

**I. PURPOSE**

- A. To establish guidelines for operations, maintenance, and training for off road industrial mobile equipment. Examples are but not limited to forklifts, wheel loaders, log loaders, leibherr, strattle lift, graders, bulldozers, and any other off road industrial equipment.

**II. SCOPE**

- A. This policy is applicable to all MTE employees operating an off road industrial mobile equipment.

**III. TRAINING**

- A. Only certified trained employees shall operate off road industrial mobile equipment. Certified is defined in OSHA standards. See appendix for reference.
- B. Training shall include:
1. Operating instructions, warnings and precautions for the type and model of industrial mobile equipment the operator will use.
  2. Similarities and differences to an automobile.
  3. Controls and instrumentation location and operation.
  4. Power plant operation and maintenance.
  5. Steering and maneuvering.
  6. Visibility (including restrictions due to loading).
  7. Fork and attachment adaptation, operation and limitations of their utilization.
  8. Vehicle capacity.
  9. Vehicle stability.
  10. Vehicle inspection and maintenance
  11. Refueling or charging, recharging batteries.
  12. Operating limitations.
  13. Any other material listed in the operator's manual.
  14. Surface conditions where the vehicle will be operated.
  15. Composition of probable loads and load stability.
  16. Load manipulation, stacking, unstacking.
  17. Pedestrian Traffic.
  18. Narrow aisles and other restricted place operation.
  19. Operating in hazardous classified locations.
  20. Operating the truck ramps or other sloped surfaces that could affect stability.

21. Other unique or potentially hazardous environmental conditions that may exist in the facility.
  22. Operating the vehicle in closed environments and other areas where insufficient ventilation could cause a build up of carbon monoxide or diesel exhaust.
- C. Training and retraining shall be conducted by a designated person. The designated person will have the requisite knowledge, training and experience to train operators and judge their competency.
  - D. Evaluation by the designated person will be conducted at least annually.
  - E. Remedial training will be provided based on the annual evaluation of the designated person, after an accident or near miss, and if it is believed that the operator has been operating unsafely.
  - F. All operators will be certified after successful evaluation. The certification will include the name of the trainee, date of training, signature of the person training and evaluating.

#### **IV. MAINTENANCE**

- A. A maintenance program will be established to insure all equipment is operational and safety equipment is functional per manufacturers requirements,
- B. Before operation each operator will perform a pre-startup check of their mobile equipment.
- C. Mobile equipment deemed unsafe by the operator will be tagged and will not be operated.

#### **V. REFERENCE**

OSHA Regulation 29 CFR 1910.178 Powered Industrial Trucks