt to stabilize the load shall be used.

Routine Forklift Operations:

- Only trained and authorized operators with current valid license are permitted to operate powered industrial truck (PIT) vehicles.
- Operators are required to have licenses available during forklift operations.
- Seat belts must always be worn on all vehicles where seat belts are provided or where required by manufacturer's instruction or guidance.
- Pedestrians have the right-of-way.
- No person shall be allowed to stand or pass under the elevated portion of any industrial vehicle, whether loaded or empty.
- Employees are not permitted to ride on powered industrial vehicles as passengers. People are not permitted to ride on the forks of a forklift unless the vehicle is equipped with an approved man-lift.
- Employees are prohibited from placing arms or legs between the uprights of the mast or outside the running lines of the truck.
- All forklifts are outfitted with overhead guards to protect against falling objects.
- A load backrest extension must be used whenever necessary to minimize the possibility of the load or part from falling rearward.
- Fire aisles, access to stairways, and fire equipment must be kept clear. Do not block emergency equipment with a powered industrial vehicle.
- Trucks will not be driven up to anyone standing in front of a bench or other fixed object.
- Keep any part of a vehicle at least ten (10) feet from any overhead electrical wires. As well, there shall be sufficient headroom under overhead installations, lights, pipes, sprinkler systems, etc.
- Do not operate fuel-powered vehicles in confined areas because carbon monoxide gas can invade the area. If it is necessary to operate a vehicle in a confined area, notify ESOH Personnel before conducting the work. ESOH Personnel must monitor the air for dangerous levels of carbon monoxide during indoor operations.

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- If an operator is involved in an accident or a near-miss incident or is observed operating the vehicle in an unsafe manner s/he shall have his/her license pulled and be retrained prior to operating MHE/PIT.

Forklift Travel Operations:

- Keep the mast tilted back.
- Maintain the load as low as possible and raise the load just high enough to clear curbs, obstructions, and ramp bottoms. The load should be kept at 4-6 inches from the ground.
- Traffic regulations must be observed.
- Other vehicles traveling in the same direction at intersections, blind spots, or other dangerous locations must not be passed.
- Stay at least three (3) powered industrial truck lengths from other vehicles.
- Drivers must slow down and sound the horn at cross aisles and other locations where vision is obstructed.
- While negotiating turns, speed must be reduced to a safe level and by turning 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.
- Drivers must look in the direction of, and keep a clear view of the path of travel.
- Grades must be ascended or descended slowly. When ascending or descending grades in excess of 10%, loaded vehicles must be driven with the load upgrade. Industrial vehicles should not be used on a ramp that is steeper than 12° or 21% (for example, a 25½-inch rise in ten feet).
- On all grades, the load and load engaging means shall be tilted back if applicable and raised only as far as necessary to clear the road surface.
- Never position a forklift sideways while on a grade.
- A safe distance must be maintained from the edge of ramps or platforms while on any elevated dock or platform.
- Stunt driving and horseplay are prohibited.
- Forklifts are to be operated at speeds that will permit the truck to be brought to a stop in a safe manner.
- Drivers must slow down for wet or slippery surfaces.
- Running over loose objects on the roadway surface shall be avoided.
- If running forklifts on elevator platforms, approach elevator slowly, and then enter squarely after the elevator car is properly leveled. Once on the elevator, the controls must be neutralized, power shut off, and the brakes set.
- The right of way shall be yielded to any emergency vehicles throughout the Depot campus.

Loading/Unloading Trucks, Tractor-Trailers, and Railroad Cars:

- The wheels of the truck or tractor-trailer must be secured with a chock or wedge to prevent the wheels from moving.
- The driving of DLA-SM forklifts or any material handling equipment onto flatbed trailers is prohibited.
- Fixed jacks may be necessary to support a semitrailer and prevent upending during the loading or unloading operations when the trailer is not coupled to a tractor.
- The flooring of trailers shall be checked for breaks and weakness before being driven onto.
- Ensure a 2-person team maneuvers portable ramps into position wearing proper PPE according to the DLA-SM Form 7001 JHA-Loading & Unloading.
- Portable ramps must be properly secured and chained before they are driven over.

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- Portable ramps must be driven over carefully and slowly, and their rated capacity never exceeded.
- Wheel stops, chocks, or other recognized positive protection are to be provided to prevent railroad cars from moving during loading and unloading operations and while portable ramps are in position.
- Railroad tracks shall be crossed diagonally wherever possible. Parking closer than 8 feet from the center of railroad tracks is prohibited.

Unattended Forklift Vehicles:

- When the operator is within 25 feet of the truck and the truck is still in her/his view, the vehicle is considered attended. For attended vehicles, the power does not need turned off.
- When a powered industrial vehicle is left unattended, the forks must be fully lowered, controls must be neutralized, brakes must be set, and power must be shut off.
- Wheels must be blocked if the industrial truck is parked on an incline.

MAINTENANCE

DLA-SM PIT vehicle maintenance is conducted quarterly by a contractor. The maintenance contractor is also called in for immediate repairs.

Routine operational maintenance is performed by the DLA-SM Depot staff members. While refueling the forklifts, the following safe practices shall be conducted:

- Refer to the manufacturer’s operating manual for specific details on changing and filling fuel tanks.
- Refuel only in designated areas.
- Fuel tanks shall not be filled while the engine is running. And spillage shall be avoided.
- Spillage of fuel shall be carefully collected and properly disposed of. The fuel tank cap must be replaced before starting the engine.
- Forklift will not be operated with a leak in the fuel system until the leak has been corrected.
- Open flames are not to be used for checking electrolyte level in storage batteries or gasoline level in fuel tanks.
- Forklifts are to be kept in a clean condition, free of lint, excess oil, and grease. Noncombustible agents should be used for cleaning forklifts. Precautions regarding toxicity, ventilation, and fire hazard shall be consonant with the cleaning products being used. Only environmentally friendly, biodegradable degreasers/all-purpose cleaners, such as Simple Green products, are to be used as a best management practice. If forklift trucks have been used outside and have become contaminated with dirt and grime, the trucks can be rinsed off using potable water only with no detergents.

TRAINING

All DLA-SM forklift operators initially are professionally certified prior to operating forklifts at either of the DLA-SM Depot facilities by an outside certified contractor. Each forklift operator is recertified every three years.

Each DLA-SM powered industrial truck (PIT) operator is competent to operate a powered industrial truck safely, as demonstrated by the successful completion of the training and evaluation specified in OSHA 29 CFR 1910.178(I). Each operator certificate includes the name of the operator, the date of the

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training, the date of the evaluation, and the identity of the person(s) performing the training or evaluation.

Training consists of a combination of formal instruction (e.g., lecture, discussion, interactive computer learning, video tape, written material), practical training (demonstrations performed by the trainer and practical exercises performed by the trainee), and evaluation of the operator's performance in the workplace. Forklift operator training is conducted by specialists who have the knowledge, training, and experience to train powered industrial truck operators and evaluate their competence.

Forklift training consists of:

- Operating instructions, warnings, and precautions for the type of truck the operator will be authorized to operate;
- Differences between the truck and the automobile;
- Truck controls and instrumentation: where they are located, what they do, and how they work;
- Engine or motor operation;
- Steering and maneuvering;
- Visibility (including restrictions due to loading);
- Fork and attachment adaptation, operation, and use limitations;
- Vehicle capacity;
- Vehicle stability;
- Any vehicle inspection and maintenance that the operator will be required to perform;
- Refueling and/or charging and recharging of batteries;
- Operating limitations;
- Any other operating instructions, warnings, or precautions listed in the operator's manual for the type of vehicle that the employee is being trained to operate.

Workplace-related topics:

- 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;
- Narrow aisles and other restricted places where the vehicle will be operated;
- Hazardous (classified) 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.

Refresher forklift training:

Refresher training, including an evaluation of the effectiveness of that training, shall be conducted as required to ensure that the operator has the knowledge and skills needed to operate the powered industrial truck safely.

Refresher training in relevant topics shall be provided to the operator when:

- The operator has been observed to operate the vehicle in an unsafe manner;

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- 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;

Refresher training and evaluation of each powered industrial truck operator's performance shall be conducted at least once every three years.

All training records are kept in the LMS (DLA Learning Management System) and copies of all operators' licenses will be maintained on file at the facility.

REFERENCES

- 29 CFR 1910.178 Occupational Safety and Health Administration (OSHA) Powered Industrial Trucks.
- ANSI B56.1-1969 American National Standard for Powered Industrial Trucks, Part II.
- DLAI 4500.02 Defense Logistics Agency (DLA) Material Handling Equipment (MHE) Operator Training, Licensing, and Instructor Certification

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APPENDIX A - DLA-SM DEPOT PIT INVENTORY

Hawthorne Forklift Type	Forklift Manuf.	Model #	Serial #	Capacity
Propane	Toyota	8FGU20	12104	4K
Propane	Toyota	8FGU20	12115	4K
Propane	Toyota	8FGU20	12076	4K
Propane w/ Cab	Toyota	8FGU30	31374	6K
Hammond Forklift Type	Forklift Manuf.	Model #	Serial #	Capacity
Gas/LPG	Toyota	8FGU30 w/Barrel Turner	31326	6K
Gas/LPG w/cab	Toyota	8FGU30	31327	6K
Gas/LPG w/cab	Toyota	8FGU30	31351	6K
Gas/LPG	Toyota	8FGU30	31356	6K
Gas/LPG	Toyota	8FGU30	31362	6K
Gas	Toyota	DNSCU50106 / 00834	42-6FGCU15-69414	3K
Diesel	IngersollRand	DNSCU50253 / 99837	156216	9K
Scotia Forklift Type	Forklift Manuf.	Model #	Serial #	Capacity
Gas/LPG	Toyota (barrel turner)	8FGU30	8FGU3031353	6K
Gas/LPG	Toyota	8FGU30	8FGU3031343	6K
Gas/LPG	Toyota	8FGU30	8FGU3031320	6K
Gas/LPG	Yale	GTC060TGNUAE084	E187V09247W	6K
Gas/LPG	Yale	GTC060TGNUAE084	E187V09250W	6K
Gas/LPG	Yale	GTC060TGNUAE084	E187V09248W	6K
Gas/LPG	Caterpillar	IT24F	6KN00364	1.7m ³

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APPENDIX B - DLA-SM DEPOT FORKLIFT PRE-USE INSPECTION CHECKLIST

FORKLIFT PRE-USE INSPECTION CHECKLIST			
Hardware (Engine Off)		Sat	Not
Fork Hardware	Forks, carriage, and lift chain are in good condition and free of dirt, debris, and other obstructions. Locking pins are working.		
Tires	No bulges, cracks, or tears observed on the tires.		
Fluid Leakage	There is no visible coolant, hydraulic oil, acid battery, or gasoline leakage on or around the forklift or on the floor.		
Body Condition	No loose panels, dents, or other damage observed along the body of the forklift. Overhead guard is in good condition.		
Markings	All mandatory labels, markings, tags, and signs are in good condition and legible.		
Access Area	Cab step and foot pedal area are clean and free of any loose material, dirt, or other obstructions.		
Seating	Seat is adjustable for best comfort. Seat belt is operable with no cuts or other damage. Surrounding visibility is clear.		
Operations (Engine On)		Sat	Not
Accessories	Headlights, mirrors, and other accessories are operable and free of obstruction.		
Indicators	Gauges/meters, brake lights, and horn are operable.		
Truck Operability	Forward movement, steering, and brakes are all operable. Reverse movement and back-up warning alarm are operable.		
Fork Operability	Fork movement up and down, side to side, and tilt are all operable.		

Inspected by Operator: _____

Operator Signature: _____

Date: _____

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