



North Valley Animal Disaster Group Standard Operating Guidelines

Title: FORKLIFT OPERATIONS

Objective: To ensure safe forklift operations

Description:

- A Forklift is also known as a Counter-Balanced Rider Truck, and a PIT (Powered Industrial Truck).
- NVADG will maintain a cadre of Certified Forklift Trainers.
- NVADG will attempt to maintain at least one Train the Trainer Instructor(s).
- All drivers of forklifts owned and/or operated by NVADG shall:
 - Watch the Forklift Operations and Safety video(s) posted on Volunteer Impact and pass any associated tests
 - Meet with a certified NVADG Forklift Trainer and receive:
 - Theoretical Training
 - Hands-on training
 - Information specific to the model(s) of forklift(s) that NVADG are operating
 - Information specific to the location(s) NVADG is operating
 - Information specific to NVADG protocols
 - Pass a test on forklift operations and safety
 - Perform a hands-on driving evaluation
- Recertification: The Forklift Operations and Safety video(s) posted on Volunteer Impact must be viewed every three years, and the associated test(s) passed with 80% proficiency. This will be kept in the volunteer's Volunteer Impact files. This is mandatory for all drivers, regardless of any additional certification(s) outside of NVADG.
- All OSHA, Labor Laws, and Best Practices will be followed.

NVADG owns two similar Toyota 8FGU25 forklifts. Refer to the placards, manuals and brochures for specifications and capacities.

Reciprocity: Outside training and certification from outside agencies will be acknowledged, however all experienced drivers must still have a NVADG specific orientation to include:

- Information specific to the model(s) of forklift(s) that NVADG are operating
- Information specific to the location(s) NVADG is operating
- Information specific to NVADG protocols
- A hands-on driving evaluation by a NVADG certified trainer

All drivers will sign an agreement stating that they have been given appropriate training and agree to follow all protocols and procedures. (see attachments)

Daily Checklist: A daily checklist will be filled out anytime a forklift is used. If a second driver uses the forklift on the same day and it has been previously checked, they must still physically check the vehicle, but they do not have to fill out an additional checklist sheet. Completed checklists will be kept for three years. (They may be scanned and stored electronically.)

Posted Documentation: The following documentation shall be posted at each permanent worksite where forklifts are stored:

- California Code of Regulations, Title 8, Sections 3650, 3660, 3661, and 3668
- Carbon Monoxide Posting
- Cal/OSHA Operating Rules for Industrial Trucks (2-page version)
- Daily Checklist

Related Documents behind the seat of the forklift(s)

- Specification's Brochure
- Operator's and Owner's Manual

Related Documents Attached:

- California Code of Regulations, Title 8, Sections 3650
- California Code of Regulations, Title 8, Sections 3660
- California Code of Regulations, Title 8, Sections 3661
- California Code of Regulations, Title 8, Sections 3668
- Carbon Monoxide Posting
- Cal/OSHA Operating Rules for Industrial Trucks (2-page version)
- Daily Pre-Shift Inspection
- Daily Checklist
- Evaluation Sign off Sheet
- Agreement Letter



California Code of Regulations, Title 8, Sections 3650

Industrial Trucks General

California Code of Regulations, Title 8, Sections 3660

Rated Capacity

California Code of Regulations, Title 8, Sections 3661

Brakes and Warning Devices

California Code of Regulations, Title 8, Sections 3668

Powered Industrial Truck Operator Training

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Subchapter 7. General Industry Safety Orders

Group 4. General Mobile Equipment and Auxiliaries

Article 25. Industrial Trucks, Tractors, Haulage Vehicles, and Earthmoving Equipment

§3650. Industrial Trucks. General.

(a) Industrial trucks manufactured after March 15, 2009, shall be labeled as meeting the design and construction requirements of the following applicable standards which are hereby incorporated by reference:

ANSI/ITSDF B56.1 - 2005, Safety Standard for Low Lift and High Lift Trucks

ANSI/ITSDF B56.5 - 2005, Safety Standard for Guided Industrial Vehicles and Automated Functions of Manned Industrial Vehicles

ANSI/ITSDF B56.6 - 2005, Safety Standard for Rough Terrain Forklift Trucks

ANSI/ITSDF B56.8 - 2006, Safety Standard for Personnel and Burden Carriers

ANSI/ITSDF B56.9 - 2007, Safety Standard for Operator Controlled Industrial Tow Tractors

ANSI/ITSDF B56.10 - 2006, Safety Standard for Manually Propelled High Lift Industrial Trucks

NFPA 505 - 2006, Fire Safety Standard for Powered Industrial Trucks Including Type Designations, Areas of Use, Conversions, Maintenance, and Operations

UL 583 - 1996, Standard for Safety, Electric-Battery-Powered Industrial Trucks

UL 558 - 1996, Standard for Safety, Industrial Trucks, Internal Combustion Engine-Powered

(b)(1) All low lift and high lift trucks manufactured after June 26, 1998, through March 15, 2009 shall be labeled as meeting either the design and construction requirements of Part III, ASME

B56.1-1993, Safety Standard for Low Lift and High Lift Trucks or Part III of the ANSI/ITSDF B56.1-2005 standard. All low lift and high lift trucks manufactured on or before June 26, 1998, shall be labeled as meeting either the design and construction requirements of the ASME standard indicated above or Part II, of the ANSI B56.1-1975 standard.

(2) Except as provided in subsection (b)(1), industrial trucks manufactured after September 1, 1991 through March 1, 1999 shall have affixed a legible tag or label stating compliance with the following applicable standards or those listed in subsection (b)(3):

NFPA 505-1987, formerly ANSI B56.2-1987, for powered industrial trucks,

UL 583-1984, formerly ANSI B56.3-1977, for electric-battery-powered industrial trucks,

UL 558-1984, formerly ANSI B56.4-1977, for internal combustion engine powered industrial trucks,

ANSI/ASME B56.5-1988 for guided industrial vehicles,

ANSI/ASME B56.6-1987 for rough terrain forklift trucks,

ANSI/ASME B56.7-1987 for industrial crane trucks,

ANSI/ASME B56.8-1988 for personnel and burden carriers,

ANSI/ASME B56.9-1987 for operator controlled industrial tow tractors.

(3) Except as provided in subsections (a) and (b)(1), industrial trucks manufactured after March 1, 1999 shall have affixed a legible tag or label stating compliance with the following applicable standards:

NFPA 505-1987, formerly ANSI B56.2-1978, for powered industrial trucks,

UL 583-1991, for electric-battery-powered industrial trucks,

UL 558-1991, for internal combustion engine powered industrial trucks,

ASME B56.5-1993, for guided industrial vehicles and automated functions of manned industrial vehicles,

ASME B56.6-1992, for rough terrain forklift trucks,

ANSI/ASME B56.7-1987, for industrial crane trucks,

ASME B56.8-1993, for personnel and burden carriers,

ASME B56.9-1992, for operator controlled industrial tow tractors.

- (4) All name plates and model number, type designation and load capacity markings on industrial trucks, shall be maintained in a legible condition by the employer.
- (c) Industrial trucks shall be designed, constructed and maintained in accordance with the applicable standards specified in subsections (a) and (b) of this section.
- (d) If the truck is equipped with front-end attachments other than factory installed attachments, the truck shall be marked to identify the attachments and show the approximate weight of the truck and attachment combination, and capacity of the truck and attachment combination at maximum elevation of the load engaging means with the load laterally centered.
- (e) Major modifications and structural changes to high lift trucks, industrial trucks and rider trucks that affect the capacity and safe handling of the vehicles shall not be performed by the employer or user without prior written approval from the manufacturer unless the modification is designed, manufactured, and installed in accordance with recognized good engineering and manufacturing principles. The capacity, operation and maintenance instruction plates shall be changed accordingly.
- (f) Industrial trucks originally approved for the use of gasoline for fuel may be converted to liquefied petroleum gas fuel provided the complete conversion results in a truck which embodies the features specified for LP or LPS designated trucks as defined in Chapter 1-3, of NFPA 505-1987, which is herein incorporated by reference. Such conversion equipment shall be approved.
 - (1) When a conversion kit is installed, the original type designation shall be removed or obliterated and replaced with a durable, corrosion-resistant plate permanently mounted on the truck indicating the type designation of the converted truck.
- (g) Powered industrial trucks shall not be operated in atmospheres containing more than 20 percent of the Lower Explosive Limit of flammable gas or vapor unless approved for the area as provided in (h).

Note: Concentrations below 20 percent of the Lower Explosive Limit may still require mandatory use of air supplied respiratory protection. (See Section 5144.)

- (h) Only industrial trucks approved for the exposure may be operated in atmospheres containing hazardous quantities of combustible dusts and ignitable fibers. Approval and area designation shall be based on NFPA 505-1982 with appropriate labeling.
 - (1) Approved trucks shall bear a permanent legible label or some other identifying mark indicating approval by the testing laboratory.

- (i) When industrial trucks operate in areas where general lighting is less than 2 footcandles per square foot, directional lighting shall be provided on the truck.
- (j) Trailers disconnected from their tractor shall be secured to prevent them from up-ending during loading or unloading operations. This may require utilization of auxiliary jacks designed for that purpose.
- (k) Industrial trucks shall not be operated in areas that expose the operator to the hazard of collision with overhead obstructions unless the truck is equipped with overhead guards. (See Section 3655.)
- (l) Loads shall be so balanced, braced, or secured as to prevent tipping and falling. Only stable or safely arranged loads shall be handled.
- (m) Batteries installed in trucks shall be secured in suitable racks which are secured to the truck.
- (n) Motorized hand and hand/rider trucks shall be designed so that the brakes are applied and the power to the drive motor shut off when the operator releases his grip on the control tongue, or the device used to control travel.

EXCEPTION: Vehicles designed for use in order picking operations are exempt from the braking requirements, provided the speed of the vehicle does not exceed 3.5 mph while the operator is walking the vehicle.

- (o) Radio remote control vehicles shall be equipped with positive means which restrict the speed of the vehicle to 3.5 mph while the equipment is being operated with radio remote control.
- (p) Steering knobs shall not be used unless the truck is equipped with power steering.
- (q) When cargo is being towed on pipe trucks or similar equipment, a safe means shall be provided to protect the driver from sliding loads.
- (r) Counterweights shall be so affixed that they cannot be accidentally dislodged.
- (s) Forks, fork extensions and other attachments shall be secured so that they cannot be inadvertently dislodged, and shall be used only in accordance with the manufacturer's recommendations.
- (t) Industrial trucks and tow tractors shall be operated in a safe manner in accordance with the following operating rules:

- (1) Only drivers authorized by the employer and trained in the safe operations of industrial trucks or industrial tow tractors pursuant to Section 3668 shall be permitted to operate such vehicles.
- (2) Stunt driving and horseplay are prohibited.
- (3) No riders shall be permitted on vehicles unless provided with adequate riding facilities.
- (4) Employees shall not ride on the forks of lift trucks.
- (5) Employees shall not place any part of their bodies outside the running lines of an industrial truck or between mast uprights or other parts of the truck where shear or crushing hazards exist.
- (6) Employees shall not be allowed to stand, pass, or work under the elevated portion of any industrial truck, loaded or empty, unless it is effectively blocked to prevent it from falling.
- (7) Drivers shall check the vehicle at the beginning of each shift, and if it is found to be unsafe, the matter shall be reported immediately to a foreman or mechanic, and the vehicle shall not be put in service again until it has been made safe. Attention shall be given to the proper functioning of tires, horn, lights, battery, controller, brakes, steering mechanism, cooling system, and the lift system for fork lifts (forks, chains, cable, and limit switches).
- (8) No truck shall be operated with a leak in the fuel system.
- (9) Vehicles shall not exceed the authorized or safe speed, always maintaining a safe distance from other vehicles, keeping the truck under positive control at all times and all established traffic regulations shall be observed. For trucks traveling in the same direction, a safe distance may be considered to be approximately 3 truck lengths or preferably a time lapse -3 seconds -passing the same point.
- (10) Trucks traveling in the same direction shall not be passed at intersections, blind spots, or dangerous locations.
- (11) The driver shall slow down and sound the horn at cross aisles and other locations where vision is obstructed. If the load being carried obstructs forward view, the driver shall be required to travel with the load trailing.
- (12) Operators shall look in the direction of travel and shall not move a vehicle until certain that all persons are in the clear.
- (13) Trucks shall not be driven up to anyone standing in front of a bench or other fixed object of such size that the person could be caught between the truck and object.

(14) Grades shall be ascended or descended slowly.

(A) When ascending or descending grades in excess of 10 percent, loaded trucks shall be driven with the load upgrade.

(B) On all grades the load and load engaging means shall be tilted back if applicable, and raised only as far as necessary to clear the road surface.

(C) Motorized hand and hand/rider trucks shall be operated on all grades with the load-engaging means downgrade.

(15) The forks shall always be carried as low as possible, consistent with safe operations.

(16) When leaving a vehicle unattended (the operator is over 25 feet (7.6 meters) from or out of sight of the industrial truck), the brakes are set, the mast is brought to the vertical position, and forks are left in the down position, either:

(A) The power shall be shut off and, when left on an incline, the wheels shall be blocked; or

(B) The power may remain on provided the wheels are blocked, front and rear.

(17) When the operator of an industrial truck is dismounted and within 25 feet (7.6 meters) of the truck which remains in the operator's view, the load engaging means shall be fully lowered, controls placed in neutral, and the brakes set to prevent movement.

EXCEPTION: Forks on fork-equipped industrial trucks may be in the raised position for loading and unloading by the operator if the forks are raised no more than 42 inches above the same level on which the industrial truck is located, the power is shut off, controls placed in neutral and the brakes set. If on an incline, the wheels shall be securely blocked. Whenever the forks are raised, the operator will remain in the seat of the industrial truck except when the operator is actively loading or unloading materials.

(18) Vehicles shall not be run onto any elevator unless the driver is specifically authorized to do so. Before entering an elevator, the driver shall determine that the capacity of the elevator will not be exceeded. Once on an elevator, the industrial truck's power shall be shut off and the brakes set.

(19) Motorized hand trucks shall enter elevators or other confined areas with the load end forward.

(20) Vehicles shall not be operated on floors, sidewalk doors, or platforms that will not safely support the loaded vehicle.

- (21) Prior to driving onto trucks, trailers and railroad cars, their flooring shall be checked for breaks another structural weaknesses.
- (22) Vehicles shall not be driven in and out of highway trucks and trailers at loading docks until such trucks or trailers are securely blocked or restrained and the brakes set.
- (23) To prevent railroad cars from moving during loading or unloading operations, the car brakes shall beset, wheel chocks or other recognized positive stops used, and blue stop signs, blue flags or blue lights displayed in accordance with Section 3333 of these Orders and Title 49, Code of Federal Regulations, Section 218.27 which is hereby incorporated by reference.
- (24) The width of one tire on the powered industrial truck shall be the minimum distance maintained from the edge by the truck while it is on any elevated dock, platform, freight car or truck.
- (25) Railroad tracks shall be crossed diagonally, wherever possible. Parking closer than 8 1/2 feet from the centerline of railroad tracks is prohibited.
- (26) Trucks shall not be loaded in excess of their rated capacity.
- (27) A loaded vehicle shall not be moved until the load is safe and secure.
- (28) Extreme care shall be taken when tilting loads. Tilting forward with the load engaging means elevated shall be prohibited except when picking up a load. Elevated loads shall not be tilted forward except when the load is being deposited onto a storage rack or equivalent. When stacking or tiering, backward tilt shall be limited to that necessary to stabilize the load.
- (29) The load engaging device shall be placed in such a manner that the load will be securely held or supported.
- (30) Special precautions shall be taken in the securing and handling of loads by trucks equipped with attachments, and during the operation of these trucks after the loads have been removed.
- (31) When powered industrial trucks are used to open and close doors, the following provisions shall be complied with:
 - (A) A device specifically designed for opening or closing doors shall be attached to the truck.
 - (B) The force applied by the device to the door shall be applied parallel to the direction of travel of the door.
 - (C) The entire door opening operation shall be in full view of the operator.

- (D) The truck operator and other employees shall be clear of the area where the door might fall while being opened.
- (32) If loads are lifted by two or more trucks working in unison, the total weight of the load shall not exceed the combined rated lifting capacity of all trucks involved.
- (33) When provided by the industrial truck manufacturer, an operator restraint system such as a seat belt shall be used.
- (u) The use, care and maintenance of slings used in lifting suspended loads with forklifts shall comply with the requirements of Article 101 of these orders.

Note: Authority cited: Section 142.3, Labor Code. Reference: Section 142.3, Labor Code.

HISTORY

1. Amendment of section title and subsection (a) filed 9-7-78; effective thirtieth day thereafter (Register 78, No.36). For prior history, see Register 78, No. 30.
2. Amendment of subsection (q) filed 10-2-78 as an emergency; effective upon filing (Register 78, No. 40).
3. Certificate of Compliance filed 12-21-78 (Register 79, No. 1).
4. Amendment of subsection (q), new subsection (r), and repealer of Brake Handle Figure filed 3-20-79; effective thirtieth day thereafter (Register 79, No. 12).
5. New subsections (s)-(v) filed 12-12-84; effective thirtieth day thereafter (Register 84, No. 50).
6. Amendment filed 4-30-85; effective thirtieth day thereafter (Register 85, No. 18).
7. Amendment of subsection (a), new subsection (c) and relettering of subsections (d)-(t) to subsections (d)-(u) filed 7-18-91; operative 8-19-91 (Register 91, No. 47).
8. Change without regulatory effect amending section filed 9-30-91 pursuant to section 100, title 1, California Code of Regulations (Register 92, No. 2).
9. Amendment of subsection (g) and new subsection (g)(1) filed 7-21-93; operative 8-20-93 (Register 93, No.30).
10. Amendment of subsection (a), repealer of subsection (b), subsection relettering, and amendment of newly designated subsection (g) filed 5-27-98; operative 6-26-98 (Register 98, No. 22).
11. Amendment of subsection (a), redesignation of former subsection (b) as subsection (b)(1) and amendment thereof, new subsection (b)(2) and amendment of subsection (d) filed 3-1-

99; operative 3-1-99 pursuant to Government Code section 11343.4(d) (Register 99, No. 10).

12. Amendment of section, including redesignation of former section 3664(a)(1)-(32) to section 3650(s)(1)(32), filed 5-28-2002; operative 6-27-2002 (Register 2002, No. 22).
13. New subsection (c), subsection relettering and amendment of newly designated subsection (g) filed 11-22-2006; operative 12-2-2006 (Register 2006, No. 44).
14. Amendment of subsection (t)(23) filed 12-31-2007; operative 1-30-2008 (Register 2008, No. 1).
15. New subsection (a), subsection relettering, amendment of newly designated subsections (b)(1)-(3) and new subsection (t)(33) filed 2-13-2009; operative 3-15-2009 (Register 2009, No. 7).
16. Amendment of subsection (t)(23) filed 10-28-2009; operative 11-27-2009 (Register 2009, No. 44).
17. Editorial correction of subsection (a) (Register 2011, No. 8).
18. New subsection (u) filed 10-23-2012; operative 11-22-2012 (Register 2012, No. 43).
19. Change without regulatory effect amending subsection (b)(3) filed 9-17-2013 pursuant to section 100, title1, California Code of Regulations (Register 2013, No. 38).
20. Amendment of subsection (l) filed 4-14-2014; operative 7-1-2014 (Register 2014, No. 16).
21. Amendment of subsection (t)(17) - EXCEPTION filed 7-31-2017; operative 10-1-2017 (Register 2017, No.31).

§3660. Rated Capacity.

- (a) The rated capacity of all industrial lift trucks and industrial tractors shall be displayed at all times on the vehicle in such a manner that it is readily visible to the operator.
- (b) Industrial lift trucks and industrial tractors equipped with forks shall not be loaded beyond their designated capacity.

NOTE: Authority cited: Section 142.3, Labor Code. Reference: Section 142.3, Labor Code.

HISTORY

1. Amendment of subsection (a) filed 4-30-85; effective thirtieth day thereafter (Register 85, No. 18).

§3661. Brakes and Warning Devices.

- (a) Every industrial truck and tractor shall be equipped with brakes or other effective devices adequate to bring the vehicle to a complete safe stop while fully loaded.
- (b) Every industrial truck and tractor shall be equipped with a parking brake or other effective device to prevent the vehicle moving when unattended.
- (c) Every industrial truck and industrial tow tractor, except those guided or controlled by a walking operator, shall be equipped with a warning horn, whistle, gong, or other device which can be heard clearly above the normal industrial noises in the places of employment.

NOTE: Authority cited: Section 142.3, Labor Code. Reference: Section 142.3, Labor Code.

HISTORY

1. Amendment of subsection (a) filed 4-30-85; effective thirtieth day thereafter (Register 85, No. 18).

§3668. Powered Industrial Truck Operator Training.

(a) Safe Operation.

- (1) The employer shall ensure that each powered industrial truck operator is competent to operate a powered industrial truck safely, as demonstrated by the successful completion of the training and evaluation specified in this section.
- (2) Prior to permitting an employee to operate a powered industrial truck (except for training purposes), the employer shall ensure that each operator has successfully completed the training required by this section, except as permitted in subsection (e).

(b) Training program implementation. Trainees may operate a powered industrial truck only:

- (1) Under the direct supervision of persons who have the knowledge, training and experience to train operators and evaluate their competence; and
- (2) Where such operation does not endanger the trainee or other employees.
- (3) Training shall consist of a combination of formal instruction (e.g., lecture, discussion, interactive computer learning, video tape, written material), practical training (demonstrations performed by the trainer and practical exercises performed by the trainee) and evaluation of the operator's performance in the workplace.
- (4) All operator training and evaluation shall be conducted by persons who have the knowledge, training and experience to train powered industrial truck operators and evaluate their competence.

(c) Training program content. Powered industrial truck operators shall receive initial training in the following topics, except in topics which the employer can demonstrate are not applicable to the safe operation of the truck in the employer's workplace.

(1) Truck-related topics:

- (A) Operating instructions, warnings, and precautions for the types of truck the operator will be authorized to operate;
- (B) Differences between the truck and the automobile;

- (C) Truck controls and instrumentation: where they are located, what they do, and how they work;
 - (D) Engine or motor operation;
 - (E) Steering and maneuvering;
 - (F) Visibility (including restrictions due to loading);
 - (G) Fork and attachment adaptation, operation, and use limitations;
 - (H) Vehicle capacity;
 - (I) Vehicle stability;
 - (J) Any vehicle inspection and maintenance that the operator will be required to perform;
 - (K) Refueling and/or charging and recharging of batteries;
 - (L) Operating limitations;
 - (M) Any other operating instructions, warnings, or precautions listed in the operator's manual for the types of vehicle that the employee is being trained to operate.
- (2) Workplace-related topics:
- (A) Surface conditions where the vehicle will be operated;
 - (B) Composition of loads to be carried and load stability;
 - (C) Load manipulation, stacking, and unstacking;
 - (D) Pedestrian traffic in areas where the vehicle will be operated;
 - (E) Narrow aisles and other restricted places where the vehicle will be operated;
 - (F) Hazardous (classified) locations where the vehicle will be operated;
 - (G) Ramps and other sloped surfaces that could affect the vehicle's stability;
 - (H) Closed environments and other areas where insufficient ventilation or poor vehicle maintenance could cause a build-up of carbon monoxide or diesel exhaust;
 - (I) Other unique or potentially hazardous conditions in the workplace that could affect safe operation.

(d) Refresher training and evaluation. Refresher training, including an evaluation of the effectiveness of that training, shall be conducted as required by subsection (d)(1) to ensure that the operator has the knowledge and skills needed to operate the powered industrial truck safely.

(1) Refresher training in relevant topics shall be provided to the operator when:

(A) The operator has been observed to operate the vehicle 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 truck safely;

(D) The operator is assigned to drive a different type of truck; or

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

(2) An evaluation of each powered industrial truck operator's performance shall be conducted at least once every three years.

(e) Avoidance of duplicative training. If an operator has previously received training in a topic specified in subsection (c) of this section, and such training is appropriate to the truck and working conditions encountered, additional training in that topic is not required if the operator has been evaluated and found competent to operate the truck safely.

(f) Certification. The employer shall certify that each operator has been trained and evaluated as required by this section. The certification shall include the name of the operator, the date of the training, the date of the evaluation, and the identity of the person(s) performing the training or evaluation.

(g) Dates. The employer shall ensure that operators of powered industrial trucks are trained, as appropriate, in accordance with the following dates:

(1) If the employee was hired before July 15, 2000, the initial training and evaluation of that employee must be completed by July 15, 2000;

(2) If the employee was hired after July 15, 2000, the initial training and evaluation of that employee must be completed before the employee is assigned to operate a powered industrial truck.

Exception: Agricultural operations as defined in Section 3437 of the General Industry Safety Orders are exempt from the requirements of Section 3668.

Note: Authority cited: Section 142.3, Labor Code. Reference: Section 142.3, Labor Code.

HISTORY

1. New section filed 8-23-99; operative 7-15-2000. Submitted to OAL for printing only pursuant to Labor Code section 142.3(a)(3) (Register 99, No. 35). For prior history see Register 78, No. 30.
2. Change without regulatory effect amending subsections (a)(1) and (a)(2) filed 3-28-2011 pursuant to section 100, title 1, California Code of Regulations (Register 2011, No. 13).

Warning!

¡Advertencia!



Photo courtesy of Zirkle Fruit Company

Gas-powered Forklifts Produce Toxic Gas!

Los Montacargas de Gasolina y Propano Producen Un Gas Tóxico

Find fresh air and medical attention fast if you feel sick from carbon monoxide.

Si se siente mal a causa del monóxido de carbono, busque aire fresco y atención médica inmediatamente.

Gasoline and propane forklifts produce toxic carbon monoxide gas. You cannot smell, taste or see carbon monoxide.

Los montacargas de gasolina y propano producen monóxido de carbono, un gas tóxico. El monóxido de carbono no tiene sabor, no se puede oler ni ver.

Cold rooms and controlled atmosphere rooms have little fresh air. With no fresh air, carbon monoxide from forklift exhaust can quickly build to toxic levels.

Los cuartos de refrigeración y con control de atmósfera tienen poco aire fresco. Sin aire fresco, el monóxido de carbono que sale del tubo de escape del montacargas puede llegar a niveles tóxicos rápidamente.

Breathing too much carbon monoxide can cause headache, faintness, vomiting and confusion. Carbon monoxide poisoning can lead to coma and death.

Respirar mucho monóxido de carbono puede causar dolor de cabeza, desmayo, vómito y confusión. El envenenamiento por monóxido de carbono puede llevar a un estado de coma y muerte.

This poster was prepared by the Safety & Health Assessment & Research for Prevention (SHARP) program at the Washington State Department of Labor and Industries. For more information, see the pamphlet *Warning! Forklifts Produce Toxic Gas!* Publication #81-2-2005. To obtain copies of this pamphlet, call SHARP at 1-888-667-4277.

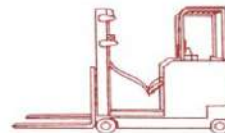
Este póster fue preparado por el programa de Evaluación de Salud y Seguridad e Investigación para la Prevención (SHARP) en el Departamento de Labor e Industrias del estado de Washington. Para más información, vea el folleto ¡Peligro! Las Montacargas Producen Gases Tóxicos publicación #81-2-2005. Para obtener copias de este folleto, llame a SHARP al 1-888-667-4277.



Poster is Publication #81-1-2005



OPERATING RULES FOR INDUSTRIAL TRUCKS



General Industry Safety Order [3664](#) Operating Rules (Part (a))

- (a) Every employer using industrial trucks or industrial tow tractors shall post and enforce a set of operating rules including the appropriate rules listed in Section [3650](#) (t).

General Industry Safety Order [3650](#) Industrial Trucks. General (Part (t))

- (t) Industrial trucks and tow tractors shall be operated in a safe manner in accordance with the following operating rules:
- (1) Only drivers authorized by the employer and trained in the safe operations of industrial trucks or industrial tow tractors pursuant to Section [3668](#) shall be permitted to operate such vehicles.
 - (2) Stunt driving and horseplay are prohibited.
 - (3) No riders shall be permitted on vehicles unless provided with adequate riding facilities.
 - (4) Employees shall not ride on the forks of lift trucks.
 - (5) Employees shall not place any part of their bodies outside the running lines of an industrial truck or between mast uprights or other parts of the truck where shear or crushing hazards exist.
 - (6) Employees shall not be allowed to stand, pass, or work under the elevated portion of any industrial truck, loaded or empty, unless it is effectively blocked to prevent it from falling.
 - (7) Drivers shall check the vehicle at the beginning of each shift, and if it is found to be unsafe, the matter shall be reported immediately to a foreman or mechanic, and the vehicle shall not be put in service again until it has been made safe. Attention shall be given to the proper functioning of tires, horn, lights, battery, controller, brakes, steering mechanism, cooling system, and the lift system for forklifts (forks, chains, cable, and limit switches).
 - (8) No truck shall be operated with a leak in the fuel system.
 - (9) Vehicles shall not exceed the authorized or safe speed, always maintaining a safe distance from other vehicles, keeping the truck under positive control at all times and all established traffic regulations shall be observed. For trucks traveling in the same direction, a safe distance may be considered to be approximately 3 truck lengths or preferably a time lapse - 3 seconds - passing the same point.

General Industry Safety Order [3650](#) Industrial Trucks. General (Part (t))

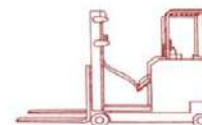
- (10) Trucks traveling in the same direction shall not be passed at intersections, blind spots, or dangerous locations.
- (11) The driver shall slow down and sound the horn at cross aisles and other locations where vision is obstructed. If the load being carried obstructs forward view, the driver shall be required to travel with the load trailing.
- (12) Operators shall look in the direction of travel and shall not move a vehicle until certain that all persons are in the clear.
- (13) Trucks shall not be driven up to anyone standing in front of a bench or other fixed object of such size that the person could be caught between the truck and object.
- (14) Grades shall be ascended or descended slowly.
 - (A) When ascending or descending grades in excess of 10 percent, loaded trucks shall be driven with the load upgrade.
 - (B) On all grades the load and load engaging means shall be tilted back if applicable, and raised only as far as necessary to clear the road surface.
 - (C) Motorized hand and hand/rider trucks shall be operated on all grades with the load-engaging means downgrade.
- (15) The forks shall always be carried as low as possible, consistent with safe operations.
- (16) When leaving a vehicle unattended (the operator is over 25 feet (7.6 meters) from or out of sight of the industrial truck), the brakes are set, the mast is brought to the vertical position, and forks are left in the down position, either:
 - (A) The power shall be shut off and, when left on an incline, the wheels shall be blocked; or
 - (B) The power may remain on provided the wheels are blocked, front and rear.
- (17) When the operator of an industrial truck is dismounted and within 25 feet (7.6 meters) of the truck which remains in the operator's view, the load engaging means shall be fully lowered, controls placed in neutral, and the brakes set to prevent movement.

Continued in the next page....

LEFT (1/2)



OPERATING RULES FOR INDUSTRIAL TRUCKS



General Industry Safety Order [3650](#) Industrial Trucks. General (Part (t))

Exception:

Forks on fork-equipped industrial trucks may be in the raised position for loading and unloading by the operator if the forks are raised no more than 42 inches above the same level on which the industrial truck is located, the power is shut off, controls placed in neutral and the brakes set. If on an incline, the wheels shall be securely blocked. Whenever the forks are raised, the operator will remain in the seat of the industrial truck except when the operator is actively loading or unloading materials.

- (18) Vehicles shall not be run onto any elevator unless the driver is specifically authorized to do so. Before entering an elevator, the driver shall determine that the capacity of the elevator will not be exceeded. Once on an elevator, the industrial truck's power shall be shut off and the brakes set.
- (19) Motorized hand trucks shall enter elevators or other confined areas with the load end forward.
- (20) Vehicles shall not be operated on floors, sidewalk doors, or platforms that will not safely support the loaded vehicle.
- (21) Prior to driving onto trucks, trailers and railroad cars, their flooring shall be checked for breaks and other structural weaknesses.
- (22) Vehicles shall not be driven in and out of highway trucks and trailers at loading docks until such trucks or trailers are securely blocked or restrained and the brakes set.
- (23) To prevent railroad cars from moving during loading or unloading operations, the car brakes shall be set, wheel chocks or other recognized positive stops used, and blue flags or lights displayed in accordance with Section [3333](#) of these Orders and [Title 49, CFR, Section 218.27](#) which is hereby incorporated by reference.
- (24) The width of one tire on the powered industrial truck shall be the minimum distance maintained from the edge by the truck while it is on any elevated dock, platform, freight car or truck.
- (25) Railroad tracks shall be crossed diagonally, wherever possible. Parking closer than 8 1/2 feet from the centerline of railroad tracks is prohibited.
- (26) Trucks shall not be loaded in excess of their rated capacity.
- (27) A loaded vehicle shall not be moved until the load is safe and secure.

General Industry Safety Order [3650](#) Industrial Trucks. General (Part (t))

- (28) Extreme care shall be taken when tilting loads. Tilting forward with the load engaging means elevated shall be prohibited except when picking up a load.
Elevated loads shall not be tilted forward except when the load is being deposited onto a storage rack or equivalent. When stacking or tiering, backward tilt shall be limited to that necessary to stabilize the load.
- (29) The load engaging device shall be placed in such a manner that the load will be securely held or supported.
- (30) Special precautions shall be taken in the securing and handling of loads by trucks equipped with attachments, and during the operation of these trucks after the loads have been removed.
- (31) When powered industrial trucks are used to open and close doors, the following provisions shall be complied with:
 - (A) A device specifically designed for opening or closing doors shall be attached to the truck.
 - (B) The force applied by the device to the door shall be applied parallel to the direction of travel of the door.
 - (C) The entire door opening operation shall be in full view of the operator.
 - (D) The truck operator and other employees shall be clear of the area where the door might fall while being opened.
- (32) If loads are lifted by two or more trucks working in unison, the total weight of the load shall not exceed the combined rated lifting capacity of all trucks involved.
- (33) When provided by the industrial truck manufacturer, an operator restraint system such as a seat belt shall be used.



Follow
operating rules
so that
everyone is
safe.

(2/2) RIGHT

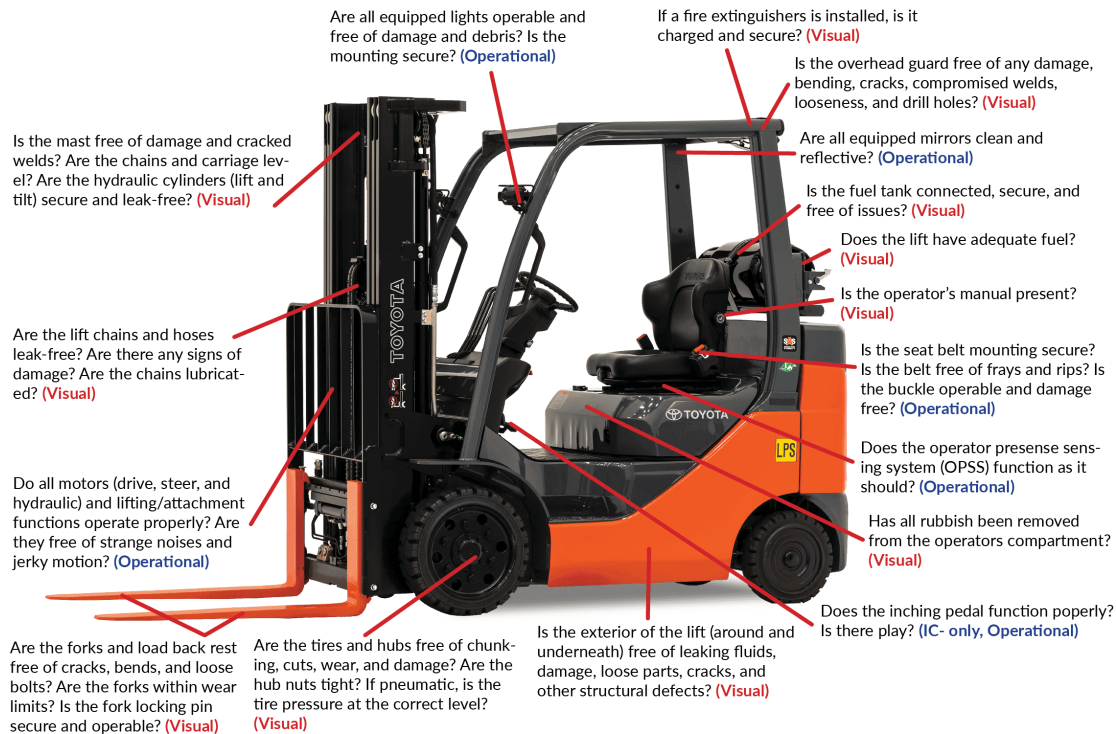
November 2018

Daily Pre-Shift Visual Inspection Guide for IC and Electric Forklifts

The operator must inspect their forklift before operating each shift.
Different forklifts can require different daily inspection items. Please consult the operator's manual for the particular forklift being operated.

Visually inspect the items marked "Visual" first. Then, check those marked "Operational."

Internal Combustion (IC) Forklifts



Is the air filter clean and in place? (Visual)

Is the engine free of leaks, strange noises, and emission smells? (Visual)

Are the fluids (engine oil, water/coolant, brake, and hydraulic fluid) at the correct level, free of contamination, and of proper consistency? (Visual)





Date: _____ Truck#: _____ Operator: _____
 Start Hour: _____ End Hour: _____ Fuel: _____

INTERNAL COMBUSTION DAILY CHECK LIST

Indicate an **X** where a problem is detected and a **✓** to indicate no problems visible.

Visual Inspection

COMMENTS

1. ☐ Propane
 - ☐ Relief Valve _____
 - ☐ Fuel Level _____
 - ☐ No Leaks _____
 - ☐ Safety Straps _____
2. ☐ Rear Tire (Left) _____
3. ☐ Engine Compartment
 - ☐ Oil _____
 - ☐ Battery _____
 - ☐ Radiator _____
 - ☐ Air Filter _____
 - ☐ Fan Belt _____
4. ☐ Overhead Guard _____
5. ☐ Front Tire (Left) _____
6. ☐ Tilt Cylinder _____
7. ☐ Carriage _____
8. ☐ Fork Locking Pin (Left) _____
9. ☐ Fork (Left) _____
 - ☐ (Attachment Applicable) _____
10. ☐ Mast _____
11. ☐ Lift Cylinder
 - ☐ Lift Chains _____
12. ☐ Fork (Right) _____
 - ☐ (Attachment Applicable) _____
13. ☐ Fork Locking Pin (Right) _____
14. ☐ Carriage _____
15. ☐ Tilt Cylinder _____
16. ☐ Front Tire (Right) _____
17. ☐ Hydraulic Oil _____
18. ☐ Data Plate _____
19. ☐ Seat & Seat Belt _____
20. ☐ Operator Manual _____
21. ☐ Rear Tire (Right) _____

All comments made in reference to any problems should be made on the back of this page in detail and handed to the supervisor immediately.

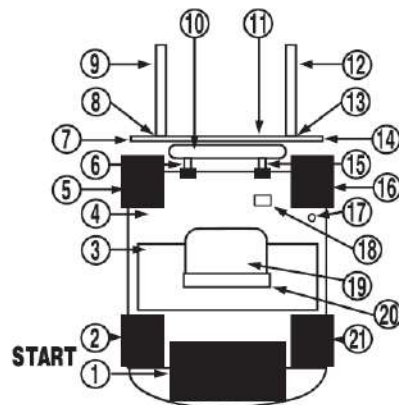
SIGNATURE:

Operational Inspection

COMMENTS

- A. ☐ Listen for Unusual Noise _____
- B. ☐ Check Service & Parking Brake _____
- C. ☐ Lifting Control _____
- D. ☐ Tilt Control _____
- E. ☐ Forward Driving
 - ☐ Accelerator _____
 - ☐ Steering _____
 - ☐ Braking _____
- F. ☐ Reverse Driving
 - ☐ Accelerators _____
 - ☐ Steering _____
 - ☐ Braking _____
 - ☐ Backup Alarm _____
- G. ☐ Lights _____
- H. ☐ Horn _____
- I. ☐ Gauges _____
- J. ☐ Oil Spots on Floor _____

WALK AROUND



CAUTION: This is not a complete list of all items which may require attention. Operators are responsible for ensuring that the lift truck is in proper working condition in accordance with the manufacturer's specifications.

DO NOT operate lift truck if a problem is detected. Report all problems to the service department immediately.

TO BE COMPLETED BY DESIGNATED OPERATOR AND FORWARDED TO SUPERVISOR PRIOR TO SHIFT.

#TMH0405 Class IV And V

FORKLIFT OPERATOR'S EVALUATION



EMPLOYEE: _____ DATE: _____

- ☐ 1. Shows familiarity with truck controls.
- ☐ 2. Gave proper signals when turning.
- ☐ 3. Slowed down at intersections.
- ☐ 4. Sounded horn at intersections.
- ☐ 5. Obeyed signs.
- ☐ 6. Kept a clear view of direction of travel.
- ☐ 7. Turned corners correctly – was aware of rear end swing.
- ☐ 8. Yielded to pedestrians.
- ☐ 9. Drove under control and within proper traffic aisles.
- ☐ 10. Approached load properly.
- ☐ 11. Lifted load properly.
- ☐ 12. Maneuvered properly.
- ☐ 13. Traveled with load at proper height.
- ☐ 14. Lowered load smoothly/slowly.
- ☐ 15. Stops smoothly/completely.
- ☐ 16. Load balanced properly.
- ☐ 17. Forks under load all the way.
- ☐ 18. Carried parts/stock in approved containers.
- ☐ 19. Checked bridge plates/ramps.
- ☐ 20. Did place loads within marked area.
- ☐ 21. Did stack loads evenly and neatly.
- ☐ 22. Did drive backward when required.
- ☐ 23. Did check load weights.
- ☐ 24. Placed forks on the floor when parked, controls neutralized, brake on set, power off.
- ☐ 25. Followed proper instructions for maintenance – checked both at beginning and end.

Rating Evaluator (Print): _____ Sign:



NVADG FORKLIFT AGREEMENT

I acknowledge the following:

- I have reviewed the Toyota Operator's and Owner's Manual.
- I have reviewed the NVADG Forklift Operations Standard Operating Guidelines.
- I have reviewed a copy of Cal/OSHA General Industry Safety Orders 3660 through 3661
- I will allow only other certified drivers to operate lift trucks.
- I have received training on the proper use of lift trucks
- I am aware of the hazards of improper use of lift trucks.

I agree to the following:

- I will operate lift trucks only when authorized.
- I will always use lift trucks in a safe manner that will not violate safety rules, orders, regulations, laws, or best practices.

Printed name: _____

Signed: _____ Date: _____