



**POWERED INDUSTRIAL
TRUCK PROGRAM
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Summary of Changes

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Section	Change
B	Added: "contractors" to the "Scope and Application" section
C (1) c	Added requirement for contractors to inspect all motorized lifting equipment that are used on campus
C (1) d	Added requirement that all contractor employees who operate motorized lifting equipment on UNLV are trained and certified
C (1) e	Added requirement that contractors have available, copies of training and certification documents for those who operate motorized lifting equipment on campus
C (2) c	Added "Certify powered industrial operators" to Risk Management and Safety (RMS) responsibilities
C (2) h	Added, "Safe Operation Checklist" and the requirement to have operators review if they have not operated motorized lifting equipment in a prolonged period of absence
C (4) b	Specified that training and certification is required every 3 years
C (4) c	Added, "Safe Operation Checklist" and the requirement to have operators review if they have not operated motorized lifting equipment in a prolonged period of absence
C (5) b	Added "qualified operators" in the Vehicle Repairs Services/Maintenance Repairs section
E (6)	Added the requirement that operator hands-on certification must be completed within 60 days of the classroom training date otherwise, the training portion must be redone
E (8) c	Added "An operator during a practical evaluation, has missed or is unable to perform basic operations in a safe manner."
E (8) e	Added "At the discretion of the supervisor, refresher training may be necessary based on prolonged absence from operating motorized lifting equipment.
(F)	Added "Definitions" section to define motorized lifting equipment and when they are left unattended.

A. SCOPE AND APPLICATION

The Powered Industrial Truck Program is established in accordance with 29 CFR 1910.178, Powered Industrial Trucks and equipment specific operator's manual.

This program describes the requirements for the inspection and safe operation of motorized lifting equipment at all University of Nevada, Las Vegas (UNLV) properties.

Note: Henceforth, powered industrial trucks will be referred to as motorized lifting equipment.

B. COMPLIANCE

This program applies to contractors, UNLV employees and UNLV student workers who operate motorized lifting equipment at UNLV.

C. DUTIES AND RESPONSIBILITIES**(1) Contractors**

- a. Comply with the requirements specified in 29 CFR 1910.178, Powered Industrial Trucks and equipment specific operator's manual.
- b. Comply with all traffic laws and always operate motorized lifting equipment safely.
- c. Ensure that all motorized lifting equipment used on campus have been inspected, are safe to operate and will not pose a risk of injury or property damage.
- d. Ensure that all operators are trained and certified for all motorized lifting equipment they will be using on the job.
- e. Ensure all modifications are approved by the manufacturer and written documentation is available for review.
- f. Have available, if requested, training and certification documents for motorized lifting equipment operators working at UNLV.

(2) Risk Management and Safety (RMS)

- a. Establish and update the UNLV Powered Industrial Truck Program.
- b. Provide training to motorized lifting equipment operators.
- c. Certify motorized lifting equipment operators.

- d. Provide refresher training, as needed.
- e. Contact RMS to request approval of individuals who will be assigned the responsibility of performing motorized lifting equipment certifications for their department.

(3) Department Directors

- a. Allocate resources to ensure motorized lifting equipment is properly serviced and maintained.
- b. Budget for replacement equipment when motorized lifting equipment is no longer serviceable.

(4) Department Managers and Supervisors

- a. Schedule time for operators to attend training and complete certifications prior to being assigned job tasks requiring their use.

Note: Recertification is required every 3 years to be an authorized forklift operator.
- b. Verify that operators are trained and certified to operate motorized lifting equipment.
- c. Remove motorized lifting equipment from service that is not in safe operating condition.
- d. Observe operator performance on the job using motorized lifting equipment to ensure that safe work practices are followed.
- e. Take appropriate corrective action (including refresher training) as specified in section E (8).
- f. Direct operators to take refresher training when warranted.
- h. Ensure operators that do not operate motorized lifting equipment regularly or have had prolonged absences from operating motorized lifting equipment review the safe operating procedures found in the manufacturer's operator's manual before using the motorized lifting equipment.

(5) Operators

- a. Receive approval from supervisor to operate motorized lifting equipment on campus.
- b. Operate motorized lifting equipment in accordance with the Operational Procedure in section C (6) and equipment specific user manual.

- c. Complete motorized lifting equipment training and certification every 3 years, or more often as directed by your supervisor.
- d. If the operator does not use motorized lifting equipment on a regular basis or has had prolonged absence of use, they must review the Operational Procedure in section C (6) and safe operating procedures found in the manufacturer's operating manual for the equipment to be used.
- e. Inspect motorized lifting equipment before use and periodically throughout the day to determine that trucks are in safe working condition.
- f. Use the "Forklift Pre-Operational Check" and the "Forklift Functional Check" as guidelines when completing daily inspections. Copies of these checklists can be obtained from RMS by contacting an Occupational Safety and Health employee via the following link:

<https://www.unlv.edu/rms/contact#occupational>
- g. Notify supervisor immediately when deficiencies are found (including items such as illegible data plates) that prevents the safe operation of motorized lifting equipment.
- h. Take motorized lifting equipment out of service when it is found to be unsafe.

(6) Operational Procedure

- a. Handle fuel and liquefied petroleum gas (LP) in a safe manner.
- b. Perform worksite inspections to identify and eliminate hazards, if possible, or avoid operational conditions and hazards that may affect safe operation.
- c. Always operate motorized lifting equipment safely and obey all traffic laws.
- d. When parking motorized lifting equipment:
 - (1) Lower the forks.
 - (2) Set controls to neutral.
 - (3) Turn off the power.
 - (4) Set the brakes.

(5) Block the wheels, if parked on an incline.

e. Remove the key when motorized lifting equipment is left unattended.

(7) **Vehicle Repair Services/Maintenance Repairs**

a. Maintain motorized lifting equipment in a safe operating condition.

b. Only qualified persons shall install replacement parts that are approved by the manufacturer and equivalent to those used in the original design.

D. MODIFYING AND MARKING POWERED INDUSTRIAL TRUCKS

(1) Modifications or additions that affect the capacity or safe operation of motorized lifting equipment shall not be made without written approval from the manufacturer.

(2) Request for manufacturer's approval of modifications or additions shall only be made by UNLV Vehicle Repair Services.

(3) Approved modifications shall be installed by UNLV Vehicle Repair Services or an authorized service provider.

(4) If modifications are made, a new data plate shall be obtained from the manufacturer to reflect changes to the motorized lifting equipment.

(5) Front-end attachments not installed at the factory shall be marked to identify the attachment(s), its weight, and safe lifting capacity.

E. TRAINING AND PERFORMANCE EVALUATION

(1) New operators must attend initial classroom training and successfully complete certification prior to operating motorized lifting equipment at UNLV.

(2) New operators shall be given an opportunity to practice prior to completing performance evaluations.

(3) New operator practice sessions will only occur under the direct supervision of a "designated person" who has the knowledge, training, and experience to evaluate their competence.

(4) New operator practice sessions will be conducted in areas that do not endanger the operator, other individuals, or cause property damage.

(5) Initial practical evaluation of operators' performance shall be conducted within 60 days of classroom training completion date. If 60 days has elapsed from the classroom training date, the operator training class must

be re-taken.

- (6) Course instruction and certifications shall be conducted by individuals who have the knowledge, training, and experience to train new operators and/or evaluate operator competence.
- (7) Restoration of privileges to operate motorized lifting equipment at UNLV shall follow acceptable completion of retraining and/or any other requirements specified.
- (8) Refresher Training may be required when:
 - a. An operator is observed operating motorized lifting equipment unsafely.
 - b. An operator has been involved in accidents or near-miss incidents.
 - c. An operator during a practical evaluation, has missed or is unable to perform basic operations in a safe manner.
 - d. An operator experiences workplace or equipment changes that could affect their ability to operate forklifts safely.
 - e. At the discretion of the supervisor, it may be necessary based on prolonged absence from operating the forklift.

Note: Refresher training entails both classroom training and a hands-on practical evaluation.

F. DEFINITIONS

- (1) Motorized Lifting Equipment – Mobile, power propelled equipment used to carry, push, pull, lift, stack, or tier material.
- (2) Powered Industrial Truck, Unattended –
 - a. Within 25 feet. When the operator of an industrial truck is dismounted and within 25 ft. of the truck still in their view, the load engaging means shall be fully lowered, controls neutralized, and the brakes set to prevent movement.
 - b. Greater than 25 feet. A powered industrial truck is unattended when the operator is 25 ft. or more away from the vehicle which remains in their view, or whenever the operator leaves the vehicle, and it is not in their view.
- (3) Operator – The designated person in charge of attending the motorized lifting equipment.