



**SAN JOSÉ STATE
UNIVERSITY**

Mobile Equipment Program

San José State University

One Washington Square

San José, California

Facilities Development and Operations Department

Environmental Health and Safety

July 12, 2012



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1) Purpose and Scope

The purpose of the Mobile Equipment Program is to protect San José State University employees from the hazards associated with the operation of mobile equipment.

2) Standards, Regulations and References

- a) California Code of Regulations,
Title 8, Subchapter 7. General Industry Safety Orders
Group 4. General Mobile Equipment and Auxiliaries
Article 25. Industrial Trucks, Tractors, Haulage Vehicles, and Earthmoving Equipment
Section §3650. Industrial Trucks. General.
Section §3663. Maintenance of Industrial Trucks.
Section §3664. Operating Rules for Agriculture Tractors.
Section §3668. Powered Industrial Truck Operator Training.
- b) Title 8 Subchapter 7. General Industry Safety Orders
Group 4. General Mobile Equipment and Auxiliaries
Article 24. Elevating Work Platforms and Aerial Devices
Section §3636. Application.
Section §3637. Definitions.
- c) CSU System Defensive Driver Program

3) Roles and Responsibilities

a) The University

The University is committed to and has a duty to provide a safe and healthful work environment for employees from the hazards associated with the operation of mobile equipment.

b) Environmental Health and Safety

- i) Environmental Health and Safety will ...
- ii) Establish, implement and maintain the Mobile Equipment Program which is designed to eliminate or minimize employees from the hazards of mobile equipment.
- iii) Perform an employee exposure determination and document the findings.
- iv) Develop and implement campus-wide training requirements and materials. Employee information and training are provided at the time of initial assignment and every three years thereafter.
- v) Maintain a record of training given to employees for 3 years.
- vi) Audit and review the Mobile Equipment Program annually.

c) Department Management

- i) Each affected Department will ...
- ii) Collaborate with Environmental Health and Safety in the employee exposure determination process.
- iii) Enforce work practices and methods designed to protect employees, such as rules and pre-use inspections.
- iv) Formally evaluate employee competency and authorize their use of mobile equipment at least every three years.

d) Mobile Equipment Maintenance Department

- i) Maintain and repair equipment in accordance with the manufacturer’s recommendations.
- ii) Maintain a record of the repairs and retain the record for three years. The date of repair, a description of the work accomplished and identification of the persons or entities performing the work is recorded.
- iii) Maintain a record of equipment pre-use inspections for one year.
- iv) Maintain annual aerial lift and boom inspections for three years.

e) Employees

- i) Every employee who operates mobile equipment will ...
- ii) Receive training and evaluation and be authorized to operate mobile equipment when first assigned and every three years.
- iii) Perform a vehicle check at the beginning of each shift, and if it is found to be unsafe, the matter will be reported to the supervisor and taken out of service 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, aerial lifts and scissor lifts (forks, chains, cable, and limit switches, hydraulic systems).
- iv) Follow the prescribed safe work practices and methods designed to protect employees from mobile equipment hazards.
- v) Report incidents to the supervisor immediately.

4) Program Audit

Environmental Health and Safety will perform a program audit annually and make improvements to the Mobile Equipment Program as conditions change.

5) Document History and Control

The San José State University Mobile Equipment Program described herein supersedes all prior program documents.

<i>Rev #</i>	<i>Document Revision History</i>	<i>Author</i>	<i>Reviewer</i>	<i>Date</i>
00	Revision No Change Initial Document	David Krack Director Environmental Health and Safety		July 12, 2012
01				

The Mobile Equipment Program

The University is committed to and has a duty to provide a safe and healthful work environment for employees and protect them from the hazards of mobile equipment.

1) The Mobile Equipment Program is designed to protect employees from the hazards of mobile equipment and provide employees the information that they need to perform their job safely.

The Program includes the following key elements:

- a) Determination of Employee Exposure
- b) Methods of Implementation and Control
 - i) Operator Rules of the Road
 - ii) Pre-use Equipment Inspections
 - iii) Maintenance
 - iv) Authorized Mobile Equipment Operators
- c) Employee Information and Training
- d) Recordkeeping

2) Definitions

- a) Agricultural Tractor. A wheel type vehicle, or track vehicle, of more than 20 engine horsepower, designed to furnish the power to pull, carry, propel, or drive implements that are designed for agriculture. All self-propelled implements are excluded.¹
- b) Aerial Device. Any vehicle-mounted or self-propelled device, telescoping extensible or articulating, or both, which is primarily designed to position personnel.²
- c) Elevating Work Platform. A device designed to elevate a platform in a substantially vertical axis. (Vertical Tower, Scissor Lift, Mast-Climbing Work Platform).³
- d) Industrial Tow Tractor. A powered industrial vehicle designed primarily to tow non-powered trucks, trailers, or other mobile loads on roadways or improved surfaces.
- e) Industrial Tractor. A wheel or track-type vehicle of more than 20 engine horsepower used in operations such as landscaping, construction services, loading, digging, grounds keeping, and highway maintenance.
- f) Industrial Truck. A mobile power-driven truck used for hauling, pushing, lifting, or tiering materials where work is normally confined within the boundaries of a place of employment.
- g) Platform. Any personnel-carrying device (bucket, basket, cage, stand, tub, or equivalent) which is a component of an aerial device.
- h) Golf cart, low speed vehicles. Low speed vehicles with operating speeds less than 20 miles per hour. Vehicles with operating speeds greater than 20 miles per hour are treated as motor vehicles.
- i) Motor vehicles. Vehicles with operating speeds greater than 20 miles per hour.

¹ Section §3637. Definitions.

² Section §3637. Definitions.

³ Section §3637. Definitions.

3) Determination of Employee Exposure

An exposure determination was made of the University staff positions by Environmental Health and Safety. It was determined that the following employees may have an occupational exposure to the hazards of mobile equipment.

#	<i>Department Building Location Responsible Administrator</i>	<i>Job Title of Employees at Risk of Exposure</i>	<i>Nature of Risk</i>
1	Facilities Development and Operations Department	Utilities Maintenance & Operations Central Plant Carpenters Painters Electricians HVAC Technicians Plumbers Grounds Keepers Custodians Warehouse Workers	Aerial Lifts - Landscaping, tree trimming, lamping, painting. Scissor Lifts – Painting, carpentry, plumbing, electrical work, general maintenance work. Fork Lift Trucks – Moving furniture, crates, equipment, and warehouse work. Golf Cart (LSV) – Personnel transport, maintenance supply tool transport.
2	Student Housing Services	Maintenance Plumbing Electrical Paint Custodial Services	Aerial Lifts - Landscaping, tree trimming, lamping, painting. Scissor Lifts – Painting, carpentry, plumbing, electrical work, general maintenance work. Fork Lift Trucks – Moving furniture, crates, equipment, and warehouse work. Golf Cart (LSV) – Personnel transport, maintenance supply tool transport.
3	MLK Library	Dock Workers	Moving book crates Golf Cart (LSV) – Personnel transport.
4	UPD – University Police	Officers	Golf Cart (LSV) – Personnel transport.
5	Athletics	Photographers	Aerial Lifts, Scissor Lifts Golf Cart (LSV) – Personnel transport.
6	College of Engineering	Maintenance Technicians	Fork Lift Trucks – Moving equipment and materials.
7	College of Science	Maintenance Technicians	Fork Lift Trucks – Moving equipment and materials.
8	Mail Services	Mail Technicians	Fork Lift Trucks – Moving equipment and materials. Golf Cart (LSV) – Personnel transport.

4) Methods of Implementation and Control

a) Operator Rules of the Road

- i) Industrial trucks and tow tractors must be operated in a safe manner in accordance with the operating rules found in Appendix A.

- ii) Industrial tractors must be operated in a safe manner in accordance with the operating rules found in Appendix A and B.
- iii) LSVs must be operated in a safe manner in accordance with the operating rules found in Appendix C.

b) Pre-use Equipment Inspections

- i) A vehicle check is performed at the beginning of each shift, and if it is found to be unsafe, the matter will be reported to the supervisor and taken out of service until it has been made safe.
- ii) Attention is 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) as detailed in the Pre-Use Inspection Form found in Appendix C.

c) Maintenance

- i) Industrial trucks shall be designed, constructed and maintained in accordance with the manufacturer's requirements and applicable standards.
- ii) 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 without prior written approval from the manufacturer.
- iii) Industrial trucks shall be kept in a clean condition free of debris, oil, and grease.
- iv) Additional counterweighting of fork trucks must not be done unless approved by the truck manufacturer.

d) Authorized Mobile Equipment Operators

- i) Only authorized employees may operate mobile equipment. An employee may become authorized after the successful completion of training and evaluation.
- ii) 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, and 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.
- iii) All operator training and evaluations are conducted by persons who have demonstrated the knowledge, training and experience to train powered industrial truck operators and evaluate their competence to Environmental Health and Safety.

5) Employee Information and Training.

a) Powered industrial truck operators will receive initial training in the following topics.

- i) Truck-related topics:
- ii) Operating instructions, warnings, and precautions for the types of truck the operator will be authorized to operate;
- iii) Differences between the truck and the automobile;

- iv) Truck controls and instrumentation: where they are located, what they do, and how they work;
- v) Engine or motor operation;
- vi) Steering and maneuvering;
- vii) Visibility (including restrictions due to loading);
- viii) Fork and attachment adaptation, operation, and use limitations;
- ix) Vehicle capacity;
- x) Vehicle stability;
- xi) Any vehicle inspection and maintenance that the operator will be required to perform;
- xii) Refueling and/or charging and recharging of batteries;
- xiii) Operating limitations;
- xiv) 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.
- xv) Workplace-related topics:
 - xvi) Surface conditions where the vehicle will be operated;
 - xvii) Composition of loads to be carried and load stability;
 - xviii) Load manipulation, stacking, and unstacking;
 - xix) Pedestrian traffic in areas where the vehicle will be operated;
 - xx) Narrow aisles and other restricted places where the vehicle will be operated;
 - xxi) Hazardous (classified) locations where the vehicle will be operated;
 - xxii) Ramps and other sloped surfaces that could affect the vehicle's stability;
 - xxiii) Closed environments and other areas where insufficient ventilation or poor vehicle maintenance could cause a build-up of carbon monoxide or diesel exhaust;
 - xxiv) Other unique or potentially hazardous conditions in the workplace that could affect safe operation.

b) Golf cart / Low Speed Vehicles.

Golf cart / low speed vehicle operators will receive training in the following topics.

- i) Pedestrian safety
- ii) Battery Care and Charging
- iii) Operating Instructions and
- iv) Equipment Inspection.

c) Motor Vehicles

Motor Vehicle operators will receive training in accordance with the CSU Defensive Driving Policy. Only authorized drivers with valid California driver's license will drive State owned vehicles.

d) Refresher training and evaluation.

Refresher training, including an evaluation of the effectiveness of that training, is conducted to ensure that the operator has the knowledge and skills needed to operate the powered industrial truck safely.

Refresher training in relevant topics is provided to the operator when:

- i) The operator has been observed to operate the vehicle in an unsafe manner;
- ii) The operator has been involved in an accident or near-miss incident;
- iii) The operator has received an evaluation that reveals that the operator is not operating the truck safely;
- iv) The operator is assigned to drive a different type of truck; or
- v) A condition in the workplace changes in a manner that could affect safe operation of the truck.

e) An evaluation of each powered industrial truck operator's performance is conducted at least once every three years.

6) Recordkeeping

a) Training Records

- i) Records are completed for each employee upon completion of training. These documents will be kept for at least three years at San José State University, Environmental Health and Safety, Industrial Studies, Room 134 B.
- ii) The training records include:
 - (1) The dates of the training sessions.
 - (2) The contents or a summary of the training sessions.
 - (3) The names and qualifications of persons conducting the training.
 - (4) The names and job titles of all persons attending the training sessions.
- iii) Certification. Each operator who has been trained and evaluated will receive a certificate of training. The certification will 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.
- iv) Employee training records are provided upon request to the employee or the employee's authorized representative within 15 working days. Such requests should be addressed to San José State University, Environmental Health and Safety.

b) Records of Inspections and Repairs

- i) Completed Pre-Use Inspection Checklist records for Forklift, Aerial Lift and Platform Scissor Lifts are maintained for one year.⁴
- ii) Annual Aerial Lift and two year boom inspections and repair records are maintained for at least three years.⁵

⁴ §3203. Injury and Illness Prevention Program

⁵ §3640. Maintenance and Repairs. Elevating Work Platforms and Aerial Devices



- iii) CSU records retention policy requires that vehicle inspection and repair records be retained for seven years after disposal of the vehicle.
- iv) The date of inspection and any deficiencies found, the corrective actions recommended and identification of the persons or entities performing the inspection is recorded.
- v) The date of repair, a description of the work accomplished and identification of the persons or entities performing the work is recorded.

End

Appendix A

§3650 (t). Industrial Trucks. Operating Rules.

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 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.
- 15) When ascending or descending grades in excess of 10 percent, loaded trucks shall be driven with the load upgrade.
- 16) 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.
- 17) Motorized hand and hand/rider trucks shall be operated on all grades with the load-engaging means downgrade.
- 18) The forks shall always be carried as low as possible, consistent with safe operations.

- 19) 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.
- 20) 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 if the forks are raised no more than 42 inches above the level where the operator/loaders are standing, and the power is shut off, controls placed in neutral and the brakes set. If on an incline, the wheels shall be blocked.
- 21) 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.
- 22) Motorized hand trucks shall enter elevators or other confined areas with the load end forward.
- 23) Vehicles shall not be operated on floors, sidewalk doors, or platforms that will not safely support the loaded vehicle.
- 24) Prior to driving onto trucks, trailers and railroad cars, their flooring shall be checked for breaks and other structural weaknesses.
- 25) 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.
- 26) 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 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.
- 27) 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.
- 28) Railroad tracks shall be crossed diagonally, wherever possible. Parking closer than 8 1/2 feet from the centerline of railroad tracks is prohibited.
- 29) Trucks shall not be loaded in excess of their rated capacity.
- 30) A loaded vehicle shall not be moved until the load is safe and secure.
- 31) 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.
- 32) The load engaging device shall be placed in such a manner that the load will be securely held or supported.
- 33) 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.
- 34) 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.
- 35) 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.
- 36) When provided by the industrial truck manufacturer, an operator restraint system such as a seat belt shall be used.

End

Appendix B Agricultural or Industrial Tractors §3664. Operating Rules.

- 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).
- b) Every employee who operates an agricultural or industrial tractor shall be instructed in the following procedures and in any other practices dictated by the work environment. Such information shall be provided at the time of initial assignment and at least annually thereafter. Copies of these instructions shall be conspicuously posted at a place frequented by the drivers.

EMPLOYEE OPERATING INSTRUCTIONS

- 1) Securely fasten your seat belt if the tractor has a ROPS.
 - 2) Where possible, avoid operating the tractor near ditches, embankments, and holes.
 - 3) Reduce speed when turning, crossing slopes, and on rough, slick, or muddy surfaces.
 - 4) Stay off slopes too steep for safe operation.
 - 5) Watch where you are going, especially at row ends, on roads, and around trees.
 - 6) Do not permit others to ride.
 - 7) Operate the tractor smoothly -no jerky turns, starts, or stops.
 - 8) Hitch only to the drawbar and hitch points recommended by tractor manufacturers.
 - 9) When tractor is stopped, set brakes securely and use park lock if available.
- c) Every employee who operates an agricultural or industrial tractor shall be required to check the tractor prior to operation each day and if it is unsafe report the matter immediately to a foreman or mechanic and shall not use the tractor again until it has been made safe.
 - d) Employees shall be prohibited from stunt driving or horseplay while operating an agricultural or industrial tractor.
 - e) No repairs shall be performed on any agricultural or industrial trucks or tractors until arrangements have been made to reduce the probability of injury to repairmen or others caused by sudden movement or operation of such equipment or its parts.

End

Appendix C Golf Cart / Low Speed Vehicle Operating Rules.

The following are basic rules of operating and maintaining golf carts / low speed vehicles (LSV).

- 1) Inspect the vehicle prior to use using the operator's checklist. Vehicle features to check include: tire inflation, cuts or punctures on tires, steering, forward and reverse gears and brakes.
- 2) If the LSV is in need of repair or maintenance, the unit should be taken out of service.
- 3) A LSV should be operated at a speed equivalent to a well-paced walk but no faster than 15 mph.
- 4) LSV operators will observe all California vehicle traffic laws such as lane travel, stop signs, legal passing of other vehicles.
- 5) LSVs should be operated on streets or roadways whenever possible.
- 6) Sidewalks should be used only where streets and/or parking lots are not available, and then only to the nearest adjacent street or parking lot.
- 7) LSV operators must slow down and honk the horn at all intersections.
- 8) LSV operators must use the safety mirrors at each intersection to ensure pedestrian safety
- 9) LSV operators will reduce speed when turning or passing through doorways.
- 10) Operating a LSV on a sidewalk is permissible for employees having to transport equipment to or from a work site but then only from the nearest street.
- 11) Most LSVs used are designed to carry a driver and one passenger. A LSV should not be operated with more passengers than it is designed to carry.
- 12) All LSVs should have seat belts for the operator and each passenger, and each person riding in the LSV will be restrained by a safety belt.
- 13) Drivers and passengers must remain seated while the vehicle is moving.
- 14) All occupants in the LSV shall keep hands, arms, legs and feet within the confines of the LSV at all times when the cart is in motion.
- 15) Pedestrians always have the right-of-way. If the LSV is being operated on a sidewalk, the operator should pull off of the sidewalk or stop the unit when approaching pedestrians.
- 16) Towing is allowed on those LSVs originally designed for towing.
- 17) When the LSV is not in use, the operator will place the LSV control lever in the "Neutral" position and remove the key.
- 18) LSVs must never be parked where they will block emergency equipment, pedestrian aisles, doorways, intersections, or the normal traffic flow.
- 19) When the LSV is not being used, the unit should be secured with a cable and lock or other equivalent locking mechanism.
- 20) Report any accident or damage to your supervisor immediately.

Battery Recharge

When recharging LSV batteries, the following safety rules shall be observed:

- Only an approved battery charger will be used to recharge the batteries (designed to shut off automatically when the batteries are fully charged.).
- Do not smoke near the recharge station.
- Do not recharge near an open flame or source of ignition.
- Pour baking soda on spilled battery acid before cleaning up the spill.
- Wash skin thoroughly with cold water if skin is exposed to battery acid.
- Disconnect all battery charger cords before using the LSV.

End

FORKLIFT Inspection Checklist Instructions (CONTINUED)

If damage to the forklift is noted or a checklist item does not meet the criteria described below, the user should contact their supervisor to determine a corrective course of action. Do not use the forklift until all checklist items are listed as "OK" per the instructions below. Follow the instructions below for each of the Forklift Inspection Checklist Items:

- 1) **Obvious Damage** – Inspect the forklift for damage to the structural and mechanical aspects of the equipment. Look for cracks in the frame or in the lift mechanism. Any damage that jeopardizes the workability of the equipment or its ability to carry a load should be noted.
- 2) **Tires** – Inspect the tires. Are they in good condition and are the pneumatic tires inflated properly?
- 3) **Battery Indicator** – Check the battery indicator on the electric forklift to insure the batteries are properly charged.
- 4) **Engine Fluid Levels** – Check the fuel levels (propane or gas) to insure there is an adequate amount to perform the intended work. Check the engine oil to insure it is at the proper level.
- 5) **Hydraulic System** – Inspect the hydraulic system for leaks. Check the condition of the reservoir and hoses. Is the reservoir adequately filled and are there any cracks or damage to the hoses?
- 6) **Leaks** – Survey the entire forklift, and the area in which it is parked, for any other fluid leaks.
- 7) **Forks and Carriage** – Are the forks and carriage in good condition? Both the forks and carriage should be structurally intact and not bent. Test the fork locking mechanism to insure that it works properly and does not allow the fork to move on the carriage. Before any lifting, check the placement of the forks to insure they are properly positioned and locked in to place on the carriage.

Turn the forklift on to test the remainder of the checklist items:

- 8) **Hydraulic Controls** – Test the controls for manipulating the forklift. Move the forklift in all directions looking for smooth operation and listening for unusual sounds indicating worn or broken parts.
- 9) **Warning Lights** – Turn on the warning lights to insure they are working properly.
- 10) **Horn** – Test the horn to insure that it works.
- 11) **Emergency Brake** – With the emergency brake on, slowly begin moving the forklift forward and then backward to test the emergency brake. The emergency brake should not allow the forklift to move forward or backward. **Caution -- Do not engage excessive power to move the forklift forward or backward. This may damage the emergency brake.**
- 12) **Steering** – Turn the steering wheel all the way to the left and then back all the way to the right. Does the steering perform adequately?
- 13) **Brakes** – Move the forklift forward and apply the brakes. Move the forklift backward and apply the brakes. Do the brakes perform adequately in both the forward and backward movement?
- 14) **Backup Alarm** – Move the forklift in a backward direction. Does the backup alarm make a loud sound to indicate to anyone in the proximity of the equipment that it is moving in a backward direction?

If the fork lift fails any part of this inspection, remove the key and report the problem to your supervisor. Do not attempt to make repairs unless you are a trained and authorized service person.

MAINTAIN THIS INSPECTION RECORD FOR ONE (1) YEAR.

Appendix E AERIAL LIFT Pre-Use Inspection Checklist

Equipment Make / Model / ID #	Date
Equipment Type: Scissor Lift _____ Boom Lift _____	Operator / Inspector:
Parking Location Building:	Department / Owner:

1. Safety Precautions	OK	NG	NA	2. Operational Check	OK	NG	NA
Windy conditions – less than 20 to 25 MPH (Less than manufacturers guidelines)				Horn			
Personal Protective Equipment (Head, eye, hand, vest, foot protection)				Gauges			
Pedestrian Traffic Control – Barriers, Tape, Signs				Brakes			
Wheel Chocks and/or Brakes				Lights			
Working Surfaces - Level				Steering			
Power Lines Overhead/Electrical Hazard Source				Attachments or Accessories			
Load Limits				Backup Alarm or Warning Device			
Outriggers				Warning Lights			
Other hazards to consider				Other operational checks			
3. Vehicle Inspection	OK	NG	NA	4. Platform Lift Inspection	OK	NG	NA
Oil Level				Lift and Travel Control Switches			
Hydraulic Oil Level				Placards, Decals and Control ID Labels			
Fuel Level				Handrails, Guardrails, and Gate			
Fluid Leaks				Platform Deck and Toe boards			
Coolant Level				Other:			
Tire Pressure and Tire / Wheel Condition							
Battery and Charger							
Ground Control Switches							
Other							

Comments>>>

Operator/ Inspector Signature>>>

If the aerial lift fails any part of this inspection, remove the key and report the problem to your supervisor. Do not attempt to make repairs unless you are a trained and authorized service person.

MAINTAIN THIS INSPECTION RECORD FOR ONE (1) YEAR.