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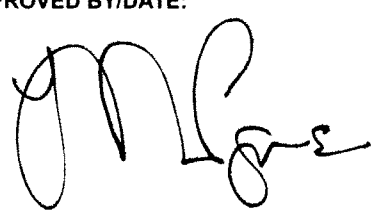
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PADUCAH

Remediation Services

A Portage Shaw Joint Venture Company

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| OWNER: Larry Payne | PRS-ESH-2007 | REV. NO. 0 |
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1.0 PURPOSE

This procedure describes requirements and guidelines for procurement (as purchase or lease), training, evaluation, certification, inspections, safe operation, and maintenance activities required to meet applicable codes, standards, and regulations 29 CFR 1910.178, Powered Industrial Trucks (PIT).

2.0 SCOPE

This procedure applies to all Paducah Remediation Services, LLC (PRS) self-performed work, as well as to subcontractors performing forklift operations.

This procedure also defines the responsibilities, training, qualifications, and documentation requirements to perform forklift operations.

Exception: This procedure does **not** apply to passenger vehicles, heavy-duty highway-licensed trucks, agricultural tractors, or earthmoving equipment which does **not** meet the requirements as a powered industrial truck as defined in 29 CFR 1910.178 and Attachment A of this procedure.

Only certified personnel will perform forklift duties as described in this procedure and per OSHA and American National Standards Institute (ANSI) B56.

3.0 PROCEDURE

3.1 Procurement and Initial Inspection

NOTE: The following steps in this section apply only to powered industrial trucks purchased or leased by PRS and consequently owned or leased by the U.S. Department of Energy (DOE).

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| Requester | 3.1.1 Submit all procurement requests for powered industrial trucks to the PRS Work Controls & Engineering (hereafter called "PRS WCE"). |
| Work Controls & Engineering | 3.1.2 Develop procurement specifications for powered industrial trucks that will be used for the lifting of materials and/or personnel, if requested. |
| | 3.1.3 Ensure that the procurement request (purchase or lease) includes a request for a copy of the manufacturer's operator manual that is required as an information source related to training, operation, and maintenance. |
| | 3.1.4 Develop acceptance criteria to be used for inspection upon receipt. |

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- Requester 3.1.5 Work with Procurement to prepare purchase requisitions for approved powered industrial trucks as described in ASME B56.1–1993, NFPA/ANSI–505, and 29 CFR 1910.178.
- ESHQ&T 3.1.6 Review procurement requests for health and safety concerns to ensure seat belts, overhead protection, warning beacons (if needed), and headlights (if needed) are included when purchasing new powered industrial trucks.
- Procurement 3.1.7 Process procurement requests in accordance with applicable PRS Company Procurement procedures.
- 3.1.8 Provide a copy of receiving inspection criteria, if necessary, to the requester.
- Requester 3.1.9 Ensure a receiving inspection is performed using acceptance criteria, if provided, to ensure compliance to procurement specifications.
- Requester or Designee 3.1.10 Request assistance from PRS Engineering to perform the inspection, if needed.
- 3.1.11 IF the powered industrial truck is acceptable according to criteria provided to the person performing receiving inspection, **THEN** provide copy of receiving inspection results to Procurement. IF it is **NOT** acceptable, **THEN** work with Procurement to resolve problems with the supplier.
- Procurement 3.1.12 Identify purchased powered industrial trucks that pass receiving inspection with a unique property number **and** designate another unique number to identify leased items.
- Front Line Supervisor 3.1.13 IF a powered industrial truck will be driven on roads to which the public has access, **THEN** do the following:
- Ensure the vehicle is properly licensed for highway use and is equipped with any required placards or signs affixed.
 - Ensure contact is made with PRS Transportation Group for assistance.
- 3.1.14 Develop **and** maintain a system to manage information related to powered industrial truck topics such as equipment information, preventive maintenance scheduling, inspection forms, and preventive/corrective maintenance information.
- 3.1.15 Ensure that all persons (PRS employees, subcontractors, and any other person) who will be required to operate a powered industrial truck are qualified and certified to operate said equipment in accordance with 29 CFR 1910.178 and 49 CFR Subpart H requirements.

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3.2 Qualification and Certification of Operators

NOTE: PRS blue sheeted procedure BJC-EH-2003, *Industrial Equipment Operator Qualification Program at Paducah*; [PRS-ESH-2003] describes the general requirements for PRS employees to become qualified and certified to operate a powered industrial truck. The steps in this section primarily relate to requirements specific for the use of this type of industrial equipment.

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| Operator or Trainee | <p>3.2.1 Satisfy all medical qualifications before being scheduled for practical training or a performance evaluation.</p> <p>3.2.2 Submit the completed Medical Qualifications Form to the Front Line Supervisor refer to PRS blue sheeted procedure BJC-EH-2003, <i>Industrial Equipment Operator Qualification Program at Paducah</i>, [PRS-ESH-2003] for this form or an approved equivalent.</p> |
| Front Line Supervisor | <p>3.2.3 IF the applicant has been determined to be physically qualified to operate certain equipment types, THEN contact the Training Provider to schedule classroom training.</p> <p>3.2.4 Schedule operator trainees who have satisfied medical qualifications for classroom operator training.</p> |
| Training Provider | <p>NOTE: All operator training (classroom and practical) shall be conducted by person(s), either employees or contractors, who have the knowledge, training, and experience to train powered industrial equipment operators and evaluate their performance. (Also refer to definition of <i>Competency Standard</i> in Attachment A.)</p> <p>3.2.5 Ensure that the initial <u>classroom training</u> contains <u>all</u> training requirements of 29 CFR 1910.178, plus any lessons learned incorporated into that training module.</p> <p>3.2.6 Provide hands-on <u>practical training</u> to an operator trainee to instruct him/her how to safely operate a powered industrial truck.</p> <p>3.2.7 Both classroom-type and practical training should instruct the trainee in:</p> <ul style="list-style-type: none"> • proper operation of the vehicle • possible hazards • operating instructions • truck controls and instrumentation • vehicle capacity and stability • other specific requirements contained in 29 CFR 1910.178 |
| Training Provider, Performance | <p>3.2.8 Perform an evaluation of the operator trainee's performance in the workplace to make a judgment as to whether the trainee has</p> |

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Evaluator/Front Line Supervisor retained the required knowledge based on classroom training to safely operate a powered industrial truck.

Performance Evaluator **NOTE:** The evaluation of the performance of an operator in the workplace shall be conducted by person(s) who has (have) the knowledge, training, and experience to train powered industrial equipment operators and to evaluate their performance.

3.2.9 Evaluate the performance of an operator using a specific type of powered industrial truck by completing a performance evaluation sheet similar to the example in Attachment B.

3.2.10 IF the operator will also operate other types of powered industrial trucks, **THEN** conduct a separate performance evaluation for each truck type.

Training Provider **NOTE:** The certification shall include the name of the operator, the date(s) of the training, the date of the evaluation, the type(s) of powered industrial trucks for which the operator is qualified, and the identity of the person(s) performing the training or evaluation.

3.2.11 Certify in writing that each operator has been trained and evaluated to established standards. Issue a provisional YELLOW CARD certification to the operator designating classroom, practical and performance evaluation was successfully completed and the operator is qualified to operate a powered industrial truck.

Front Line Supervisor **3.2.12** Ensure that only qualified operators who are trained, evaluated, and certified in accordance with 29 CFR 1910.178 (the program described in this procedure) shall be allowed to operate powered industrial trucks.

Operator **3.2.13** Operate a powered industrial truck without constant direct supervision only after having received proper training (classroom, practical hands-on, and performance evaluation) and being certified by his/her employer as an operator for that type of powered industrial truck.

Front Line Supervisor **3.2.14** After written certification is received, continue to observe and monitor operator's daily on-the-job performance of forklift practices in the workplace for a minimum 30 day period.

3.2.15 After observation of the operator's performance for minimum 30 day period, notify training organization to issue operator a GREEN CARD if performance has been satisfactory.

3.2.16 If an operator is not granted a GREEN CARD, the Font Line Supervisor will determine if refresher training is required or if the

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Front Line Supervisor should continue to provide additional oversight of operator's performance.

3.2.17 At a frequency **not** to exceed three (3) years, ensure that each powered industrial truck operator is:

- Re-evaluated for performance in operating each type of powered industrial truck
- Re-certified as qualified to operate each type of powered industrial truck

NOTE: Medical qualifications should be re-examined annually.

3.2.18 Refresher Training

NOTE: Refresher training is not always periodic retraining. It is usually training initiated to address a certain cause or event or to address a change in conditions, requirements, or needs.

Front Line Supervisor

3.2.19 Request the Training Provider schedule an operator for refresher training (including an evaluation of the effectiveness of that training) in relevant topics if any one or more of the following occur:

- Operator has been observed to operate the vehicle in an unsafe manner.
- Operator has been in an accident or near-miss incident.
- Operator has received a performance evaluation that reveals the operator is not operating the truck safely.
- Operator is assigned to drive a different type of truck (e.g., hi-lift instead of low-lift).
- Condition(s) in the workplace change in a manner that could affect the safe operation of the truck.
- Operator is not granted a GREEN Card during the 30-day observation per the Front Line Supervisor's discretion.

3.2.20 Impose any necessary limitations on operation of a powered industrial truck by an operator prior to completion of this training on a case-by-case basis.

Operator

3.2.21 Complete any assigned refresher training, including any performance evaluations.

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Training Provider 3.2.22 Maintain records of any refresher training.

3.3 Selection of Approved Truck Designation

NOTE: Atmospheres in various locations may contain vapors or dusts that may explode or ignite if exposed to an ignition source. Powered industrial trucks are also identified by a designation code which is based upon different power plant design features which minimize or eliminate the sparking potential and/or reduce the operating surface temperature of various engine components and the exhaust.

Front Line Supervisor 3.3.1 Contact ESHQ&T to identify which one or more of the eleven (11) different designations of powered industrial trucks (refer to the criteria in 29 CFR 1910.178 [a]) may be used in an area due to the hazards that exist or would be expected to exist there.

3.3.2 **IF** there are safety-related requirements to use only certain designation(s) of powered industrial trucks in an area, **THEN** request assistance from the local facility operator, ESHQ&T, and/or other personnel as needed.

3.3.3 Communicate the equipment use limitations to the operators.

Operator 3.3.4 Use only powered industrial trucks of the proper designation in any posted area.

3.4 Pre-Operational Activities, Checks, and Corrections

Front Line Supervisor 3.4.1 Ensure that an appropriate hazard review and/or activity hazard analysis has been conducted in accordance with PRS Blue Sheeted Procedure, BJC-EH-2010, *Hazard Assessment*, [PRS-ESH-2010, Hazard Assessment], for all routine tasks as well as special non-routine tasks.

ESHQ&T 3.4.2 Provide assistance in evaluation of hazards, conduct a hazard review, and identification of actions to eliminate or reduce those hazards.

Front Line Supervisor 3.4.3 Ensure any required notifications are completed, approvals obtained, and work control documents written and approved for the task to be performed.

3.4.4 Ensure all special tools, equipment, and required personal protective equipment (PPE) have been identified and are available for the task.

3.4.5 Verify that personnel assigned to perform tasks have satisfied all qualification requirements.

3.4.6 Conduct a pre-job briefing with the workers to clearly

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communicate the requirements of the job, review key items in the hazard review, and to verify readiness to start.

- Operator
- 3.4.7 Implement any necessary measures to eliminate or mitigate the effects of identified hazards.
 - 3.4.8 Inspect each powered industrial truck for defects prior to first use on each work shift by completing either the pre-operational inspection checklist found in Attachment C, or another equivalent form approved by ESHQ&T.
 - 3.4.9 Conduct the specified pre-operational checks for the powered industrial truck **and** record results.
 - 3.4.10 Secure seat belt **and** start the truck (other than battery-electric) by first putting the controls in neutral, setting the parking brake, and then starting the engine.
 - 3.4.11 **IF** a powered industrial truck is to be used for towing on that shift, **THEN** inspect the following additional items prior to towing:
 - Proper tow hitch components are being used.
 - Structural integrity of trailer is acceptable.
 - Trailer lights are hooked up and functioning properly.
 - Tires are properly inflated and in good condition.
 - Safety chain is properly secured prior to towing.
 - 3.4.12 **IF no** deficiencies are found that could affect either safety or operation, **THEN** proceed to use the powered industrial truck.
 - 3.4.13 **IF** any deficiencies are identified on the pre-operational inspection form that could affect safety or operation, **THEN**:
 - a. Attach a tag to the powered industrial truck in accordance with PRS Blue Sheeted Procedure PA-2001, *Defective Equipment Tags [PRS-ESH-2001]*.
 - b. Provide a copy of the completed pre-operational inspection form to the Front Line Supervisor.
 - c. Identify any deficiency that needs correction before equipment may be used.
 - 3.4.14 **IF** any other defects **not** recorded on the pre-operational inspection form are observed, **THEN**:

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- a. Notify the Front Line Supervisor prior to using the powered industrial truck to determine whether the defects constitute a safety or operational problem.

Operator

- b. **IF** the Front Line Supervisor concurs that the defect constitutes a safety or operational problem, **THEN** attach or request the Front Line Supervisor to attach a tag to the powered industrial truck in accordance with PRS Blue Sheeted Procedure PA-2001, *Defective Equipment Tags* [PRS-ESH-2001].

Front Line Supervisor

3.4.15 Evaluate any deficiencies in equipment/vehicles found either during the pre-operational check or during service.

3.4.16 **IF** defects adversely affect the safety and operation of the powered industrial truck, **THEN**:

- a. Remove the powered industrial truck from service.
- b. Verify or attach a tag to the powered industrial truck in accordance with PRS Blue Sheeted Procedure Paducah PA-2001, *Defective Equipment Tags* [PRS-ESH-2001].
- c. Arrange for repairs to be performed in accordance with the requirements of PRS Blue Sheeted Procedure PA-1001, *Paducah Work Control Process* [PRS-WCE-0018, *Paducah Environmental Remediation Project Work Management Program*].

3.4.17 Allow the powered industrial truck to be returned to service only after any repairs have been made, any required inspections have been completed, and the Defective Equipment tag has been removed.

Front Line Supervisor or Designee

3.4.18 Maintain copies of completed pre-operational inspections for each truck for the past 90 calendar days.

3.4.19 Update history file for maintenance performed on the powered industrial truck

3.5 Preventive and Corrective Maintenance

Operator

3.5.1 Communicate the need and related symptoms or problems for any corrective repairs to the Front Line Supervisor.

Front Line Supervisor or Designee

3.5.2 Ensure repair or corrective maintenance is performed and documented as needed to maintain the powered industrial truck in safe operating condition.

3.5.3 Ensure routine preventive maintenance is performed and

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documented as recommended by the manufacturer and scheduled in accordance with required preventive maintenance schedules.

Maintenance Requestor

- 3.5.4 Ensure only qualified personnel perform maintenance work.
- 3.5.5 Select a maintenance provider, if needed, in accordance with criteria in PRS Blue Sheeted Procedure PA-1001, *Paducah Work Control Process [PRS-WCE-0018, Paducah Environmental Remediation Project Work Management Program]*.

Maintenance Provider

- 3.5.6 **IF** any repairs may require any modification of the original design, **THEN:**

- a. Contact the Front Line Supervisor or Designee.
- b. GO TO Steps 3.5.7 through 3.5.9 for special rules on modifications.

NOTE: Counter weights added to or removed from, even temporarily, a powered industrial truck is considered to be a modification that requires prior reviews and approvals.

Front Line Supervisor or Designee

- 3.5.7 Ensure any modification (change, addition, or removal) to the original design that may affect capacity or safe operation shall be reviewed by Engineering.

Engineering

- 3.5.8 Contact the manufacturer to obtain the manufacturer's prior written approval of the modification before allowing a maintenance provider to implement it.
- 3.5.9 **IF** modification is approved by the manufacturer **AND** is completed by the maintenance provider, **THEN:**
- a. Determine whether capacity, operation, and maintenance instruction plates need to be changed.
 - b. Ensure any needed changes are made.
 - c. Inspect the modifications and/or repairs before the item is put back into use.

NOTE: These guidelines apply to any maintenance provided on the DOE-owned Paducah Site. The safety of maintenance performed at another location is the responsibility of that maintenance provider.

NOTE: If written approval can not be obtained by the manufacturer for certain modifications (i.e., forklift attachments), Engineering shall evaluate and document approvals if necessary.

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Maintenance
Provider

- 3.5.10 Before performing repairs on the electrical system, disconnect the battery.
- 3.5.11 **DO NOT** use an open flame or spark-producing light to check fluid level in a battery, hydraulic system, or fuel system.
- 3.5.12 Ensure any repairs are made with equivalent replacement parts to restore original configuration as designed by the manufacturer.
- 3.5.13 Ensure maintenance work does **not** result in modification of any safety-related component unless approval has been obtained from both Engineering and ESHQ&T.
- 3.5.14 Ensure work is not conducted under a suspended equipment item or vehicle. (The use of a portable hydraulic or mechanical jack alone is **not** sufficient.)
- 3.5.15 Conduct only that maintenance for which the provider is qualified to perform. (If **not** qualified, arrange for qualified service personnel to do the work.)
- 3.5.16 Wear appropriate PPE to protect eyes, hands, and other body parts while performing maintenance activities.
- 3.5.17 Ensure adequate ventilation exists to dissipate organic vapors to minimize breathing of those vapors by personnel and to prevent development of an explosive atmosphere.
- 3.5.18 Dispose of drained oil, fuel, hydraulic fluid, battery acid, or removed components contaminated by any of the above in accordance with proper waste operations practices.
- 3.5.19 Maintain good housekeeping in the powered industrial truck and maintenance area.
- 3.5.20 Contact the Front Line Supervisor when the repairs have been completed.

Front Line
Supervisor

- 3.5.21 Ensure that a qualified person (with assistance from Engineering, ESHQ&T if needed) re-inspects the powered industrial truck after safety-related repairs and before releasing it to be put back in service.

3.6 Post-Performance Activities

Front Line
Supervisor

- 3.6.1 Conduct a post-task briefing, when feasible, with workers to identify any problems that may have occurred and/or to solicit ideas for improvement opportunities.
- 3.6.2 Follow up to resolve any problems and/or to pursue improvement opportunities.

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3.6.3 Provide feedback to the workers on progress of corrections and/or improvement ideas.

3.7 Program Support Activities

ESHQ&T and/or
Quality Support

3.7.1 Observe operation of powered industrial trucks in performing tasks for DOE on a periodic basis to monitor (and correct, if necessary) safety-related practices.

3.7.2 Conduct periodic surveillances and/or spot checks of pre-operational checklist use and operator certifications.

3.7.3 Visually inspect the powered industrial trucks on a periodic basis to ensure that they are being kept in safe operating condition.

Front Line
Supervisor or
Designee

3.7.4 Ensure periodic radiological inspection stickers (if driven or transported within the fenced area of the plant) are kept up-to-date.

3.7.5 Ensure all records of applicable activities are maintained.

4.0 RECORDS

4.1 Records Generated

- Completed powered industrial truck inspection forms
- Equipment, corrective maintenance, and preventive maintenance records
- Training records
- Modification approvals (if applicable)
- Hazard reviews/assessments
- Program assessments or surveillances

4.2 Records Requirements

Submit records to the Document Control Center according to PRS-Blue Sheeted BJC-OS-1001, records management including document control [PRS-DOC-1009

5.0 SOURCE DOCUMENTS

NOTE: The PRS blue-sheeted BJC procedures referenced in this document are the active procedures as the date of issuance of this procedure. Procedures noted in the parentheses

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[brackets] will become the reference procedures once these procedures are approved and implemented by Paducah Remediation Services, LLC.

- American National Standards Institute (ANSI) Standard B56.1-1969, *Safety Standard for Powered Industrial Trucks*
- American Society of Mechanical Engineers (ASME) Standard B56.1-1993, *Safety Standard for Low-Lift and High-Lift Trucks*
- National Fire Protection Association (NFPA)/American National Standards Institute (ANSI)-505, *Fire Safety Standard for Powered Industrial Trucks*
- 29 CFR 1910.178, *Powered Industrial Trucks*
- BJC-EH-2018, *Suspension of Work (Safety-Related)*
- BJC-EH-5140, *Hazard Communications*
- BJC-GM-1400-PP, *Paducah and Portsmouth Integrated Safety Management System Description*
- BJC-EH-2010, *Hazard Assessment*
- BJC-HR-0711, *Exceptions, Extensions, or Equivalencies*
- PA-1001, *Paducah Work Control Process*
- PAD-4010, *Shared Site Issues - Paducah*
- PA-3010, *Waste Generator Responsibilities for On-Site Temporary Storage of Waste Materials at Paducah*
- PA-1003, *Paducah Configuration Management Program*
- PA-1011, *Paducah Document Management Center - Access, Submittals, and Requests*
- PA-2001, *Defective Equipment Tags - Paducah*
- PA-2003, *Industrial Equipment Operator Qualification Program at Paducah*

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Attachment A
DEFINITIONS/ACRONYMS
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DEFINITIONS

Approved – The classification or listing of trucks as to fire, explosion, and/or electric shock hazard by a nationally recognized testing laboratory.

Attachment – A device, other than conventional forks, mounted on the elevating mechanism of a truck.

Authorized Personnel – Persons designated by the employer to operate or maintain the equipment.

Backrest – A structure mounted on the front side of the carriage that prevents a load from falling backwards towards the operator when the forks are tilted back.

Carriage – The part of the mast containing rollers that allows the load to be moved up or down.

Certification – A statement in writing by an employer that an employee has been properly trained, evaluated, and has demonstrated competence to operate a forklift truck in a safe manner.

Class – One of the seven (7) categories of powered industrial truck based upon unique characteristics and inherent hazards:

- Class 1 Electric Motor, Sit-Down Rider, Counterbalanced Trucks (Solid and Pneumatic Tires)
- Class 2 Electric Motor Narrow Aisle Trucks (Solid Tires)
- Class 3 Electric Motor Hand Trucks or Hand/Rider Trucks (Solid Tires)
- Class 4 Internal Combustion Engine Trucks (Solid Tires)
- Class 5 Internal Combustion Engine Trucks (Pneumatic Tires)
- Class 6 Electric and Internal Combustion Engine Tractor (Solid and Pneumatic Tires)
- Class 7 Rough Terrain Forklift Trucks (Pneumatic Tires)

Competency Standard – A training instructor/evaluator is considered as qualified based on, but **not** limited to:

1. Experienced and skilled in the safe and efficient operation of powered industrial trucks
2. Familiar with, comprehends, understands, and employs applicable OSHA codes and all consensus standards as they apply to worker safety and economic impact on the employer
3. Skilled and practiced in the training of adults or has the ability, knowledge, and desire to attain such skills.

Corrective Maintenance – Maintenance that is performed in response to an observed problem that is intended to restore the safe and efficient performance of an equipment/vehicle.

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Designation – A classification of forklift types based upon the degree to which the power plant design features minimize or eliminate the sparking potential and/or reduce the operating surface temperature of various components, such as the exhaust. Atmospheres in various locations may contain vapors or dusts that may explode or ignite if exposed to an ignition source. The eleven (11) designations of forklift trucks include:

- D** Diesel engine powered trucks
- DS** Diesel trucks with additional safeguards on exhaust, fuel, and electrical systems
- DY** Diesel trucks with DS safeguards plus lack of electrical equipment and added temperature-limiting features
- E** Electrical powered trucks with minimum safeguards against fire hazards
- ES** Electrical powered trucks with additional safeguards to electrical system to prevent sparks and limit temperatures
- EE** Electric powered trucks with all E and ES safeguards plus have all electrical systems completely enclosed
- EX** Electric powered trucks different from E, ES, and EE and designed for use in areas with flammable vapors and dust
- G** Gasoline engine powered trucks with minimum safeguards against fire hazards
- GS** Gasoline powered trucks with additional safeguards designed into exhaust, fuel, and electrical systems
- LP** Liquefied petroleum gas powered trucks – similar to G with minimum safeguards against fire hazards
- LPS** Liquefied petroleum gas powered trucks with additional safeguards designed into exhaust, fuel, and electrical systems

Dock-Board – A portable or fixed device for spanning the gap (or compensating for difference) in level between loading platforms and carriers. (Also called a *bridge plate*.)

Forklift Truck – A frequently used term to describe a powered industrial truck (see below).

Forks – Horizontal tine-line projections used for engaging or supporting loads, normally suspended from the carriage.

Grade – The rate of rise or fall of a surface expressed as the number of feet of rise or fall over a 100-foot horizontal distance. (Also see definition for *slope*.)

Load Backrest – That portion of the carriage and forks that supports the load when it is tilted rearward or upward.

Mast – The upright support section of a forklift that contains a set of tracks that house ball bearing rollers and chains. It can be tilted forward and backwards and some may also be able to tilt from side to side.

Overhead Guard – A frame fitted over the cab that is strong enough to prevent falling objects from hitting the operator, but **not** strong enough to withstand the force of a heavy load or a rollover.

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Powered Industrial Truck – A mobile truck powered by an electric motor or an internal combustion engine (not compressed air) that is used to carry, push, lift, stack, or tier material. There are seven (7) different classes (see definition) of powered industrial trucks based upon unique characteristics and inherent hazards. There are also eleven (11) different designations (see definition) of powered industrial trucks which are based upon different power plant design features that minimize or eliminate the sparking potential and/or reduce the operating surface temperature of various engine components and/or the exhaust.

Preventive Maintenance – A maintenance program based on periodic intervals (operating hours, miles, or months) to provide for routine checks and replacement of various fluids and components on an equipment/vehicle which extends the useful life of the equipment/vehicle, corrects minor safety-related conditions before they occur, and prevents or minimizes unscheduled downtime. Equipment/vehicle manufacturers normally provide a suggested preventive maintenance schedule.

Qualified Person – A person who, by possession of a recognized degree, certificate, or professional standing, or who by extensive knowledge, training, and experience has successfully demonstrated the ability to solve problems related to the subject matter and work.

Rollover Protective Structure – A protective frame attached to motorized equipment or vehicles that extends above the operator's seat and designed for the purpose of minimizing the likelihood of a complete overturn and the possibility of the operator being crushed as a result of a rollover or upset. The frame shall meet performance specifications identified in 29 CFR 1926.1001 or 29 CFR 1926.1002, depending upon the equipment type.

Slope – The rate of rise or fall of a surface expressed as a percentage. (Also see definition for *grade*.)

Tow Motor – A mobile, power-driven, operator-mounted vehicle that is designed to transport tools and equipment.

Training Provider – A person or organization that develops and conducts training. The provider may be either an employee of the organization whose employees receive training or may be employed by a separate organization.

Training Subcontractor – The organization responsible for tracking training needs identified for PRS personnel, maintaining records for completion of training classes, and reminding personnel of upcoming expiration of training qualifications. PRS and its subcontractors are responsible to identify training providers for training that this subcontractor does **not** provide.

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ACRONYMS

ANSI – American National Standards Institute
ASME – American Society of Mechanical Engineers
CFR – Code of Federal Regulations
DOE – Department of Energy
ES&H – Environmental, Safety, and Health
Hz – Hertz
NFPA – National Fire Protection Association
OSHA – Occupational Safety and Health Administration
PPE – Personal Protective Equipment
psi – Pounds per Square Inch
PRS – Paducah Remediation Services, LLC
USQD – Unreviewed Safety Question Determination

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~~Form OOA-F-0008~~
PERFORMANCE EVALUATION – FORKLIFT OPERATOR

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This is an only an example of the form. See Document Control Center for usable form.

| Employee Name: | | | Date: | Time: |
|--|----|-----|--|---|
| OK | NO | N/A | Performance Characteristic | |
| | | | Performed all daily inspection checks properly. | |
| | | | Checked platform load capacity. | |
| | | | Showed familiarity with forklift controls. | |
| | | | Wore seatbelt at all times while driving forklift. | |
| | | | Gave proper signals when turning. | |
| | | | Slowed down <u>and</u> sounded horn at intersections. | |
| | | | Obeyed postings and signs. | |
| | | | Kept a clear view of direction of travel. | |
| | | | Turned corners correctly – aware of rear end swing. | |
| | | | Yielded to pedestrians. | |
| | | | Drove under control and within proper traffic aisles. | |
| | | | Checked load weight before lifting to ensure it was within rated capacity. | |
| | | | Approached load properly. | |
| | | | Maneuvered to pick up load properly. | |
| | | | Load was properly balanced <u>and</u> forks were all the way under load. | |
| | | | Carried small parts or stock in approved containers <u>or</u> had larger items properly secured. | |
| | | | Traveled with load at proper height (4 to 6 inches). | |
| | | | Checked bridge plates and/or ramps before traveling over them. | |
| | | | Stopped smoothly and completely before lowering load. | |
| | | | Lowered load and platform smoothly and slowly. | |
| | | | Placed loads within marked target area. | |
| | | | Stacked loads evenly and neatly. | |
| | | | Demonstrated ability to drive backwards when required. | |
| | | | Lowered platform to floor when parked, controls in neutral, parking brake engaged, and engine off. | |
| | | | Followed proper instructions for maintenance. | |
| | | | Properly answered questions related to safe operation of this equipment item. | |
| | | | Total Ratings | |
| Based on the above performance test, I consider this operator to be: | | | <input type="checkbox"/> QUALIFIED | <input type="checkbox"/> NOT QUALIFIED |
| Evaluator Name (Printed): | | | Signature: | |

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Form ^{ESH} ~~00A~~-F-0000⁹

POWERED INDUSTRIAL TRUCK (FORKLIFT) – DAILY EQUIPMENT INSPECTION CHECKLIST

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This is an only an example of the form. See Document Control Center for usable form.

| Vehicle ID: | | Date/Time of Day | | | | | | |
|--|---|------------------|---|---|---|---|---|--|
| Topic | Attribute | / | / | / | / | / | / | |
| Preoperational checks (before starting engine): | | | | | | | | |
| Hour Meter | write in meter reading | | | | | | | |
| Tires | properly inflated (___ psi) | | | | | | | |
| | not excessively worn/faulty | | | | | | | |
| Brakes | check foot brake & pedal | | | | | | | |
| | check emergency hand brake | | | | | | | |
| Seatbelts | not visibly worn or faulty | | | | | | | |
| | "Seatbelt Required" sticker | | | | | | | |
| Windshield | clean; no cracks or distortion | | | | | | | |
| Mirrors & Reflectors | none missing or damaged | | | | | | | |
| Fluid Levels | coolant, oil, & hydraulic fluid levels OK; no visible leaks | | | | | | | |
| Lift Chains | not twisted or damaged | | | | | | | |
| Fork Tines | not damaged or modified | | | | | | | |
| Hoses | no visible defects | | | | | | | |
| Structure | OH guard, carriage, mast, & backrest (defects/damage) | | | | | | | |
| Extinguisher | mounted outside cab; charged | | | | | | | |
| Capacity/Instructions | legible and securely attached | | | | | | | |
| Operational checks (after starting engine): | | | | | | | | |
| Audible Alarms | warning horn & backup alarm both work | | | | | | | |
| Drive Train | no abnormal noises/conditions | | | | | | | |
| Gauges/Indicators | work OK; in normal range | | | | | | | |
| Lights | Headlights/brake lights work | | | | | | | |
| | rotary warning light works | | | | | | | |
| | all clean; free from dirt/mud | | | | | | | |
| Steering/Brakes/Controls | operate freely and properly | | | | | | | |
| Hydraulics | smooth and proper operation | | | | | | | |
| | Performer's Initials: | | | | | | | |