

## Proof of Training

Print name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **Forklifts and Powered Industrial Truck (PIT's)**

Vehicles used to carry, push, pull, lift or stack material that is powered by an electric motor or an internal combustion engine that are commonly referred to as forklifts, motorized hand trucks, pallet trucks and tugs have been categorized as Powered Industrial Trucks. This policy covers all types of PITS.

#### Purpose

The purpose of this program is to ensure the protection of employees and subcontractors from the hazards associated with forklifts and powered industrial trucks.

#### Scope

This policy will apply to all work performed by employees and subcontractors including, but not limited to the following activities: construction, installation, demolition, remodeling, relocation, refurbishment, testing, and servicing or maintenance of equipment or machines and at other times when forklifts or powered industrial trucks are used.

### **Responsibilities**

#### Management (Board of Directors and Project Managers)

Management is responsible for ensuring that the materials (e.g., tools, equipment, personal protective equipment) and other resources (i.e., worker training materials) required to fully implement and maintain this program are readily available where and when they are required. Additionally, management will monitor the effectiveness of the program, provide technical assistance as needed, and review the program bi-annually.

#### Program Manager

Dave Simpson is responsible for the development, documentation, training and administration of the program. This position carries the responsibility of insuring this program is adhered to and that proper reporting is executed.

#### Supervisors (Superintendents and Foreman)

Supervisors are responsible for ensuring that a task specific job hazard analysis (JHA), also known as a safe work plan, is developed. The JHA will select, implement and document the appropriate site-specific control measures as defined within this policy. Supervisors will direct the work in a manner that ensures the risk to workers is minimized, adequately controlled and that practices defined by this policy will be followed. Supervisors are responsible for ensuring Unger Construction employees and subcontractors are following expectations. Supervisors will be held accountable for enforcing the requirements of this program. Undesirable behavior will not resolve itself, therefore supervisors must be directly involved

with modifying behaviors inconsistent with program expectations. Supervisors will be held accountable for enforcing Unger Construction's disciplinary program.

### Workers (Employees and Subcontractors)

Unger Construction has high expectations and requires safety excellence for each employee, crew, project and for our entire company. Workers are required to follow the minimum procedures outlined in this program. Workers are responsible for knowing the hazards and the control measures established in the JHA. Workers are responsible for using the assigned PPE in an effective and safe manner. Workers are responsible for stopping unsafe acts and correcting unsafe conditions on the spot as soon as they are discovered. Any deviations from this program must be immediately brought to the attention of your supervisor. Workers that choose to conduct themselves in a manner that is inconsistent with these expectations will be held accountable for those decisions and may incur disciplinary actions.

### Job Hazard Assessment (Safe Work Plan)

Unger Construction utilizes JHA's as our means of hazard assessment and establishing a safe work plan. JHA's are performed by supervisors and/or workers. Our library of hazard assessments is maintained on the "S" drive. Before beginning a new task refer to the JHA library, generally speaking all scopes of our work are covered. For situations that have not yet been covered select one that is substantially similar and use it as a baseline. JHA's on the "S" drive are organized by work area and job description. JHA's include strategies for elimination, substitution, engineering and administrative controls. After applying all appropriate reduction and elimination technique, the remaining hazards will be analyzed and the proper PPE to reduce the hazards will be selected. PPE will be identified for hazards that are in the process of being reduced or eliminated and/or when hazard-reduction efforts are not 100% effective in eliminating the hazards.

For complex or moderate to high hazard tasks, tasks where an additional level of safety planning is needed, the safety director will perform the JHA with the supervisor and workers.

### Operator Training

Only employees and subcontractors who have successfully completed training, hold a current certification card for the particular unit and are authorized by their supervisor are allowed to operate a PIT. Operator training, evaluation and certification shall be conducted by designated personnel who have the knowledge, training and experience to train powered industrial truck operators and evaluate their proficiency.

Training will consist of a combination of formal instruction (lecture, discussion, written material and practical hands-on training (demonstrations performed by the trainee) and an evaluation of the operator's performance in the workplace. Operator training and evaluation will be conducted by persons who have the knowledge, training, and experience to train powered industrial truck operators and evaluate their competence.

The formal (classroom) training will include a review/discussion of the following topics: The factors that affect the stability of the PIT, safe operation, load charts/capacity, controls and instrumentation, steering and maneuvering, load manipulation, stacking and unstacking, proper techniques of battery charging and refueling, pre-use inspection, pedestrian traffic in areas where the vehicle will be operated,

traveling, surface conditions, overhead clearances, distance from power lines, chocking wheels of trucks and trailers, as well as other unique and potentially hazardous environmental conditions in the workplace that could affect the safe operation of the vehicle.

Refresher training in relevant topics will be provided to the operator when: The operator has been observed to operate the vehicle in an unsafe manner. 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. A condition in the workplace changes in a manner that could affect safe operation of the truck. An evaluation of each PIT operator's performance will be conducted at least once every three years.

### Alterations or Modifications

PIT's shall be used in accordance to the manufacturers intended design and function and per their written instructions. Safety devices, covers, shields, interlocks and alarms shall be fully functional as the manufacturer intended for them. PIT's cannot be modified or altered in any way without written approval from the manufacturer or formal approval from a Professional Engineer registered in the State of California. Additionally, approval shall be received from Unger Construction's Director of Safety, Director of Risk Management and the Vice President of Operations.

Parts used in any industrial truck requiring replacement will be replaced only with parts equal in safety to those parts originally provided by the manufacturer.

### Rated Capacity

Every PIT has a maximum weight capacity. The maximum weight that the PIT is designed to lift is determined by the manufacture and will vary based on the height and reach distance. The rated capacity of a PIT can be found on the identification plate on the vehicle and/or in the manufacture's operator manual. The value on the identification plate is a maximum value and can be misleading for units that have variable reach. The capacity for units that have variable reach is determined by the load charts and will vary significantly throughout the full range of the lift. Make sure you understand the lifts capacity before use. Knowing the actual weight and reach distance is critical to a safe lift. Don't guess at the weight or the reach distance use actual values. As an additional layer of protection Unger Construction utilizes a working limit of 80% of the units rated capacity as the maximum load the unit can carry while on an Unger construction site. Don't exceed 80% of the rated maximum value.

### Accepting delivery and placing the unit into service

Unger Construction does not own any PIT's, before accepting ownership (signing the delivery paper work) of newly arrived rental units Review the owner's manual requirements for the required maintenance intervals. Ensure a copy of the required maintenance is on board the unit or on file at the rental yard. If the records are not on the unit have them emailed to the Superintendent or Project Manager. Perform a complete pre-use inspection. Operate all of the controls and all of the safety devices. Ensure that all of the safety placards (decals) are readable. Do not accept the unit until you have proof of maintenance and have confirmed the system is functioning properly.

## Operators Responsibility

To operate a PIT on an Unger Construction site the operator must have a valid certification card and be authorized by their supervisor. As the operator you are 100% responsible for the safe operation of the PIT. As the operator of the PIT you are responsible for the safety of the ground personnel working in or around your work area. You are responsible for signage and barricades to provide a safe working distance. No person will be allowed to stand or pass under the elevated portion of any PIT, whether loaded or empty. Passengers are not permitted to ride on powered industrial trucks.

There are numerous styles of PIT's. Feature and functions vary greatly. Before operating a PIT read the owner's manual and become familiar with the safety placards, decals, limitations and controls. Take the unit on a test drive before beginning work to become familiar with the controls and the response of the unit. Do not start working with the unit until you are confident in your abilities and the units' features and limitations.

While each lift may look different they all have one thing in common: the potential for serious injury if operated in an unsafe manner. Electrocutions, falls, crushed body parts and tip overs are just a few examples of incidents that result from unsafe operation of a lift. Due to the aspect ratio (narrow and tall) a small amount of sideways force placed against the lift can generate a large amount of force and cause a tip over. Some lifts have a maximum horizontal load of 100 pounds. Ropes, power cords, hoses that become entangled can pull the lift over.

## **Safe Practices**

### Pre-use Inspections

PIT's will be inspected before being placed in service. This inspection will be made at least daily. PIT's used on a round-the-clock basis will be inspected after each shift. If at any time during the driver's shift a PIT is found to be in unsafe, the operator will immediately notify his/her supervisor and remove the PIT from service until it has been restored to safe operating condition. Repairs must be made by authorized personnel only.

Look for fluid leaks, loose parts, structural damage, damaged wiring harnesses/connectors, and guardrails. Ensure safety devices are functioning properly if you discover any damage, defect or improper operation take the unit out of service (red tag) and report it to your supervisor. Never use a damaged or defective lift.

### Traveling

Under all travel conditions, the PIT will be operated at a speed that will permit the truck to be brought to a stop in a safe manner in an emergency stop situation. Avoid quick starts and sudden stops and turns. Travel at a safe speed, most injuries occurs when units are in motion. You will need to adjust your speed depending on congestion, visibility, inclines and other factors. The "Right of Way" will be yielded to pedestrians or other vehicles. Some PIT's have large blind spots in this situation ground spotters are required. If the load being carried obstructs forward view, the operator will travel in reverse with the load trailing or will utilize a spotter to direct travel and communicate to nearby workers/pedestrians. The operator will always look in the direction of travel and keep a clear view of the path of travel. When moving from one location to another, lower your lift to the travel position, to maximize the stability.

When making turns, the operator will reduce the speed to a safe level. The operator will slow down at intersections and other locations where vision is obstructed. Sound the horn when approaching workers, intersections, aisles, or blind corners. Horseplay and stunt driving, including spinning of the tires, is not permitted.

Surface conditions and slope of the work area have a dramatic effect on stability. Lifts are designed to operate on flat level surfaces. A sloped surface increases the leverage effect making the lift unstable. If a wheel drops into even a small pothole, trench, an elevated lift will become unstable and tip over. Inspect your travel path for holes, drop offs, hole covers, grates, ramps, cross slope and surface conditions before using the lift. Covers must be rated for 4 times the weight of the lift. Make sure the travel path can support the weight of your lift. When using rough terrain units inspect the work area for recent trenches that may not have proper compaction. Avoid these areas. Never turn sideways on an incline. This can cause the equipment to tip over.

Inspect for overhead obstructions be careful to maintain proper clearance when moving up or down. Stay more than 10 feet below or away from exposed power lines. Maintain a safe distance from the edge of ramps or platforms while on any elevated dock or platform.

When leaving the PIT unattended, the forks will be fully lowered the controls placed in neutral, the power shut off, the brakes set to and the key or connector plug removed. The wheels will be blocked if the PIT is parked on an incline. When the operator of a PIT is preparing to dismount the load engaging means shall be fully lowered, controls neutralized, and the brakes set to prevent movement. Note: A powered industrial truck is considered unattended when the operator is 25 feet or more away from the vehicle or whenever the operator leaves the vehicle and the PIT is not in view.

The brakes of trucks or trailers will be set and wheel chocked to prevent movement during loading or unloading operations. Fixed jacks may be necessary to support a semi-trailer during loading or unloading when the trailer is not coupled to a tractor. The flooring of trucks and trailers will be checked by the operator for structural integrity, breaks and weakness before driving these vehicles into these surfaces.

An overhead guard will be used as protection against falling objects. Note: The overhead guard is intended to offer protection from the impact of items that have become dislodged. The overhead protection does not have the same load rating as the lift itself.

Never lift people on the forks of a powered industrial truck unless the truck has a properly designed safety platform securely attached to the lifting carriage and/or forks.

Any vehicle that emits hazardous sparks, flames or smoke from the exhaust system will be removed from service and not returned from service until the cause for the hazardous emissions has been corrected.

### Loading/Stacking

Only stable and safely arranged loads will be handled. Use extreme caution when handling off-centered loads that cannot be centered on the forks. Only loads under 80% of the rated capacity of the PIT will be handled. The forks will be placed under the load as far as possible and the mast carefully tilted backward to stabilize the load. Extreme care will be used when tilting the load forward or backward especially when stacking. Tilting forward with load engaging means elevated shall be prohibited except to pick up a

load. An elevated load will not be tilted forward except when the load is in a deposit position over a rack or stack of material. When stacking loads, the operator will tilt the load backward only enough to stabilize the load. The operator will remove unsafe containers and pallets from service. The operator will insure there is always a safe distance between the mast and overhead lights, pipes and sprinkler systems.

### Fueling and Recharging

Fuel tanks shall not be filled while the engine is running or when the engine is hot. PIT's should be fueled at the beginning of the shift. Smoking is not allowed while changing LPG tanks, refueling gas powered trucks or changing or charging batteries for electric powered vehicles. Spillage of excess oil or fuel will be carefully cleaned up and disposed of in accordance with state and federal regulations. Appropriate authorities will be notified if required by law. Fuel cap must be replaced before restarting the engine.

The operator will always wear the proper personal protective equipment when fueling the truck or performing any other maintenance on the truck. Precautions regarding toxicity, ventilation, personal protective equipment and fire hazards are to be followed as stated on the warning label and/or the Material Safety Data Sheet (MSDS)

No PIT will be operated with a leak in the fuel system, until the leak has been corrected.

Propane cylinders shall be replaced per the manufacturer's instructions and shall only be handled by trained and authorized employees. Cylinders not in use shall be chained/secured and properly stored. Empty propane cylinders are exchanged by a contracted vendor on an as needed basis. Employees are not permitted to transport the cylinders in a vehicle or to fill/refuel the cylinders.