

Document Safety & Health Policy	Published 8/29/2015	Valid for Billerud Escanaba
---	------------------------	--------------------------------

Powered Industrial Truck Policy

Purpose

Safety is the most important part of lift truck operations. Once a truck is put in motion, the driver must be on the defensive and anticipate the unexpected. This policy establishes minimum safe work practices for the operation of lift trucks. Lift trucks include electric and gas powered forklift trucks, clamp trucks, platform lift trucks, tow motors, motorized hand trucks, and other specialized industrial trucks used for material handling. The purpose of this policy is to assure the Escanaba mill complies with MIOSHA Part 21 Powered Industrial Truck Standard and OSHA Powered Industrial Truck Standard 1910.178.

Policy Requirements

A. Driver Qualifications

A driver must become qualified to operate a lift truck, and meet the following qualifications:

1. Attend initial "Lift Truck Training," including area specific training.
2. Every three years, a driver's permit must be renewed by conducting PIT refresher training. Retraining is required anytime the employer or employee has reason to believe retraining is necessary. Immediate 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.
 - e. A condition in the mill has changed in a manner that could affect safe operation of the truck.
3. Driver's permits (see Appendix A) shall be kept in the department and shown upon request.
4. Initial training and refresher training must be documented.

5. Annual Operator Evaluation: After initial training, workplace operator evaluations must be conducted annually. The evaluation must be conducted by a designated trainer who has completed the Lift Truck Safety and Certification Course. The evaluation will include a review of incidents, changes in equipment, policies or procedures from the prior year. Note: Workplace operator evaluations may be performed on workers while they are performing their normal job duties. (see Appendix A – Evaluation Form)

B. Pre-Shift Inspections

General

Document publisher	Responsible organization	Document-ID	Version
Carlie Chase	Safety Department		2

Document Safety & Health Policy	Published 8/29/2015	Valid for Billerud Escanaba
---	------------------------	--------------------------------

Powered Industrial Truck Policy

1. Perform pre-shift daily inspections. A fork or clamp truck must be inspected at the beginning of each shift or prior to use. The inspection must be completed in its entirety.
2. If any item on the inspection checklist or during the operation of the truck is found to be in unsatisfactory condition, do not continue to operate the equipment and report it to your supervisor immediately

C. General Requirements

1. Seat belts must be worn at all times
2. Fill fuel tanks according to posted guidelines
3. Do not allow anyone to stand on or pass under the elevated portion of a truck
4. Personnel are not permitted to ride on a truck unless a seat is provided for that purpose
5. When leaving a truck unattended, an operator shall fully lower the forks flat to the floor, neutralize the controls, set the brakes and shut off the motor Whenever, it is necessary to leave the truck on an incline, the truck wheels shall be blocked and the steering wheels turned toward the curbing, wall or railing
6. Check interior and exterior of trucks, trailers and rail cars before driving onto them. Make sure trucks, trailers and railcars are chocked, docklocked or brakes set before entering them. Trailers will be double chocked.
7. Drivers/spotters shall position jack-stands under the 5th wheel plate for all un-supported trailers spotted at docks
8. When entering railcars the blue flag policy must be used
9. Rail car doors shall not be opened or closed by using (the forks, clamp, or platform of) a powered industrial truck, unless it is equipped with attachments designed or approved for that purpose
10. Do not load trucks beyond their rated capacity
11. Immediately report all incidents involving product, personnel, and structural and equipment damage to your supervisor
12. Spinner knobs on steering wheels are not permitted unless they were originally installed from the factory on the equipment
13. When following another manually operated truck, a safe distance of three truck lengths shall be maintained from the vehicle ahead, and the vehicle shall be kept under control at all times
14. Operators shall ensure adequate clearance from pedestrians. Operators conversing with pedestrians while stopped shall not begin travel until pedestrian has fully cleared the immediate area.
15. Stunt driving and horseplay are not permitted
16. All load trucks must be equipped with visible flashing/strobe lights and must be on at all times while the truck is in operation
17. A truck shall be equipped with an audible device (i.e. horn) to be used to warn of approach

General

Document publisher	Responsible organization	Document-ID	Version
Carlie Chase	Safety Department		2

Document Safety & Health Policy	Published 8/29/2015	Valid for Billerud Escanaba
---	------------------------	--------------------------------

Powered Industrial Truck Policy

D. Traveling

1. Under all conditions a truck shall be operated at a speed that will permit it to be brought to a stop safely
2. Paper rolls must be transported in the vertical position
3. If the load is blocking the operator's center of vision, horizontal to the floor or above, travel with the load trailing
4. An operator shall look in the direction of, and keep a clear view of, the direction of travel
5. Slow down and sound horn at intersections or where vision is obstructed.
6. Maintain at least three truck lengths behind other trucks
7. On level surfaces the operator shall travel with the load engaging means elevated only two to four inches from the floor/ground
8. An operator shall not pass another truck traveling in the same direction at intersection, blind spots and other dangerous locations
9. An operator of a load truck shall cross railroad tracks diagonally whenever possible
10. Ascend and descend grades slowly:
 - a. For grades in excess of 10%, drive with the load upgrade.
 - b. On all grades the load and load engaging means shall be tilted back.
 - c. Keep load close to the ground.
11. Dockboards and Bridge Plates:
 - a. Make sure they are properly secured before using
 - b. Drive slowly and carefully
 - c. Do not exceed rated capacity

E. PIT Travel in Docking Areas

1. PITs should not be driven around vacant dock areas due to increased risk of falling.
 - a. Mitigation steps shall be taken prior to driving in empty dock areas. Examples of mitigation could include:
 - A physical barrier (stacked rolls, rail cars, etc)
 - Utilization of a Spotter
 - Job Safety Analysis

F. Handling Multiple Rolls, "Cookie Rolls", Stub Rolls and Bales

1. Handling Multiple Rolls/ "Cookie Rolls":
 - a. Rolls should be the same (or nearly same) diameter.

General

Document publisher	Responsible organization	Document-ID	Version
Carlie Chase	Safety Department		2

Document Safety & Health Policy	Published 8/29/2015	Valid for Billerud Escanaba
---	------------------------	--------------------------------

Powered Industrial Truck Policy

- b. Operators position the rolls on the forks with the largest diameter closest to the mast, then the next largest in diameter, and so on.
 - c. Operators shall carry no more than 3 “cookie rolls” at any time.
 - d. If rolls are wrapped, operators shall not carry more than two packages at a time.
 - e. Load truck operators shall carry no more than three 20” wide rolls or two 35” wide rolls at a time.
 - f. If multiple rolls are of the same diameter the rolls should be bundled together using core inserts, strapping, and plugs on the outer ends or by locking them together using the metal roll locking device.
 - g. On all grades, the load shall be tilted back.
 - h. Operators shall carry the roll/rolls low to the ground, about 4 to 6 inches.
 - i. Single “cookie” rolls shall **NOT** be transported individually.
 - j. Operators **MUST** maintain a safe rate of speed.
 - k. Operators **MUST** slowly accelerate and slowly apply brakes to come to a stop; eliminating the danger of rolls falling out with sudden stopping.
 - l. Operators **MUST** be trained in the above procedures before handling multiple rolls.
2. Handling Stub Rolls:
- a. When traveling with stub roll ends longer than the forks an operator must carry the stub roll perpendicular (across) the forks and you must travel in reverse.
 - b. On all grades the load shall be tilted all the way back.
 - c. A roll stop must be used each time stub rolls are transported perpendicular on the forks.
 - d. When a stub roll is transported parallel to the forks the operator must position the forks close enough together to not allow the stub roll to fall between the forks during transit.
 - e. Operators **MUST** be trained in the above procedures before handling stub rolls.
3. Handling Multiple Bales
- a. Bales may be handled in single stack of five (5) bales high
 - b. Bales shall be carried low to the ground
 - c. Operators must maintain a safe rate of speed eliminating the danger of bales falling during sudden stops

G. Elevators

- a. Approach elevators slowly
- b. Drive on elevators squarely
- c. Once on an elevator, neutralize controls, shut off power and set brakes
- d. All personnel are to be off the elevator before entering and leaving
- e. Observe elevator load limits

General

Document publisher	Responsible organization	Document-ID	Version
Carlie Chase	Safety Department		2

Document Safety & Health Policy	Published 8/29/2015	Valid for Billerud Escanaba
---	------------------------	--------------------------------

Powered Industrial Truck Policy

H. Crossing Main Chain Roll Conveyor

- a. When crossing the Main Chain Roll Conveyor operator must shut the conveyor down.

I. Contractors

- a. All Contractors are to comply with the requirements of this policy regarding safety equipment and general operation of P.I.T.'s.

J. Incident Evaluation

- a. If a PIT is involved in an incident, the PIT shall be removed from service immediately until a truck crew member thoroughly inspects the PIT for any mechanical, electrical, or hydraulic issue.
- b. In the event of a truck crew member not being available, a mechanic may be substituted.

Responsibility

This section outlines responsibilities for training and permitting lift truck operators:

A. Each area or area trainer will be responsible for:

- a. Conducting area specific hands-on training
- b. Issuing Initial Lift Truck Permit (file original)
- c. Maintaining driver's Initial Lift Truck Permit for time that the employee is the area

B. If employee moves to another area:

- a. Conducting area specific hands-on training
- b. Create new Initial Lift Truck Permit (file original) and maintain

C. Safety Department Responsibility:

- a. Perform presentation of Policy and Lift Truck Safety
- b. Tracking permit renewal date and computer based training for fork lift

General

Document publisher	Responsible organization	Document-ID	Version
Carlie Chase	Safety Department		2

Document Safety & Health Policy	Published 8/29/2015	Valid for Billerud Escanaba
---	------------------------	--------------------------------

Powered Industrial Truck Policy

_____ Using the seat belt and the proper position of his arms and legs during operation of the truck.

_____ Parking the PIT in the proper manner.

Comments:

I have observed and spoken with the above truck driver on the above check points and agree or disagree with the renewal of the PIT permit.

Permit expires three (3) years from PIT Permit date and must be renewed through completing new PIT Permit and CBT training. PIT Permit must be renewed if operating a different type of truck (e.g., fork truck to clamp truck), when assigned to a different area, or when conditions change in the area concerning the safe operation of the PIT.

A copy of this driver's permit must be kept in the department's file and be made available upon request.

To obtain permit:

Initial Permit

1. Study/Know PIT Training Manual
2. View "Fork Lift Safety Essentials Comp Video"
3. Written Test
4. Permit-Proficiency Review/Observation

Renew Permit (Every 3 years)

1. Review the "PIT Training Manual"
2. Permit-Proficiency Review/Observation

Observer's Signature: _____ Driver's Signature:

General

Document publisher	Responsible organization	Document-ID	Version
Carlie Chase	Safety Department		2

Document Safety & Health Policy	Published 8/29/2015	Valid for Billerud Escanaba
---	------------------------	--------------------------------

Powered Industrial Truck Policy

TEST ON REVERSE SIDE OF THIS SHEET

LIFT TRUCK WRITTEN TEST

1. T F An operator of a lift truck should never drive up to employees that are standing in front of a fixed object?
2. T F The operator can allow anyone to stand or pass under elevated mass?
3. T F Operators should never put their arms or legs outside the running lines of a moving truck or between the uprights of the mast?
4. T F A truck should not be used to open railroad car doors or use to tow/push railroad cars unless designed and/or equipped for that purpose?
5. T F Trucks trailers must have (2) rear wheels blocked by or restrained by other mechanical means when being loaded by a rider type powered industrial truck?
6. T F Slow down and sound horn at intersections or where vision is obstructed?
7. T F You are required to report only accidents that involve injuries?
8. T F When following another truck, you should maintain at least three (3) truck lengths distance between them?
9. T F Operators shall cross railroad tracks diagonally whenever possible?
10. T F Drive at reduced speeds on wet or slippery floors?
11. T F When leaving a powered industrial truck unattended, an operator shall fully lower the forks flat to the floor, neutralize the controls, set the brakes and shut the power off?
12. T F At the start of each shift, the operator shall perform daily checks of the equipment as required by the employer?

General

Document publisher	Responsible organization	Document-ID	Version
Carlie Chase	Safety Department		2

Document Safety & Health Policy	Published 8/29/2015	Valid for Billerud Escanaba
---	------------------------	--------------------------------

Powered Industrial Truck Policy

- 13. T F When coming down a grade or ramp, your load should be trailing you?
- 14. T F When loading, the load should be tilted and cradled against the back rest?
- 15. T F Starts, stops and turns shall be made in a manner, which will prevent a load from shifting or overturning the truck?
- 16. T F Stairs, fire doors, exits, fire extinguishers and electrical panels can never have material stacked in front of them?
- 17. T F An operator should always plan the path of travel to avoid obstacles?
- 18. T F Never load trucks beyond their rated capacity?
- 19. T F When parked on an incline, truck wheels shall be blocked and the wheels turned toward the curbing, wall or railing?
- 20. T F You can pass another truck traveling in the same direction at an intersection?
- 21. T F Seatbelts shall be worn at all times?
- 22. T F The fuel tank can be filled while the engine is running?
- 23. T F Stunt driving and horseplay are permitted?
- 24. T F A lift truck shall not enter an elevator if the combined weight of the load and truck exceeds the capacity of the elevator?
- 25. T F Operators must ascend and descend grades slowly?

Observer's Signature _____

Driver's Signature _____

Job now working or training on _____

General

Document publisher	Responsible organization	Document-ID	Version
Charlie Chase	Safety Department		2