

CHAPTER 19

Powered Industrial Vehicle Policy

POLICY

The Flight Department is committed to protecting employees from the hazards involved in the operation of powered industrial vehicles. This Policy is established to govern the proper use, care, and maintenance of such vehicles. The Policy complies with the OSHA Powered Industrial Trucks Standard of 29 CFR 1910.178.

SCOPE

The Powered Industrial Vehicle Policy applies to all specialized industrial vehicles powered by electric motors or internal combustion engines. These include aircraft tugs, forklifts, and powered mobile work platforms used in connection with Department operations.

GENERAL

This Policy establishes guidelines and procedures to be followed by Department personnel prior to and during the operation of vehicles covered herein. Only personnel designated by the *[Position Title]* shall be permitted to operate any powered industrial vehicle. Department personnel who have not successfully completed the Department's training and certification program, relevant to a particular vehicle, are prohibited from operation of the vehicle under any circumstances. This includes all operators regardless of previous experience. Details of training and certification requirements and frequency are found in the training section of this manual.

Provisions for periodic inspections and maintenance of all covered vehicles shall be made in accordance with manufacturer's recommendations. All inspections must be documented. Documentation shall remain on the vehicle until the last operation of the day.

All powered industrial vehicles are to be maintained and operated in accordance with manufacturer's recommendations. Alterations to vehicles not approved by the manufacturer are prohibited.

Operation of any powered industrial vehicle for uses other than those approved by the manufacturer is strictly prohibited.

Powered industrial vehicles are prohibited from use where any uncontained flammable or combustible liquids are present, unless the vehicle is properly rated for such an environment. All such liquids must be removed and the area adequately ventilated to remove any flammable or combustible gases prior to operation of any improperly rated vehicle in near proximity.

Personnel are prohibited from operating any powered industrial vehicle while under the influence of medication labeled with a caution against driving or operating heavy machinery. This restriction shall remain in effect for 24 hours after taking the medication unless advised otherwise by the Company Medical Officer. Affected personnel must notify the Base Aviation Maintenance Manager of any such medications taken in the previous 24 hours.

While operating any powered industrial vehicle, operators must comply with any vision restrictions, e.g., corrective lenses, as indicated on a valid state driver's license. In the absence of this information, a current physical examination may be evaluated by the Company Medical Officer (or a physician approved by the Medical Officer) for a determination of any restrictions based upon vision.

RESPONSIBILITY

The Safety Manager is responsible for ensuring this Policy is in compliance with governmental regulations and industry safe work practices. The Safety Manager is responsible for assisting in the investigation of all accidents and incidents involving powered industrial vehicles and for making recommendations concerning corrective action.

The *[Position Title]* is responsible for the administration and enforcement of this Policy at the respective base. He is responsible for the investigation of any accidents and incidents involving powered industrial vehicles. The Base Aviation Maintenance Manager, or designee, is responsible for ensuring that all vehicles covered under this Policy are appropriately inspected and documented accordingly. He is also responsible for ensuring that all vehicles found defective, in need of repair, or in any way unsafe are taken out of service until necessary repairs are completed.

The Safety Manager is responsible for coordination and documentation of the training and certification required in this policy.

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All authorized operators of powered industrial vehicles are responsible for:

- Operation of vehicles in a safe manner consistent with training and this Policy (see also Appendix I of this Section “General Safety Rules for the Operation of Powered Industrial Vehicles”).
- Performing inspections of vehicles, as appropriate.
- Reporting all accidents and incidents involving powered industrial vehicles immediately to the Base Aviation Maintenance Manager and the Department Hazard via the Incident Reporting System.
- Reporting to the Base Aviation Maintenance Manager any equipment defects or personal impairments that may interfere with the safe operation of the powered industrial vehicle, e.g., use of prescription medications.

BATTERY POWERED VEHICLES

All battery charging shall be performed in areas designated for that purpose. Provisions shall be made for adequate protection from hazards associated with battery charging, such as fire, flammable gases, corrosive liquids, and from damage to charging equipment due to vehicle movements.

INTERNAL COMBUSTION ENGINE POWERED VEHICLES

Storage and handling of liquid fuels, such as gasoline and diesel fuel, shall be in accordance with the National Fire Protection Association (NFPA) Flammable and Combustible Liquids Code (NFPA No. 30). Storage and handling of liquefied petroleum gas fuel shall be in accordance with the NFPA Storage and Handling of Liquefied Petroleum Gases Code (NFPA No. 58).

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Appendix I - General Safety Rules for the Operation of Powered Industrial Vehicles

PRE-OPERATIONAL INSPECTIONS

All operators must perform pre-operational equipment checks on powered industrial vehicles. Frequently operated vehicles, such as aircraft tugs, shall be inspected daily, prior to the first use. Less frequently operated vehicles shall be inspected prior to the first use during any work shift.

Operators shall indicate the completion of the pre-operational equipment check by signing and dating the checklist placard on the vehicle. A vehicle shall be designated "Unsafe to Operate" if it does not pass any critical item on the checklist. Each operator must ensure that a completed, current, and satisfactory pre-operational checklist is present on the vehicle prior to operating that vehicle.

1. If the powered industrial vehicle is found safe to operate, indicate so on the pre-operational checklist. The completed checklist must remain on the vehicle for the duration of the day's use.
2. If the vehicle is found to be unsafe to operate:
 - a. Note the problem on the checklist.
 - b. Remove the key(s) from the vehicle and place a red *Danger Do Not Operate* tag on the steering wheel or control lever of the vehicle.
 - c. Notify the Base Aviation Maintenance Manager or designee of the deficiency. The Manager is responsible for initiating vehicle repairs. All vehicle repairs shall be made only by authorized personnel.
 - d. It is strictly against Department policy to operate any defective powered industrial vehicle or one that has a *Danger Do Not Operate* tag placed on the steering wheel or control lever.
3. Vehicles shall not be driven up to anyone positioned in front of a fixed object.
4. Passengers shall not ride on vehicles not configured for such purposes.
5. Operators shall not block access to fire or emergency exits, stairways, emergency equipment, or electrical panels or obstruct designated walkways.
6. Under all travel conditions, operate the vehicle at a speed that will permit it to be brought to a stop in a safe manner.
7. Stunt driving and horseplay is prohibited.
8. Use caution when driving over wet or slippery surfaces.
9. Running over loose objects on the floor is prohibited.
10. The operator is responsible for cleaning up all fluid leaks (fuel, oil, hydraulic, transmission, etc.) from the floor.
11. Operator's are required to report all powered industrial vehicle accidents and incidents involving personnel, building structures, and equipment to the Base Aviation Maintenance Manager immediately. Accidents and incidents shall also be reported via the Department Hazard and Incident Reporting System.
12. Vehicles shall be operated only as intended and in accordance with manufacturer's recommendations and limitations.
13. If the vehicle is equipped with seat belts or other restraining devices, the operator must use these devices. Equipped vehicles must not have their belts removed.
14. Operators shall yield to pedestrians at all times.

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15. Where vision is obstructed in the direction of travel, operators must proceed at slow speed and proceed with caution. The vehicle's warning horn shall be sounded, if equipped. Operators shall ensure sufficient horizontal and vertical clearance is maintained when operating vehicles.
16. A powered industrial vehicle is considered to be ATTENDED when a qualified operator is less than 25 feet from the vehicle that remains in view. In this case, before leaving the operator's position, the operator shall:
 - a. Bring the vehicle to a complete stop.
 - b. Place the directional controls in neutral.
 - c. Apply the parking brake or other positive stopping mechanism, such as chocks.
17. A powered industrial vehicle is considered to be UNATTENDED when the operator is more than 25 feet from the vehicle or whenever the operator leaves the vehicle and it is not in view, regardless of the distance. In this case, before leaving the operator's position, the operator shall:
 - a. Follow the procedures in item #16.
 - b. Stop the engine or turn off the power source.
 - c. Lower the forks or the load.
18. Vehicles shall not be operated with a leak in the fuel system.
19. Operators are prohibited from placing arms or legs outside the running lines of vehicles.
20. Fuel tanks shall not be filled while the engine is running.
21. Open flames shall not be used for checking the electrolyte level in storage batteries or gasoline levels in fuel tanks.
22. Industrial vehicles shall not be altered so that the relative position of the various parts are different from originally installed.
23. Industrial vehicles shall be kept in a clean condition, free of excessive dirt, oil, and grease.
24. Preventive maintenance schedules shall be set by each base and maintained.
25. If the load being carried obstructs the operator's forward view, the Operator shall travel in reverse.
26. The Operator will slow down and sound the horn where the view is obstructed.
27. Grades shall be ascended or descended slowly. The load must face upgrade on all grades greater than 10%. The load shall be raised only as far as necessary to clear the road surface.
28. Only stable loads or safely arranged loads may be handled. Caution must be exercised when handling off-center loads.
29. Only loads within the rated capacity of the vehicle shall be handled.
30. The load engaging means shall be placed under the load as far as possible; the mast shall be carefully tilted backwards to stabilize the load.
31. Batteries must be disconnected before repairs are made to a vehicles electrical system, drive system, or lift system.
32. All parts requiring replacement shall be replaced only with parts of equivalent safety.
33. Fork extensions must be used in accordance with the Operators Manual to ensure the new weight limits are not exceeded.

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34. Forklift recurrent training shall occur no later than 3 years.