

Section 5A: Safety Management Systems

Policy #5: Powered Industrial Truck (PIT) Safety

Effective Date: August 1, 2015

I. Purpose

The objective of this program is to set forth policies and procedures concerning the safety and acceptable operation of a Powered Industrial Trucks (PIT) as outlined by the Occupational Safety and Health Administration (OSHA) and the State of North Carolina Department of Labor (NCDOL). The program is designed to enhance the safety and well-being of the Town of Mooresville's employees by empowering them with the knowledge, skills, and ability to safely operate a PIT.

II. Scope

This policy shall apply to all Town employees who operate Powered Industrial Trucks, more commonly referred to as a "forklifts". OSHA regulations require that only trained and authorized persons shall be permitted to operate a forklift. This includes all employees who may use a forklift, even if it is only a casual or occasion part of their job duties.

III. Assignment of Responsibility

The Town's Risk Management Department will be responsible for the administration and documentation of all training for the Powered Industrial Truck program, as well as conducting scheduled audits and random inspections of the program to ensure compliance.

Each Town department is responsible for maintaining this program, providing safe and adequate equipment, maintenance and upkeep through approved vendors, retention of all service records, and selecting capable and safety oriented PIT operators. The department will assist the Risk and Safety Department as needed during scheduled audits or random inspections and perform corrective actions in a timely manner.

Department managers and supervisors, Risk Management, and operators will be responsible for adhering to the policies and standards set by the Town, NCDOL and OSHA. All Town employees and operators are empowered to stop a operation that is not safe, or refuse to perform an operation that cannot be performed in a safe manner.

IV. Legislation/References/Incorporations

- 29 CFR §1910.178 "*Powered Industrial Trucks*"
- ANSI/ITSDF B56.1-2012 "*Safety Standard for Low Lift and High Lift Trucks*"
- North Carolina State Building Code: Fire Prevention Code- 2012, Sections 3501-3506

V. Policy and Procedures