

A. Enabling Act

Michigan Department of Labor, General Industry Safety Standards Commission, Safety Standard, Part 21, "Powered Industrial Trucks" (as amended March 2, 1983).

B. Policy

The purpose of this policy is to provide standards for: the use and care of industrial power trucks, the training of operators, and licensing.

It is the responsibility of the division, as well as that of the employee, to call any unsafe condition or actions to the attention of their supervisor for action.

All Forest Management locations that operate powered industrial trucks shall have, at that location, a copy of this policy, and it shall be made available to all division employees.

No Forest Management employee will knowingly loan to, or allow other employees to operate a powered industrial truck without the operator having a valid operator's permit.

C. Explanation

It is the policy of the Forest Management Division that employees be properly trained and certified in conformance with the Department of Labor's Safety Standard, Part 21, "Powered Industrial Trucks" and this policy.

D. Definition

Powered Industrial Trucks - A powered, self-loading counter-balanced or non-counter-balanced truck equipped with cantilever load engaging means; more commonly known as a "fork truck" or "fork lift".

This definition also includes the "Industrial Tracker", a truck designed primarily to draw one or more non-powered trucks, trailers, or other mobile loads.

This policy does not include equipment designed to move dirt or gravel, whether tracked or tired (i.e., a front end loader).

E. Procedures

1. Equipment

Any violation listed below shall deem that equipment condemned. A tag will be placed on the steering wheel noting the problem, and the truck will not be used until necessary repairs are made.

- a. A truck shall be equipped with a backup warning device and a horn.

- b. A truck used in a poorly lit warehouse or used for night or morning loading/unloading, must be equipped with an auxiliary light for illuminating the work area, and must include a tail light.
- c. The parking brake shall be capable of holding the truck on the maximum grade which the truck can negotiate with rated load.
- d. Tires shall be used as recommended by the manufacturer.
- e. A truck shall be equipped with an overhead cage that complies with the Department of Labor, Safety Standard, Part 21, R 408.12143.
- f. Load-handling controls, direction of motion controls, and guards shall be clearly and durably identified to indicate function and direction of motion of load or equipment.
- g. An additional counterweight shall not be installed without written assurance from the manufacturer of the truck that the stability of the truck will not be adversely affected.

Other modifications affecting capacity or safety shall not be made without the same written approval.

- h. All fork lifts will be equipped with chock blocks that will remain with the fork lift.

2. To Qualify for Operator's Permit

An employee assigned to operate a powered industrial truck shall meet the following minimum requirements:

- a. Have corrected vision that meets the same requirements as those for a valid Michigan driver's license.
- b. Have effective use of all four limbs, unless the powered industrial truck has been modified. A prosthetic device is considered a limb when capable of being used to effectively operate the controls.
- c. Be of a height sufficient to operate the controls and to have an unobstructed view over the controls and dashboard.
- d. Have coordination between eyes, hands, and feet.
- e. Have freedom from known convulsive disorders and episodes of unconsciousness for a period of one year prior to obtaining a powered industrial truck license.
- f. Have the ability to read and understand signs, labels, and instructions.
- g. An employee who was operating a powered industrial truck prior to November 9, 1972, but does not meet the requirements of subdivisions a, b, c, and d may be continued as an operator if the handicap or inability does not prove detrimental to the assigned task.

3. Training

The division shall provide training to the employee prior to the employee's assignment as an operator to a powered industrial truck. District or Region will ensure that all personnel needing training required in this policy attend as prescribed.

Training will be given by a Department of Labor instructor (when available), any qualified safety officer, or an employee who has a valid operator's permit and is appointed by the District or Region.

Training will consist of:

- a. Capabilities of the equipment and attachments.
- b. Purpose, use, and limitations of controls.
- c. How to make daily maintenance checks.
- d. Practice and operating assigned vehicles through their functions necessary to perform the required job.

An employee being trained is exempted from the permit requirements for a period of not more than 30 days, provided the employee is under observation of a permitted operator.

- e. A copy of the state safety standard rules R 408.12171 through R 408.12193 of Part 21. "Powered Industrial Trucks" will be issued to each trainee.
- f. Viewing of the National Safety Council training video, "Lift Truck Operator Training Program".

It is recommended that the training film be viewed at least once a year during safety meetings.

- g. Department of Labor Training Manual, "Powered Industrial Truck Operator's Manual", SET #1288.

4. Testing

Before being issued an operator's permit for a powered industrial truck, the employee will be tested on the following:

- a. Operating ability.
- b. Knowledge of equipment.
- c. Knowledge of state safety standard rules R 408.12171 to R 408.12193 of Part 21, "Powered Industrial Trucks", being R 408.12171 to R 408.12193 of the Michigan Administration Code.
- d. Knowledge of daily maintenance check.
- e. New employees holding a permit from a prior employer will be required to renew training and testing before being issued a new permit by this division.

- f. Current employees holding a valid permit but requiring renewal will be retrained and tested as a matter of continuing safety training.
- g. The written test will consist of the Department of Labor's "Powered Industrial Truck Testing Manual", SET #1288 C.
- h. Test and training manual are available, free of charge, from the Michigan Department of Labor, 7150 Harris Drive, Lansing, Michigan 48909, 517-322-1809.

5. Operator's Permit

- a. The employee will be issued a permit by the District or Region to operate a powered industrial truck, only after meeting the requirements prescribed in Parts 2, 3, and 4 of the policy.
- b. A permit shall be carried by the operator or be available upon request at all times during working hours.
- c. A permit to operate a powered industrial truck shall be valid only with the employer who issued the permit.
- d. A permit shall be issued for a period of not more than three years. Renewal shall be made prior to the three-year expiration date.
- e. A permit to operate shall consist of that part of the Department of Labor written test booklet entitled, "Industrial Truck Driving Permit".

This permit will be filled out in its entirety and signed on the reverse side by the District or Region when the written and performance tests are successfully completed.

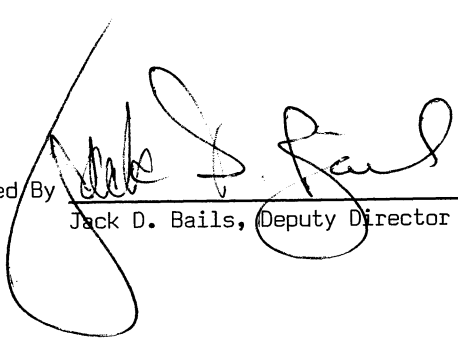
6. Record Keeping

Written tests are to be retained at the employee's work station in that office's training file. File will be kept until renewal of license.

"Employee File Copy" of the permit will remain attached to the test.

Testing will be added to the employee's "Record of Training" card, R5021.

Approved By


Jack D. Bails, Deputy Director

3-23-84
Date