

LOSS CONTROL DATA GUIDE

## Powered Industrial Trucks

The wide use of powered industrial trucks in industry has increased the potential for serious accidents. It is important that the hazards presented by this type equipment are recognized and safe operating practices established.

### Operator Qualifications

Qualifications should be established for powered industrial truck operators. Operator qualifications should include physical examinations, training and an evaluation of the operator's driving skills.

#### Physical examination:

Prospective operators should have a physical examination with emphasis on:

1. Acuity of vision
2. Depth and color perception
3. Hearing
4. Muscular coordination
5. Reaction time

#### Training:

Only trained and authorized operators should be permitted to operate powered industrial trucks. Formal instruction should be provided periodically to assure safe operations.

#### Skills:

The operator's ability to handle the vehicle skillfully and safely should be determined by requiring the operator to negotiate:

1. Blind spots
2. Sharp corners
3. Obstructions
4. Swinging doors
5. Cross aisles
6. Other hazards

### Equipment

#### Specifications:

1. Manufacturer's written approval should be required before modifications are made.
2. If front end attachments are changed, the truck should be marked to show the new weight at maximum elevation with load laterally centered.
3. Name plates and markings should be legible.

#### Maintenance:

1. All repairs should be made by authorized personnel.
2. Repairs involving a fire hazard should be conducted only in locations designed for such repairs and with battery disconnected prior to repairs to electrical system.
3. Inspections should be made:
  - A. After each repair
  - B. At least daily
  - C. After each shift if used more than one shift.
4. Trucks should be kept in clean condition.

#### Guarding:

1. High lift trucks should be fitted with overhead guards.
2. If load presents a hazard, trucks should be equipped with a vertical load backrest extension.
3. Roll over protection should be provided.

#### Fueling/battery charging:

1. Stop engine while refueling.
2. Wash away all spills or wait until fuel evaporates before starting engine.

3. No smoking should be allowed at refueling stations or battery charging areas.
4. Battery charging should be done in a designated area.
5. Facilities for battery charging should include:
  - A. Flushing spilled electrolyte
  - B. Fire protection
  - C. Emergency eye wash fountain
  - D. Adequate ventilation
6. No open flames, sparks, or electric arcs should be allowed in the battery charging area.

Fuel storage:

1. Storage of liquid fuels such as gasoline or diesel should meet NFPA 30 Standards.
2. Storage of LPG should meet NFPA 58 Standards.

**Operating procedures**

Operating rules:

1. Do not exceed safe speed limits.
2. Slow down on slippery or wet floors.
3. No stunt driving or horseplay permitted.
4. Stop at blind corners and before passing through doorways.
5. Do not pass trucks moving in the same direction.
6. Keep to the right if aisle width permits.
7. Avoid quick starts, jerky stops, or quick turns at excessive speed.
8. Look in the direction of travel when backing.
9. Use extreme caution when operating on turns, ramps, grades, or inclines.
10. Do not use reverse control for braking.
11. Drive slowly and carefully over bridge plates.
12. Cross railroad tracks diagonally whenever possible.
13. Keep hands and feet inside the truck.
14. Before leaving the truck, put controls in neutral, shut off power, set brakes, and remove the key.

15. Do not block doorways or passageways.
16. Do not permit passengers to ride on forks or the truck.
17. Do not permit gasoline engines to idle for long periods in enclosed or semi-enclosed area.
18. Do not raise or lower loads while traveling.
19. Carry forks and loads as low as possible.
20. Avoid running over loose objects or uneven areas.
21. Give the pedestrian the right of way.
22. Park with forks level and lowered to ground.

Loading/stacking:

1. Take a good look at the load before picking it up.
2. Know how much the truck is designed to carry and do not overload it.
3. Pick up the load squarely so that it will not shift during travel.
4. Do not add counterweights to trucks to increase lifting capacity.
5. Do not allow anyone to stand or walk under elevated forks.
6. Place the forks under the load as far as possible and tilt the mast backwards to cradle the load.
7. Never butt loads with the forks or with the rear end of the truck because the merchandise may be damaged.
8. Make sure truck/trailer brakes are set and wheels chocked before loading/unloading with powered industrial trucks.
9. Bridge plates should be in good condition and properly secured.

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