General Overview

- Powered Industrial Trucks (PITs) at Otis College of Art and Design include forklift and scissor-lift devices
- Only trained and authorized personnel can operate PITs
- PIT Drivers are responsible for always following safety procedures as outlined by Cal/OSHA
- PIT Driver certification classes (valid for 3 years upon completion) can be arranged by contacting Environmental Health & Safety
Operating a Forklift

Cars are different from forklifts:

- Cars steer from the front
- Forklifts steer from the rear
- Cars have a four-point suspension with shock
- Forklifts have a three-point suspension and solid tires

- PITs must be only operated in designated areas with adequate ventilation
- All PIT Drivers must never exceed the floor load rating and always secure any unstable loads before starting the vehicle
- When around PITs, never stand on or in front of or pass under elevated forks, regardless if the PIT is loaded or not.
Forklift Stability Triangle

Always be mindful of the maximum load a PIT is allowed to carry; be sure to check before the limit before attempting to pick-up a load!
Safety Rules for PIT Drivers

- Do not exceed the following speed limits
  - No more than 3 to 5 mph indoors
  - No more than 10 mph outside
- Obey all traffic regulations
- Use the 3 truck length or 3 second rule when following other vehicles or PITs
- When operating a forklift and traveling with a load, the forks should be no less than 8 - 12 inches above the floor
- A PIT is considered unattended if the operator is out of sight of the device or more than 25 ft (8 m) away
Safety Rules for PIT Drivers

- No one other than the driver will ride on the forklift
- No one will ride on the forks of a forklift
- If the load obstructs the forward view, the forklift must travel in reverse

- PIT drivers must look in direction of travel and only when all persons are clear
  - Pedestrians always have the right-of-way
- Never pass at intersections, blind spots or dangerous locations
- Always slow down and sound the horn at blind locations
- Do not use a PIT to tow or push other PIT, another vehicle or other equipment
- Do not jump from a moving PIT
When in doubt, check the Code!

- For current regulations for powered industrial truck operation, safety, and driver certification, please refer to: http://www.dir.ca.gov/title8/3644.html

OPERATING RULES FOR INDUSTRIAL TRUCKS

Operating rules for industrial trucks contained on this poster are current through Regular 2002, No. 22 California Code of Regulations (September 12, 2002). Other rules may also apply.

General Industry Safety Order 3644

Operating Rules (Part 2)

(1) Every employer using industrial trucks or industrial tow tractors shall post and enforce a set of operating rules including the appropriate rules listed in Section 3644.

General Industry Safety Order 3640

Industrial Trucks, General (Part 1)

(1) Industrial trucks and tow tractors shall be operated in a safe manner in accordance with the following operating rules.

(2) Only drivers authorized by the employer and trained in the safe operation of industrial trucks or industrial tow tractors pursuant to Section 3640 shall be permitted to operate such vehicles.

(3) The posted speed limit for industrial trucks and tow tractors shall be posted in a visible location in accordance with the following operating rules.

(4) Employees shall not operate the forks of lift trucks.

(5) Employees shall not place any part of their bodies outside the running area of industrial trucks or between main or other parts of the lift truck and other objects.

(6) Employees shall not be allowed to ride, ride, or work while the elevated portion of any industrial truck, lift truck, or lift tractor is elevated or elevated.

(7) Drivers shall check the vehicle at the beginning of each shift, and if it is found to be unusual, the matter shall be reported immediately to the employee who was the last to operate it.

(8) No truck shall be operated with a leak in the fuel system.

(9) Vehicles shall not exceed the authorized or safe speed, always maintaining safe distances from other vehicles, keeping the truck under positive control at all times and all established traffic regulations shall be observed. For trucks traveling in the same direction, a safe distance may be considered to be approximately 3 truck lengths or a time span of 3 seconds—keeping the same point.

(10) Trucks traveling in the same direction shall not be passed at intersections, blind spots, or dangerous locations.

(11) The driver shall slow down and sound the horn at cross aisles and other locations where visibility is obstructed. If the load being carried obstructs forward view, the vehicle shall be required to travel with the load trailing.

(12) Operators shall look to the direction of travel and shall not move a vehicle until certain that no persons are in the clear.

(13) Trucks shall not be driven up to any other vehicle in front of a barrier or other fixed object or any size that the operator could be caught between the truck and object.

(14) Trucks shall be accommodated or descended slowly.

(15) When ascending or descending grades in excess of 10 percent, loaded trucks shall be driven with the lowest gear.

(16) On all grades the load and load-engaging means shall be tilted to a point to prevent the load from being tilted to the rearward direction.

(17) A counterbalanced lift truck or a lift truck with check forks shall be operated on all grades with the load-engaging means downward.

(18) Forks shall be lowered to the ground or to a lower position before the load is changed or before the load is changed.

(19) Prior to driving onto trucks, trailers and railroad cars, their flooring shall be checked for breaks and other structural weaknesses.

(20) Vehicles shall not be driven in and out of highway trucks and trailers at loading docks until such trucks or trailers are securely blocked or restrained and the brakes set.

(21) To prevent railroad cars from moving during loading or unloading operations, the car brakes shall be set, wheel chocks or other recognized positive stops used, and blue flags or lights displayed in accordance with applicable regulations promulgated by the Federal Utilities Commission.

(22) The width of the tires on the powered industrial truck shall be the minimum distance maintained from the edge of the truck while it is on any elevated dock, platform, or walkway.

(23) Railroad trucks shall be cleared diagonally, wherever possible, keeping them from more than 1.5 feet from the cartefine of the railroad where the carriage is prohibited.

(24) Trucks shall not be loaded in excess of their rated capacity.

(25) A loaded vehicle shall not be moved until the load is safe and secure.

(26) Extreme care shall be taken when lifting loads. Lifting forked or unbalanced loads must be prohibited except when picking up a load. Lifting loads shall not be lifted forward except when the load is being deposited into a storage rack or equivalent.

(27) The load engaging device shall be placed in such a manner that the load will be securely held or supported.

(28) Special precautions shall be taken in the securing and handling of loads by trucks equipped with attachments, and during the operation of these trucks after the loads have been removed.

(29) When powered industrial trucks are used to open and close doors, the following provisions shall be complied with:

(30) A device specifically designed for opening or closing doors shall be attached to the truck.

(31) The force applied by the device to the door shall be applied parallel to the direction of travel of the door.

(32) The entire door opening operation shall be in full view of the operator.

(33) The truck operator and other employees shall be clear of the area where the door is to be opened or closed.

(34) If loads are lifted by two or more trucks working in union, the total weight of the load shall not exceed the combined rated lifting capacity of all trucks involved.
Thank you and please direct any follow-up questions regarding this presentation to pzaretskiy@otis.edu

Please proceed to the next slide for instructions on how to receive a certificate of training for this presentation.
Instructions for Submitting the Environmental Health and Safety On-line Training Confirmation Form

- Fill out all required fields and select the title of the completed training module from the drop-down menu box

- Click the “Attach form to e-mail” icon

- Once a pop-up window will appears, click “Send Copy”
Instructions for Submitting the Environmental Health and Safety On-line Training Confirmation Form

• A new Outlook E-mail message will appear with your Confirmation Form as an attachment; be sure to put pzaretskiy@otis.edu as one of the recipients and the click “Send” to complete the process!

• Please note that reviewing this presentation alone is not a good substitute for attending the training itself, as additional discussion of topics along with Q & A are often not fully covered by the slides. Training sessions covering various health and safety topics will be regularly announced.
Environmental Health and Safety
On-Line Training Confirmation Form

Click the link below to start