PURPOSE
This procedure is designed to provide guidelines for Fork Truck operation at the Lake Charles site with the goal of protecting against potential injury, death, property damage and meeting requirements set forth in 29CFR 1910.178.

SCOPE
This procedure applies to all PPG and contractor personnel operating Fork Trucks at the Lake Charles facility.

PROCEDURE

TRAINING

All PPG personnel operating Fork Trucks must complete 5102-13-0023 Fork truck Initial Training Checklist. This includes demonstration of safe operating practices and a training video. Refresher training as recorded in 5102-13-0030.

Motorized Equipment Training requirements are explained in 5102-10-0015. Fork Truck Combo-Lift Crab initial and refresher training is recorded on 5102-13-0047.

Contractor personnel operating Fork Trucks must be qualified to use the equipment.

There may be additional training procedures within individual units.

GENERAL RULES
1. Before operating a Fork Truck at each shift, the Frequent Inspection Report must be completed. (See EDM document 4301-06-314 for copy of inspection form). Prior to conducting the inspection, the key shall be removed by the fork truck operator. (NOTE: If safety critical deficiencies are found during inspection, the fork truck shall not be used and should be tagged with a “Do Not Operate” tag, deficiencies’ noted on tag and equipment sent in for repairs.) If the fork truck passes inspection, the operator shall initial and date the inspection tag signifying it’s readiness for use. The inspection tag is to be hung in a prominent location on the fork truck.

2. Fork Trucks shall not be driven up to anyone standing in front of a bench or other fixed object.

3. Be observant of low doorways, machinery or other obstacles when raising the forks.

4. No riders shall be on the fork truck except the operator.
5. When mounting and dismounting fork truck, always maintain three point contact with the truck. (DO NOT JUMP OFF OF THE TRUCK)

6. No one is permitted to walk, stand or sit under the elevated portion of any fork truck, whether loaded or empty. Extreme caution shall be utilized when placing hands under an elevated load (i.e. wrapping package on pallet etc..)

7. Arms and legs must not be placed between the uprights of the mast.

8. Appropriate eye protection (safety glasses w/side shields, goggles etc...) must be worn at all times while operating a fork truck.

9. When leaving a fork truck unattended the operator shall ensure the:
   a. Forks are lowered so they are flat on the ground.
   b. Controls are neutralized.
   c. Power is shut off.
   d. The parking brake is set.
   e. Wheels are chocked if the fork truck is parked on an incline.
   f. Propane tank is shut off.

   Note: Unattended means when an operator is 25 feet or more away from the truck and the truck is still in view or when less than 25 feet away but the truck is out of view).

10. Fork Trucks shall not be used for opening or closing freight doors.

11. A safe distance (at least two tire widths) shall be maintained from the edge of ramps, platforms, loading docks or other elevated surfaces unless other safeguards are in place(i.e. dock guard etc..).

12. Fork Trucks shall not be used as a personal lift.

13. Movable or replaceable forks must be firmly in place by means of a proper securing pin.

14. Threaded bolts or other improvised securing methods are prohibited.

15. Only attachments that have been purchased from a manufacturer or approved by PPG engineering (consult with your supervisor prior to use) may be used. Be certain that all attachments are properly secured.

16. When turning an LPG tank on, the knob shall be turned all the way open and then turned back toward “off” ¼ (one quarter turn).
TRAVELING RULES

1. Seatbelts must be worn at all times when fork truck is in operation.

2. While negotiating turns, operator shall maintain control of fork truck and payload at all times.

3. Under all travel conditions, the fork truck shall be operated at a speed that will permit it to be brought to a stop in a safe manner. A safe distance shall be maintained, approximately three truck lengths, from any vehicle ahead, and the fork truck shall be kept under control at all times.

4. All traffic regulations shall be observed including plant speed limits.

5. Never travel with the forks raised any higher than necessary. Raise the load just high enough to clear obstructions. (Recommended height is 6” above the traveling surface depending on surface conditions.)

6. Never raise or lower the forks while traveling.

7. Make sure the path is clear, free of people and objects, before moving fork truck. Be sure to check clearances in all directions, especially overhead.

8. Do not pass other powered industrial trucks (including manlifts) moving in the same direction.

9. Slow down, sound the horn and proceed with caution at intersections and other locations where vision is obstructed.

10. If the load being carried obstructs forward view, travel with the load trailing or have a spotter guide the operator.

11. Look in the direction of travel and keep a clear view.

12. Pedestrians have the right-of-way, however, they shall make every attempt to stay out of the path of fork truck travel. When a person approaches an operating fork truck to engage in direct communication, the driver shall:

   a. Establishing eye contact with person to ensure clear communication.
   b. Stopping motion of fork truck.
   c. Lowering forks to the ground.
   d. Consider turning off ignition.
13. When traveling on grades:
   a. Ascend or descend slowly maintaining traction and control at all times.
   b. In excess of 10 degrees (1-1/4” rise for every foot traveled), loaded fork truck shall be driven with the load upgrade.
   c. Unloaded lift trucks shall be operated with the forks down grade.
   d. The load and forks shall be tilted back if applicable, and raised only as far as necessary to clear the road surface.

14. Slow down for wet and slippery floors.

15. Never drive a fork truck with your legs or any other part of your body outside of the running lines of the truck. Do not place your hand on the upright support to the overhead guard when backing up.

16. Always come to a complete stop before reversing direction of travel. Operator injury or load damage could be the result of reversing direction while moving.

17. When traveling, loads shall be tilted back until they rest securely on the mast.

18. When traveling with attachments, the fork truck shall be driven as if it were partially loaded (i.e. with forks tilted up).

LOADING RULES

1. Always drive the fork truck slowly towards the load to be picked up.

2. Only stable, safely arranged loads shall be handled. To maintain proper balance, loads shall be centered and the forks opened to the outside edge of the load. Caution shall be exercised when handling off-center loads, which cannot be centered. Loads should be firmly fastened/secured where appropriate.

3. Only loads within the rated capacity of the fork truck shall be handled. If the load lifting capacity of the fork truck will be exceeded, other arrangements must be made for the lift (i.e. a larger fork truck, drott, etc.)

4. Extreme care shall be taken to balance long, high or multi-tiered loads, which may affect fork truck capacity, and caution shall be used when tilting the load forward or backward.

5. When stacking or tiering, only enough backward tilt to stabilize the load shall be used. Forks must be placed under the load as far as possible and the mast carefully tilted backward to stabilize the load before the vertical lift takes place.

6. Tilting the forks downward while they are elevated is prohibited except to pick up a load. An elevated load shall not be tilted forward except when the load is in a deposit position over a rack or stack.
7. Before loading or unloading a trailer, it is the fork truck operator's responsibility to communicate with the truck driver and ensure:
   a. The brakes on the trailer truck are set.
   b. Engine turned off and keys removed from the ignition.
   c. Wheels on the trailer are chocked.
   d. Fixed jacks are used to support a semi-trailer if it is not coupled to a tractor.
   e. Flooring of the trailer is inspected for breaks and weaknesses before driving a fork truck into it.
   f. Dock locks (if applicable) and dock board is properly secured (device used for spanning the gap between the trailer and loading platform).
   g. Truck driver does not remain in the cab of the truck during loading/unloading operations.

CHARGING/REFUELING RULES

1. When changing LPG tanks, always wear appropriate P.P.E. (gloves, eye protection etc…) and follow manufacturers’ operating instructions regarding handling and securing of gas tanks as well as connecting of gas hoses. Never engage in any activity which may create sparks. Empty LPG tanks should be placed and secured in the empty storage rack near the refill location.

2. Make sure there is a fire extinguisher nearby.

3. Gasoline fork trucks shall be parked in the appropriate refueling stations.

4. No fork truck shall be operated with a leak in the fuel system.

5. Never check the electrolyte level in batteries near an open flame.

6. When charging batteries, keep the battery vent caps in place to prevent electrolyte spray. Make sure that the vent caps are not plugged and the battery compartment remains open to dissipate heat.

7. Do not attempt to remove a battery from a fork truck unless you have been trained and the charging station is equipped with a hoist designed for this purpose.

8. The parking brake shall be applied before refueling and or attempting to change or charge batteries.

9. Tools and other metallic objects shall be kept away from uncovered batteries.

10. When charging batteries, acid shall be poured into water. Water must never be poured into acid.
REFERENCES
29 CFR 1910.178  Powered Industrial Trucks