

EHS SAFETY

Subject: Powered Industrial Truck		Doc ID: #34518	Page 1 of 10
Effective: 09/12/2023	Document Owner: Misty Nehring	Approved By:	

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I. POLICY

It is the policy of the Quinnesec Mill that only trained and authorized persons are permitted to operate a Powered Industrial Truck when operating conditions or work situations warrant their use. This policy is applicable to all Quinnesec Mill members and contractors who routinely, or on occasion, may be asked to operate a Powered Industrial Truck.

II. INTENT/PURPOSE

The purpose of this policy is to establish uniform guidelines for the safe operation of Powered Industrial Trucks. The policy also establishes the definitions and responsibilities for improving and maintaining their safe operation.

III. DEFINITIONS

Powered Industrial Truck (P.I.T.) - Counter balanced lifting equipment with attachments such as forks, clamps and booms. Motorized hand trucks are also included.

Elevating Platform - a commercially manufactured platform designed specifically to attach to the forks of a P.I.T.

IV. PROCEDURE/PRACTICE

A. Safety Equipment

1. Seat Belts

a. Seat belts are an integral safety device and as such are to be worn while the powered industrial truck is being operated. Exceptions are motorized hand trucks.

b. Seat belts are to be inspected daily to insure acceptable operating condition.

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2. Warning Devices and Lights

- a. A truck shall be equipped with an audible device (i.e. horn) to be used to warn of approach.
- b. A truck shall be equipped with a rotating, flashing, or strobe light visible in direction of travel.
- c. A truck used in areas where general lighting is inadequate shall be equipped with auxiliary lights that will illuminate work in process.

3. Forklift Elevating Platforms

A member shall not be lifted or transported except when an approved platform is attached to the forks by enclosed sleeves, a safety chain or a mechanical device in such a manner that the platform cannot tip or slip.

4. Daily Checks / Pre-shift

At the start of each shift, the operator of a P.I.T. or a qualified employee shall perform daily checks of the equipment. This inspection must be documented. See section D.

5. Counterweights

An additional counterweight shall not be installed by the employer without written assurance from the manufacturer of the truck that the stability of the truck will not deviate from rule 406 of Section 4 of the American National Standards Institute Standard B56.1-1969.

6. Spinner Knobs

A spinner knob shall not be attached to the steering wheel of a truck unless 1) the truck was originally equipped with such, or 2) the truck is equipped with power steering, or 3) the truck is equipped with an anti-kickback device on the steering mechanism.

B. Training

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Members assigned to operate a powered industrial truck shall be trained in accordance with applicable regulations and shall receive training as follows:

1. **Initial training** shall be provided to the member prior to their assignment as an operator of a powered industrial truck.
2. **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. **3-Year classroom refresher training** shall be conducted for all PIT Operators.
4. **Trainer Qualifications:**
 - a. The mill will provide Qualified Level II Trainers, who will be authorized to conduct initial and refresher training.
 - b. Refresher training for Level II trainers will be conducted every 3 years.
5. Supervisors must receive overview training regarding regulatory requirements and basics of safe powered industrial truck operation.
6. Documentation of all training and testing shall be forwarded to Health and Safety (see Appendix A – Evaluation Form).

C. Testing

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1. An employer shall test a member before authorizing the member to operate a powered industrial truck. The test shall check the members:
 - a. Operating ability.
 - b. Knowledge of the equipment.
 - c. Knowledge of safe operating rules and procedures.
 - d. Knowledge of maintenance and inspections.

2. A workplace operator evaluation, as a part of the initial operator training, shall be given to determine whether the member can operate the assigned powered industrial truck through the functions necessary to perform the required work.

3. Annual Operator Evaluation: After initial training, workplace operator evaluations must be conducted annually. The evaluation must be conducted by a Level II 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). **Completed forms (along with all other training materials) must be sent to human resources upon completion.**

4. A permit shall indicate the type of truck an operator has been trained on and is qualified to operate and will be kept on file.

D. Daily Checks / Pre-shift

1. At the start of each shift the operator of a powered industrial truck shall perform daily preventive maintenance and operational checks of the equipment. A daily operator’s check list shall be filled out and filed with the proprietary department. Paper or electronic documentation is acceptable.

2. An operator shall promptly report any defect on the powered industrial truck to the shift manager or supervisor.

3. Any defects that would affect the safe operation of the equipment shall be repaired before using. A DANGER DO NOT OPERATE tag must be attached to the steering

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wheel with a description of the defect that was found. The ignition key must be pulled and be placed in an area inaccessible to operators.

E. Towing and Pushing

1. A truck shall not be used to tow or push railroad cars, unless it is specifically designed for that purpose.
2. Freight car doors shall not be opened or closed by using a powered industrial truck unless it is equipped with attachments designed for that purpose.

F. Surveying Path of Travel

Before moving or stacking, an operator shall survey the path of travel in order to avoid obstacles, sprinkler systems, walkways, stairways and terrain for any other potential problems in the area. A safe distance shall be maintained from the edge of ramps or platforms while on an elevated dock.

G. Trailer Unloading and Loading

1. All trailers are to be squared and centered at the dock.
2. Driver shall apply trailer brakes.
3. Drivers/spotters shall apply chocks to all docked trailers. Trailers will be double chocked.
4. Drivers/spotters shall position jack stands under the king pin or on both front corners for all trailers spotted at docks. Trailers that remain connected to the semi-truck do not require jack stands.
5. Quinnesec Mill personnel shall apply dock lock (on docks so equipped) and verify engagement.
6. Drivers must be physically located in the building designated driver area during the actual loading or unloading process. Drivers are to remain inside until loading/unloading is complete and the Quinnesec Mill loader gives permission to re-enter the tractor trailer unit.
7. Prior to entering trailers, Quinnesec Mill members shall verify chocks, jack stands, dock board position, dock lock engagement and driver location.

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8. Under normal operating conditions, a PIT operator must never get off the Powered Industrial Truck inside a railcar or semi-trailer unless the forklift or clamp truck they are operating breaks-down. In addition, no other person is allowed inside railcars/trailers while a PIT is inside loading or unloading. Departments are responsible to evaluate any requested exception to this item and document steps taken to keep operation safe when exceptions are granted.

H. Moving Truck Operation

1. PIT operators must observe and comply with all traffic signs.
2. Never move or drive around barricades.
3. When following another truck, a safe distance shall be maintained approximately 3 truck lengths from the vehicle ahead, and the vehicle shall be kept under control at all times.
4. Passing is not allowed on the mill site unless the slower moving vehicle acknowledges you and pulls to the side.
5. PIT operators must yield to pedestrians who are in designated aisle crosswalks and intersections.
6. Signal with horn when approaching aisle way intersections within the mill.
7. PIT operator must signal with horn when approaching all designated aisle crosswalks. (applies whether pedestrians are visible or not)
8. PIT operators must signal with horn when approaching any pedestrians even if they are within a designated walkway.
9. PIT operators must signal with horn intermittently when traveling along any restricted visibility paths where pedestrians may enter unexpectedly.
10. An operator shall cross railroad tracks diagonally whenever possible and shall not park closer than 8-1/2 feet from the center of a railroad track. Extreme caution is to be taken at all railroad crossings. Trains have the right of way at all intersections.
11. Vehicles are to remain outside designated pedestrian walkways and other restricted areas designated by painted floor markings unless passing over when pedestrians not present.

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12. Do not operate trucks two abreast when traveling in the same direction.
13. 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.
14. Arms, legs, head and hands must always be kept inside the operator’s compartment whenever the truck is being operated. Do not reach outside of the compartment for any reason unless the truck is placed in park and the brake is set.

I. Contractors

All contractors are to comply with the requirements of this policy regarding safety equipment and general operation of P.I.T.’s. Contractor training, testing and permitting programs may differ from those outlined herein, but must ensure operators are properly trained, qualified and permitted to operate powered industrial trucks, in accordance with MIOSHA standards. Under no circumstances are contractor personnel allowed to operate Quinnesec Mill powered industrial trucks without documentation of training and permission from the equipment proprietor.

V. RESPONSIBILITIES

A. Operators

1. Operate only if trained and current in refresher training.
2. Permit must be available on site while operating PIT. Permits will be maintained in the Health & Safety Department.
3. Use reasonable and prudent speed in operating areas.
4. Conduct and document proper checks of truck prior to operation.
5. Remove trucks from service which require repair for their safe operation.

B. Health & Safety Group

1. Maintain and administer written training program.

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2. Assist mill departments in developing area specific evaluations.
3. Coordinate refresher training for the business unit/department trainers.
4. Ensure operating permit issuance and associated documentation.
5. Review any request for deviation from the requirements of the Powered Industrial Truck policy. If approved, complete and post a Safety Policy Deviation Form.

C. Business Units/Departments

1. Provide trainers to be trained and serve as Level II trainers and to conduct P.I.T. training per the policy.
2. Send Health & Safety Group the original tests, evaluations and attendance rosters from all training sessions.
3. Maintain file of daily check lists for a minimum of 30 days. Electronic or paper documentation will meet this requirement.
4. Ensure annual workplace operator evaluations are completed.

D. Members

1. Avoid high traffic areas as a pedestrian unless required.
2. Maintain adequate clearance during and immediately after conversing with operators.
3. For safety, use personnel doors whenever possible.
4. Only use powered industrial trucks if trained.

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**Appendix A
Operator Evaluation Form – Powered Industrial Truck**

Driver: _____	Dept.: _____	Crew: _____
Instructor: _____	Date: _____	
Type of Training: ___ Initial ___ Refresher ___ Annual Eval	Type of Truck: ___ Clamp ___ Fork	

APPROACHING LOAD	s	us	na
Operator wearing seat belt			
Maintaining a safe speed			
Sounds horn at intersection and areas where vision blocked			
Obeys traffics rules, instructions signs and pedestrian crosswalks			

PICKING UP LOAD-CLAMP TRUCK	s	us	na
Roll centered between clamp pads			
Positions short arm on the roll before the long arm			
Multiple rolls not handled unless approved by Mfg.			
Rolls transported in the core-vertical position			
Does not drag clamp pads on floor			
Does not stack rolls within 36" of fire sprinkler			

TRAVELING WITH LOAD	s	us	na
Keeps body within compartment			
Looks in direction of travel before and while moving			
Smooth starts, stops, and direction changes			
Travels 'Right of Center' allowing room for step out			

RAIL DOCKS	s	us	na
Blue flag/derail/wheel chocks in place before entering rail car			
Employees stand clear while door being opened			
Dock plate secured from movement			

LP GAS FUELING	s	us	na
Wears required PPE (goggles and lined rubber gloves)			
Uses locator pin and hole to properly index cylinder			
Cylinder is securely fastened to truck with locking straps			

PARKING	s	us	na
Load engaging means lowered			
Controls neutralized			
Brakes set			
Engine turned off if operator >25' from truck or out of line of sight			

PEDISTRIAN SAFETY	s	us	na
Slows, sounds horn, and looks for pedestrians at corners and step outs			
Allows no pedestrians near operating truck (particularly in trailers or rail cars)			
Watches for pedestrians in tail swing area			
Sounds horn before passing pedestrians			
Allows no pedestrians beneath load or to ride on truck, forks, or pallet			

PICKING UP LOAD- FORKLIFT	s	us	na
Positions forks under center of load			
Ensures load stability			
Lift load to proper height (6"-12")			
Tilts load to stabilize (as necessary)			
Surveys area and sounds horn before proceeding			

LOAD HANDLING	s	us	na
Does not handle loads in excess of truck capacity			
Does not raise or lower forks/attachments while traveling			
Does not turn with forks/attachments elevated			
Keeps mast vertical (load level) when high stacking			
Forks properly spaced and positioned to fully engage the load			
Travels in reverse when load obstructs visibility			
Load tilted far enough back to stabilize the load			
Loads not stacked within 18" of sprinklers (36" for rolled paper)			

Final Score = # Satisfactory + # N/A	Passing Score = 40/47
Final Score = _____	
PIT Operator Signature: _____	Date: ____/____/____
PIT Instructor Signature: _____	Date: ____/____/____

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Appendix B
OPERATOR PERMIT
Powered Industrial Truck Training

_____	_____
Operator's Name	Operator's Signature
_____	_____
Instructor's Name	Instructor's Signature
Dept: _____	Date ____/____/____

TYPE OF TRAINING

TYPE OF TRUCK:

Fork Truck
 Clamp Truck (Bale)
 Clamp Truck (Roll)

_____ **Initial PIT Training / Testing / Issuance of 3-yr Permit**

_____ **MiOSHA Required Retraining**

- Operator has been observed to operate the vehicle in an unsafe manner
- Operator has been involved in an accident or near miss incident
- Operator has received a workplace evaluation that reveals the truck is not being operated safely
- Operator is assigned to drive a different type of PIT
- Operator Transfer to a Different Department
- Condition in the workplace has changed in a manner that could affect PIT safe operations

_____ **3-Year Permit Renewal Training**

_____ **Annual PIT Incident Review / Driver Evaluation**

_____ **PIT Trainer**

DESCRIPTION OF REFRESHER TRAINING
