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CP3-SM-0020 **FRev. 1A**	**TITLE**: Administrative Controls for Powered Industrial Trucks	Page 1 of 16
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REVISION/CHANGE LOG

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FR0	Procedure Bluesheeted	All	09/14/2017
FR1	Non-intent revision to remove from Bluesheet	All	12/04/2017
FR1A	Deleted second bullet in Section 2.1, deleted Step 4.2.1, added Step 6.4.15	3, 4, 11	08/14/2018

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1.0 PURPOSE AND SCOPE

1.1 Purpose

The purpose of this procedure is to establish, in accordance with applicable codes, standards, and regulations, the minimum administrative requirements for the safe operation of Powered Industrial Trucks (PITs) at the Paducah Gaseous Diffusion Plant (PGDP) Deactivation & Remediation (D&R) contractor facilities.

1.2 Scope

This procedure applies to all PGDP D&R contractor employees who operate and/or inspect PITs, both owned and leased.

Exceptions:

This procedure is **NOT** applicable to the following:

- Any earth-moving equipment or farming equipment such as tractors (as long as they are **NOT** used to tow/push other rolling stock).
- Text deleted. Chg A

2.0 REFERENCES

2.1 Use References

CP3-HS-2008, Accident Prevention Equipment Control Tags

2.2 Source References

- 29 Code of Federal Regulations (CFR) § 1910.178, *Powered Industrial Trucks*
- American National Standards Institute (ANSI)/The Industrial Truck Standards Development Foundation (ITSDF) B56.1-2016, *Safety Standard for Low Lift and High Lift Trucks*
- ANSI/ITSDF B56.6 - 2011, *Safety Standard for Rough Terrain Forklift Trucks*
- ANSI/ITSDF B56.9 - 2012, *Safety Standard for Operator Controlled Industrial Tow Tractors*
- CP2-HS-2000, *Worker Safety and Health Program*
- JHA-7736, *FPDP-JHA for General Site use of Aerial Man-Lifts, Scissor Lifts, and Powered Industrial Trucks (including Forklifts)*

3.0 COMMITMENTS

None

4.0 RESPONSIBILITIES

4.1 Manager

4.1.1 Ensures only individuals with current operator certification are assigned or permitted to operate PITs.

4.1.2 Ensures employees have read and understand the requirements for using forklift attachments. (Operators manuals, required reading or site-specific training.)

4.1.3 Ensures any PIT modifications or permanent attachments are approved by the manufacturer and/or Engineering. Where such approval has been granted, ensures PIT capacity labels are changed accordingly.

4.1.4 **When** using a temporary attachment, **then** consults PIT manufacturer and/or Engineering, as necessary, to ensure PIT load rating will **NOT** be exceeded.

4.1.5 Ensures PITs determined to be unsafe are either immediately repaired or tagged out of service according to CP3-HS-2008, *Accident Prevention Equipment Control Tags*.

4.2 Operator

4.2.1 Text deleted. Chg A

4.2.2 Ensures operator certification is current.

4.2.3 Performs pre-use inspections of PITs and attachments.

4.2.4 **If** using attachments, **then** consults the operator's manual for instructions on how to use the attachment and customizes the inspection steps to the attachment per manufacturer recommendation.

4.2.5 Ensures safe operation of PITs as specified in training and according to this procedure.

4.3 Equipment Manager

Provides written approval from Engineering or requests manufacturer's written approval for modifications or attachments **NOT** commercially available (other than factory-installed attachments) which affect capacity and safe operation.

5.0 GENERAL INFORMATION

5.1 PITs shall **NOT** be used in hazardous atmospheres without manufacturer approval and designation as specified in Appendix B, *29 CFR § 1910.178, Powered Industrial Trucks, Table N-1 – Summary Table on Use of Industrial Trucks in Various Locations*.

5.2 **If** manufacturer has installed a seat belt, **then** a seat belt shall be worn at **all** times while PIT is in operation.

5.3 Cell phones shall **NOT** be used in **any** capacity while operating a PIT.

5.4 **If** PIT is to be used inside a building with a potential for carbon monoxide build up, **then** Industrial Hygiene shall be contacted to perform an evaluation prior to use.

5.5 **If** any of the following signs or symptoms of carbon monoxide exposure are experienced by personnel, **then** all personnel shall immediately leave the area, exit to fresh air and seek medical attention immediately:

- Nausea
- Vomiting
- Headache
- Flushed Face and lips
- Dizziness
- Weakness
- Confusion

5.6 The following controls shall be implemented to prevent struck by, caught between, and/or crushing incidents caused by PITs:

- Before leaving the PIT seat, the operator shall place the PIT in a safe configuration with any attachment grounded, the unit controls placed in a neutral configuration, the emergency brake set, and the engine turned off.
- Before moving a load, it shall be checked that the intended transport route is free of obstacles and personnel.
- To avoid striking against building columns or fixed objects, body parts shall be kept inside the PIT cab or cage at all times.
- The PIT horn shall be sounded when entering and exiting facilities, when passing through doorways, or when back-up alarms are **NOT** available.
- Supervisor shall ensure that workers have completed all required training for forklift use prior to using the equipment.
- A spotter system shall be used when operating PITs in tight spaces, when stacking or retrieving material from shelves, and whenever the potential for striking a person or object exists.
- Headlights and taillights (if present) shall be used when inside facilities.

5.7 The following controls shall be implemented to prevent loss of loads, unbalanced loads, tipping and/or roll-over incidents on unstable and/or rough terrains:

- Compressed gas cylinders shall be transported only in racks or fixtures designed for that purpose and able to hold the cylinders securely in place during transport.
- Caps shall be firmly attached to compressed gas cylinders and cylinders shall be strapped securely in place during transport.
- It shall be ensured that the load is within the PITs rated capacity.
- The stability of every load shall be evaluated before moving.
- The load shall be kept as low to the ground as possible when moving.

- Load shall be secured to PIT, and strapped to the PIT or a pallet when necessary for stability.
- Supervisors shall ensure that workers have received a briefing before using special attachments such as barrel lifting devices. The briefing shall cover the proper installation and safe uses of such devices.

5.8 A spotter shall be utilized at all times when equipment is being operated or traveling on other than a designated roadway.

- Spotters shall be required for operation of PITs inside process buildings. All guidelines and safety requirements for operating PITs inside process buildings shall be followed.
- Only designated spotters shall give signals to the PIT operator. However, operators shall obey a STOP signal at all times, no matter who gives the signal.
- Spotter shall approach an operating PIT only after the operator has given verbal or visual approval that it is safe for the spotter to approach and the PIT has been placed in a safe configuration.
- Spotters shall be required during PIT use where the operator has limited visibility in the direction of travel, or when the point of operations is **NOT** in full view of the operator.
- Spotters shall be required when a PIT is maneuvering in tight spaces or locations where there is potential for others being struck by equipment, or the potential for equipment or property damage.
- Spotters shall be required when necessary to keep non-essential personnel and equipment away from the operation in progress and to prevent personnel from positioning under a suspended load.
- Spotters shall be identified during the pre-job briefing by the supervisor and shall have no other duties during the period they are working as spotters.
- Spotters shall maintain eye contact with the PIT operator when giving directions and guiding the PIT.
- Spotters shall maintain safe distances from moving PITs and equipment.
- Spotters shall remain clear of PIT blind spots. Operator of PIT shall stop all vehicle movement any time visual or voice communication with the spotter is lost.

5.9 The following controls shall be implemented to prevent electrical shock or arc flash burns when charging PIT batteries:

- Battery charging installations shall be located in areas designated for that purpose.
- Facilities shall be provided for flushing and neutralizing spilled electrolyte, for fire protection, for protecting charging apparatus from damage by trucks, and for adequate ventilation for dispersal of fumes from gassing batteries.
- Open flames, spark sources, or any potential source of ignition shall be prohibited within 30 feet of any PIT being recharged, and no smoking shall allowed.

5.10 The following controls shall be implemented to prevent fire, explosions, and/or burn injuries while refueling PITs with gasoline or diesel fuel:

- Before refueling, the PIT shall be placed in a safe configuration with any attachment grounded, the unit controls placed in a neutral configuration, the emergency brake set, and the engine turned off.
- Vehicles, mobile equipment or other containers shall **NOT** be filled inside buildings unless approved by the PGDP Fire Protection Authority Having Jurisdiction (AHJ).
- PITs shall never be refueled while the engine is running.
- The PIT operator or attendant shall be present to monitor the fueling process and to prevent fuel spills or overflowing the tank.
- The PIT fuel cap shall be replaced securely when refueling is complete.

5.11 The following controls shall be implemented to prevent fire, explosions, and/or burn injuries while refueling PITs with Liquid Propane Gas (LPG):

- Cylinders permanently mounted on trucks shall be fitted or exchanged only at locations designated for that purpose (well ventilated and isolated from all sources of ignition).
- Only trained and authorized personnel shall recharge or excharge LPG cylinders.
- It shall be ensured that the cylinder is correctly positioned, so that the safety relief valve is facing upward.
- Flexible hoses on LPG trucks shall **NOT** protrude beyond the sides of the truck and shall be protected from abrasion or sharp edges.
- **If** the LPG fuel system has a leak, **then** it shall be reported immediately and the PIT shall be taken out of service.

5.12 **If** unloading items in a cylinder yard, **then** it shall be ensured that any unnecessary combustible materials (for example, pallets, wooden crates, etc.) introduced are removed from cylinder yard.

5.13 It shall be ensured that any PIT modifications or permanent attachments are approved by the manufacturer and/or Engineering. Where such approval has been granted, it shall be ensured that PIT load capacity markings are changed accordingly.

5.14 Additions to equipment, such as free rigging, that affect the safe capacity and operation of the equipment shall **NOT** be permitted. Approved attachments are available to accommodate such rigging.

5.15 Dump-hoppers that are used for dumping materials unsupported shall have Engineering written approval or manufacturer's written approval for the attachments which affect capacity and safe operation.

5.16 **If** the truck is equipped with front-end attachments other than factory-installed attachments that affect the capacity of the PIT, **then** the capacity, operation, and maintenance instruction plates, tags, or decals shall be changed accordingly.

5.17 Dump-hoppers that are used as a pallet for collecting and transferring waste to larger bulk containers, such as roll-off bins, intermodals, or gondolas, shall have the tilt-dumpster positioned such that it is supported by a stable surface when dumping the contents.

5.18 The following Occupational Safety and Health Administration (OSHA) requirements shall be implemented:

5.18.1 OSHA 1910.178(g)(1), Battery charging installations shall be located in areas designated for that purpose.

5.18.2 OSHA 1910.178(m)(1), Trucks shall **NOT** be driven up to anyone standing in front of a bench or other fixed object.

5.18.3 OSHA 1910.178(n)(1), All traffic regulations shall be observed, including authorized plant speed limits.

6.0 INSTRUCTIONS

6.1 Pre-Use Inspection

Operator

6.1.1 Prior to use each shift, inspect applicable PIT components **and** document on CP3-SM-0020-F01, *Forklift Daily Checklist Form*.

6.1.2 Prior to use each shift, perform a visual inspection of any forklift attachment (for example, drum grabber) for obvious defects such as cracks, leaks, or broken components. (Refer to attachment manufacturer's manual for inspection requirements, as necessary.)

NOTE:

Examples of defects that do **NOT** affect the safe operation of the PIT include the following:

- A nick from a solid tire when the tire operates smoothly and is **NOT** a risk for failure
- A broken headlight on a PIT to be used outside during the day
- A damaged windshield that does **NOT** impair vision

6.1.3 **If** defects are identified that do **NOT** affect the safe operation of the PIT, **then** notify the Supervisor of the defects.

6.1.4 **If** defects are found that affect the safe operation of the PIT, **then** perform the following:

A. Report defects to Supervisor immediately and prior to use.

Supervisor

B. **If** it is determined that the PIT is **NOT** safe to operate, **then** perform the following:

1. Contact the Equipment Manager to request repairs.

2. Perform **one** of the following:

a) **If** safe to drive, **then** immediately take PIT to the Garage for repairs; **or**

NOTE:

An Out of Service Tag may either prohibit use of the PIT or provide limitations for the PIT's use.

b) Apply an Out of Service Tag on the equipment according to CP3-HS-2008.

6.2 Loading/Lifting

NOTE:

Consideration should be given to providing visual indicators such as high visibility ribbon for obstacles that may blend in with the background (for example, utility pole guy wires, sanitary water hydrants, post-indicator valves, etc.)

Operator

6.2.1 Ensure loads to be lifted are within the PITs load capacity.

6.2.2 **When** using a temporary attachment (for example, lifting beams, drum grabbers, etc.), **then** follow attachment manufacturer's and/or Engineering instructions for installation and use.

6.2.3 Ensure adequate clearance from overhead obstructions.

6.2.4 Identify stationary obstacles within the travel path.

6.2.5 Place the load-engaging means under the load as far as possible.

6.2.6 **When** using a forklift, **then** tilt the mast backward to stabilize the load.

6.2.7 Except when necessary for picking up or depositing a stacked load, avoid tilting the load forward with the load-engaging means elevated.

6.2.8 Before transporting, ensure loads are properly secured, (for example, load stabilized to prevent unsafe/unwanted movement.)

6.3 Dump-Hoppers

NOTES:

Dump-hoppers that are used for **dumping materials unsupported** must have written approval from Engineering or manufacturer's written approval for the attachments which affect capacity and safe operation.

If the truck is equipped with front-end attachments **other** than factory-installed attachments that **affect the capacity** of the PIT, **then** the capacity, operation, and maintenance instruction plates, tags, and/or decals shall be changed accordingly prior to use.

Operator

6.3.1 **If** the capacity of the PIT has been affected, **then** ensure that PIT load capacity markings are changed accordingly prior to using the PIT.

NOTE:

Dump-hoppers that are used for collecting and transferring waste to larger bulk containers such as roll-off bins, intermodals, or gondolas can be used as a **pallet** as long as **the tilt-dumpster is positioned such that it is supported by a stable surface when dumping the contents.**

6.3.2 **If** the dump-hopper is to be used as a pallet, **then** ensure the tilt-dumpster is positioned such that it is supported by a stable surface when dumping the contents.

6.3.3 Ensure the weight of the dump-hopper is included in the total load weight.

6.4 Traveling

Operator

6.4.1 **If** the load being carried obstructs the forward view, **then** travel with the load trailing.

6.4.2 **If** the load being carried extends across and into both lanes of PGDP streets, **then** ensure an escort in a vehicle with flashing lights precedes the load.

6.4.3 **If** ascending or descending a grade in excess of **10%**, **then** travel slowly and with the load upgrade.

6.4.4 Travel with the load tilted back, as necessary to secure the load.

6.4.5 Ensure forks are raised **only** high enough to avoid contact with obstacles along path of travel (for example, railroad tracks, ground plates, etc.)

6.4.6 Slow down **and** sound the horn at crossing aisles and other locations where vision is obstructed.

6.4.7 **When** using a forklift, **then** cross railroad tracks slowly and at an angle whenever possible.

6.4.8 Keep a clear view of the path of travel **and** observe for other traffic, personnel, and safe clearance.

6.4.9 Ensure vehicle lights are on while traveling inside buildings or in dark areas of the PGDP site.

6.4.10 Avoid soft or rough terrain unless vehicle is designed to operate in these conditions.

6.4.11 **When** entering an elevator, **then** perform the following:

A. Ensure total load weight is within elevator capacity.

B. Ensure personnel exit the elevator before entering.

C. Ensure elevator car is properly leveled.

D. Enter elevator squarely **and** center load.

E. Shut off power.

F. Set brakes **or** otherwise secure PIT movement.

6.4.12 While on any elevated dock, platform, or freight car, maintain a safe distance from the edge of ramps or platforms.

6.4.13 While boarding a parked truck, trailer, or railroad car with a PIT to load or unload, set the truck/trailer/railcar brakes **and** chock the wheels **or** take equivalent actions pre-approved by the applicable JHA.

6.4.14 **When** driving over a dockboard or bridge plate, **then** ensure load rating will **NOT** be exceeded and that dockboard or bridge plates are properly secured.

6.4.15 Prior to traveling into or out of any facility, perform the following:

Chg A

A. Ensure overhead doors are **completely open**.

B. Ensure clearance is verified prior to entering or exiting buildings.

C. **When** traveling through overhead doors, **then** maintain load as low as possible.

6.5 Parking

<u>Operator</u>

6.5.1 Exit a running PIT **only** if operationally necessary or as needed to clear snow/ice from windows. Under these conditions, engage the parking brake **and** remain with the PIT.

6.5.2 **When** parking a PIT, other than temporarily as described in Step **6.5.1**, **then** perform the following:

A. Lower any loads or load-engaging means.

B. Neutralize controls.

C. Shut off power.

D. **If** parked on an incline, **then** set brakes **or** chock wheels.

6.6 Refresher Training

6.6.1 To ensure that the operator has the knowledge and skills needed to operate the PIT safely, conduct refresher training, including an evaluation of the effectiveness of that training, according to OSHA 1910.178(I)(4)(ii).

6.6.2 Provide refresher training on the relevant topic(s) to the operator upon the occurrence of any of the following:

A. The operator has been observed to operate the PIT in an unsafe manner.

B. The operator has been involved in an accident or near-miss incident.

C. The operator has received an evaluation that reveals that the operator is **NOT** operating the PIT safely.

D. The operator is assigned to drive a different type of PIT.

E. A condition in the workplace changes in a manner that could affect safe operation of the PIT.

7.0 RECORDS

7.1 Records Generated

The following records may be generated by this procedure:

CP3-SM-0020-F01, Forklift Daily Checklist Form

Forms are to be completed in accordance with CP3-OP-0024, *Forms Control*.

7.2 Records Disposition

The records are to be maintained in accordance with CP3-RD-0010, *Records Management Process*.

Appendix A – Acronyms/Definitions

ACRONYMS

AHJ – Authority Having Jurisdiction

ANSI – American National Standards Institute

CFR – Code of Federal Regulations

D&R – Deactivation & Remediation

ITSDF – The Industrial Truck Standards Development Foundation

LPG – Liquid Propane Gas

OSHA – Occupational Safety and Health Administration

PGDP – Paducah Gaseous Diffusion Plant

PIT – Powered Industrial Truck

DEFINITIONS

Powered Industrial Truck – A mobile, power-driven vehicle used to carry, push, pull, lift, stack, or tier material. These include fork lifts/fork trucks; tow motors/tow tractors, platform lift trucks, motorized hand trucks, and other specialized industrial trucks powered by electric motors or internal combustion engines. Vehicles used for mowing, earth moving or over-the-road haulage are excluded from this definition. This does **not** apply to vehicles designed for personnel transportation such as cars, pick-up trucks, vans, Cushmans, Gators, and golf cart-type equipment such as Carryalls and Workhorses.

Appendix B – 29 CFR § 1910.178, Powered Industrial Trucks
Table N-1 – Summary Table on Use of Industrial Trucks in Various Locations

Classes	Unclassified	Class I Locations	Class II Locations	Class III Locations
Description of classes	Locations not possessing atmospheres as described in other columns	Locations in which flammable gases or vapors are, or may be, present in the air in quantities sufficient to produce explosive or ignitable mixtures	Locations which are hazardous because of the presence of combustible dust	Locations where easily ignitable fibers or flyings are present but not likely to be in suspension in quantities sufficient to produce ignitable mixtures.

Groups in Classes	None	A	B	C	D	E	F	G	None
Examples of locations or atmospheres in classes and groups	Piers and wharves inside and outside general storage, general industrial or commercial properties	Acetylene	Hydrogen	Ethyl ether	Gasoline Naphtha Alcohols Acetone Lacquer solvent Benzene	Metal dust	Carbon black coal dust, coke dust	Grain dust, flour dust, starch dust, organic dust	Baled waste, cocoa fiber, cotton, excelsior, hemp, istle, jute, kapok, oakum, sisal, Spanish moss, synthetic fibers, tow.

		1	2	1	2	1	2
Divisions (nature of hazardous conditions)	None	Above condition exists continuously, intermittently, or periodically under normal operating conditions	Above condition may occur accidentally as due to a puncture of a storage drum	Explosive mixture may be present under normal operating conditions, or where failure of equipment may cause the condition to exist simultaneously with arcing or sparking of electrical equipment, or where dusts of an electrically conducting nature may be present	Explosive mixture not normally present, but where deposits of dust may cause heat rise in electrical equipment, or where such deposits may be ignited by arcs or sparks from electrical equipment	Locations in which easily ignitable fibers or materials producing combustible flyings are handled, manufactured, or used	Locations in which easily ignitable fibers are stored or handled (except in the process of manufacture).

Appendix B – 29 CFR § 1910.178, Powered Industrial Trucks
Table N-1 – Summary Table on Use of Industrial Trucks in Various Locations (continued)

Authorized uses of trucks by types in groups of classes and divisions																	
Groups in classes	**None**	**A**	**B**	**C**	**D**	**A**	**B**	**C**	**D**	**E**	**F**	**G**	**E**	**F**	**G**	**None**	**None**
Type of truck authorized:																	
Diesel:																	
Type D	D**																
Type DS									DS						DS		DS
Type DY									DY						DY	DY	DY
Electric:																	
Type E	E**																E
Type ES									ES						ES		ES
Type EE									EE						EE	EE	EE
Type EX					EX				EX		EX	EX			EX	EX	EX
Gasoline:																	
Type G	G**																
Type GS									GS						GS		GS
LP-Gas:																	
Type LP	LP**																
Type LPS									LPS						LPS		LPS
Paragraph Ref. in No. 505	210.211		201 (a)		203 (a)		209 (a)		204 (a), (b)		202 (a)	205 (a)		209 (a)	206 (a), (b)	207(a)	208 (a)

**Trucks conforming to these types may also be used-see subdivision (c)(2)(x) and (c)(2)(xii) of 29 CFR § 1910.178.

Source: 1910.178 29 CFR Ch. XVII (7-1-12 Edition)

CP3-SM-0020-F01 – Forklift Daily Checklist Form

NOTES: This form is **NOT** to be used for inspections of Mobile/Overhead Cranes or Aerial Lifts.
This checklist is to be submitted daily to the Supervisor. Supervisor is to review, then forward to the equipment manager if equipment defects are documented or send for records retention according to CP3-RD-0010, *Records Management Process*.

Section 1– Check Type of Forklift Inspecting

☐ Electric ☐ Liquid Petroleum Gas (LPG)		Manufacturer	
☐ Gas		Model Number	
☐ Diesel		C-Number or Serial Number	

- Place a check (√) mark in the box to indicate inspection is complete and is satisfactory.
- Mark "P" in box where Problem is found and make further comments on next page, if necessary.
- Report all items in need of repair to the Supervisor at the time of inspection.
- Mark "N/A" for items which do not apply.

Section 2 – Mark as Directed Above

Worker Badge Number:	Worker Initials:	Date:

Inspection Item / Day of Week	Results	Briefly Explain Items Having Problems
Structural Damage – none apparent		
Fuel Level		
Inspection Due Date is Current		
Tires, Wheels, Chains and Guards		
Load Chart – available/readable		
Glass / Mirrors – clean/clear; unobstructed		
Forks, Attachments		
Hydraulic Hoses – good condition/no leaks		
Hydraulic Oil – adequate amounts/no leaks		
Engine Oil – level/appearance good		
Cooling Water – adequate amount/no leaks		
Horn / Gauges – functional		
Drivetrain, Brakes Operable		
Operating Controls – functional		
Brakes – functional		
Lights and Reflectors – clean/functional		
Backup Alarm – functional		
Seat Belts – functional/latch properly		
Operating Manual – available		
Couplers / Receiving Hitch		

Section 3 – Supervisor Concurrence

Send to the Equipment Manager in the event deficiencies are discovered.

Printed Name/Signature of Operator	Date
Printed Name/Signature of Supervisor	Date

NOTE: This checklist is to be submitted daily to the Supervisor. Supervisor is to review, then forward to the equipment manager if equipment defects are documented or send for records retention according to CP3-RD-0010, *Records Management Process*.