

Effective: December 12, 2007

Reviewed Date: July 27, 2011

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I. PURPOSE:

The purpose of this policy is to protect employees and property from injury or loss due to unsafe operation of powered industrial trucks and to comply with OSHA standard 29 CFR 1910.178.

II. SCOPE:

This policy applies to all powered industrial trucks operated on the Calhoun mill property by AbitibiBowater employees, contractors, vendors, or visitors. The requirements of this policy are intended to ensure the safety of all personnel involved with the operation of powered industrial trucks.

III. DEFINITIONS:

Powered Industrial Truck – A mobile, power driven vehicle used to carry, push, pull, lift, stack, or tier materials. Powered industrial trucks include, but are not limited to, forklifts, clamp trucks, and any powered hand trucks. Vehicles used for earth moving or over the road haulage are excluded from the scope of OSHA 29 CFR 1910.178.

GENERAL INFORMATION:

- A. All powered industrial trucks must have a legible nameplate attached that states the rated capacity of the truck.
- B. Modifications and additions, which affect the capacity and safe operation, shall not be performed without the manufacturer's written approval. If there are changes made, the nameplates shall be modified to reflect changes.
- C. Each fork/clamp truck shall have an overhead guard to protect the operator from falling loads. Hazardous moving parts must be guarded to protect the operator in their normal operating position. These trucks shall be used only for the purpose for which they were designed.
- D. All powered industrial trucks shall have all manufacturer supplied safety devices in working order.

IV. TRAINING AND DOCUMENTATION:

Each truck operator shall be properly trained for the safe operation of these trucks and shall successfully complete the proper training required in this policy.

Trainees may operate a truck only under the direct supervision of persons who have the knowledge, training, and experience to train operators and evaluate their competence. The operation by trainees must not endanger the trainee or other employees.

Training shall consist of a combination of formal instruction, practical training, and evaluation of the operator's performance in the workplace. Persons who have the knowledge, training, and experience to train operators and evaluate their competence shall conduct all training and evaluation.

A. Training Program Content

Powered industrial truck operators shall receive initial training in the following truck-related topics by a qualified trainer:

- Operating instructions, warnings, and precautions for the type of truck the operator will be authorized to operate

- Differences between the powered industrial truck and the automobile
- Truck controls and instrumentation: where they are located, what they do, and how they work
- Engine operation
- Steering and maneuvering
- Visibility (including restrictions due to loading)
- Fork and attachment adaptation, operation, and use limitations
- Vehicle capacity
- Vehicle stability
- Any vehicle inspection and maintenance that the operator will be required to perform, including daily checks
- Refueling
- Operating limitations
- Any other operating instructions, warnings, or precautions listed in the operator's manual

Operators shall also receive training in the following workplace-related topics:

- Surface conditions where the vehicle will be operated
- Composition of loads to be carried and load stability
- Load manipulation, stacking, and un-stacking
- Pedestrian traffic in areas where the vehicle will be operated
- Narrow aisles and other restricted places where the vehicle will be operated
- Hazardous locations where the vehicle will be operated
- Ramps and other sloped surfaces that could affect the vehicle's stability
- Closed environments and other areas where insufficient ventilation or poor vehicle maintenance could cause a buildup of carbon monoxide
- Other unique or potentially hazardous environmental conditions in the workplace that could affect safe operation

B. Refresher Training and Evaluation

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

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

An evaluation shall be conducted at least once every three years for each operator, which will include successful completion of both a CBT module and a field evaluation.

C. Certification

The employer shall certify, with written documentation, that each operator has been trained and evaluated. The certification shall 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. All operators shall be trained before they are assigned to operate a powered industrial truck.

V. SAFE OPERATING PROCEDURES:

A. Truck Operations

- Where trucks are used on a round-the-clock basis, they shall be inspected and a check sheet completed at the beginning of each shift. A visual inspection should be completed at the end of the shift. Defects shall be reported immediately and corrected.
- Trucks shall not be driven up to anyone standing in front of a bench or other fixed object.
- No person shall be allowed to stand or pass under the elevated portion of any truck, whether loaded or empty.
- Unauthorized personnel shall not be permitted to operate powered industrial trucks.
- Arms and legs shall not be placed between the uprights of the mast or outside the running lines of the truck.
- When a truck is left unattended, the load shall be lowered, controls shall be neutralized, power shall be shut off, and parking brake set. Wheels shall be blocked if the truck is parked on an incline but, as a general rule, trucks should not normally be parked on an incline.
- The truck is declared unattended when the operator is 25 feet or more away from the vehicle, which remains in his view, or whenever the operator leaves the vehicle and it is not in his view. In either of these cases, the key should be removed from the truck.
- When an operator is dismounted, within 25 feet of the truck with the truck still in his view, the load shall be lowered, controls neutralized, and the parking brake set.
- A safe distance shall be maintained from the edge of ramps or platforms while on any elevated dock, platform, or freight car.
- Brakes shall be set and wheel blocks shall be in place to prevent movement of trucks, trailers, or railroad cars while loading or unloading. Trailer jacks are required to support a trailer during loading or unloading when the trailer is not coupled to a tractor. The flooring of trucks, trailers, and railroad cars shall be checked for damage, breaks and weakness before loading starts.
- There shall be sufficient headroom under overhead installations, lights, pipes, and sprinkler systems or a fork truck shall not be operated in these areas.
- Anytime a person is talking with an operator on a truck and is within 5 feet of the truck, the truck needs to be placed in neutral and the parking brake set.

B. Traveling

- Seat belts shall be secured prior to traveling.
- All traffic regulations shall be observed. A safe distance shall be maintained (approximately three truck lengths) from the truck ahead, and the truck shall be kept under control at all times.
- The right of way shall be yielded to all emergency vehicles.
- Other trucks traveling in the same direction at intersections, blind spots, or other dangerous locations shall not be passed.
- 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 the forward view, the driver shall be required to travel with the load trailing.
- Backup alarm/horn must be working properly.
- No truck should travel with an elevated load.
- Railroad tracks shall be crossed diagonally wherever possible. Parking closer than 10 feet from the center of the railroad tracks is prohibited.
- If transporting a scissor lift with a fork truck, the forks must be inserted into the fork slots on the end of the scissor lift. Do not carry the scissor lift sideways on the forks or use the end of the scissor lift that has the stepladder, as the ladder can be damaged by the fork truck.
- When transporting a scissor lift on the ramp inside TMP, the scissor lift must be carried on a fork truck, with the scissor lift uphill from the fork truck. Do not attempt to drive the scissor lift up or down the ramp under its own power.

- The driver shall look in the direction of, and keep a clear view of the path of travel.
- Grades shall be ascended or descended slowly. When ascending or descending grades in excess of 10 percent, loaded trucks shall be driven with the load up grade.
- On all grades, the load and load engaging means shall be tilted back and raised only as far as necessary to clear the road surface.
- Under all travel conditions the truck shall be operated at a speed that will permit it to be brought to a stop in a safe manner.
- Never travel with a roll or other load in the bilge position.
- Stunt driving and horseplay shall not be permitted.
- The driver shall be required to slow down for wet or slippery floors.
- Dockboards or bridge plates shall be properly secured before they are driven over. They shall be driven over carefully and slowly, never exceeding their rated capacity.
- Elevators shall be approached slowly, and then entered squarely. Once on the elevator, the load shall be lowered, the controls shall be neutralized, power shut off, and the parking brake set.
- Running over loose objects on the roadway surface shall be avoided.
- Speed shall be reduced to a safe level while negotiating turns. The steering wheel shall be turned at a moderate, even rate.
- Powered industrial trucks operated at night in unlighted areas shall be equipped with headlights.

C. Loading

- Only stable or safely arranged loads shall be handled. Caution shall be exercised when handling off-center loads, which cannot be centered.
- Only loads within the rated capacity shall be handled.
- The long or high loads, which may affect capacity, shall be adjusted (if possible).
- Trucks equipped with attachments shall be operated as partially loaded trucks when not handling a load.
- A load engaging means shall be placed under the load as far as possible; the mast shall be carefully tilted backward to stabilize the load.
- Extreme care shall be used when tilting the load when high tiering. Do not travel with an elevated load. An elevated load shall not be tilted forward except when the load is in a deposit position, over a rack, or stack and the truck is in a stopped position.

D. Maintenance

- If at any time the truck is found to be in need of repair, defective, or in any way unsafe, the truck shall be taken out of service until it has been restored to safe operating conditions by authorized personnel.
- Those repairs to the fuel and ignition systems of industrial trucks, which involve fire hazards, shall be conducted only in locations designated for such repairs.
- Trucks in need of repairs to the electrical system shall have the battery disconnected prior to such repairs.
- All parts shall be replaced by parts equivalent to original design.
- Industrial trucks shall not be altered so that the relative positions of the various parts are different from what they were originally received from the manufacturer. Trucks shall not be altered by the addition or elimination of parts. The addition of counterweights shall not be done unless approved by the manufacturer.
- Trucks shall be inspected before being placed in service, and shall not be placed in service if the inspection shows any condition affecting the safety of the vehicle. Such inspections shall be made at least daily. Where trucks are used on a round-the-clock basis, they shall be inspected and check sheet completed at the beginning of each shift. A visual inspection should be completed at the end of shift. Defects shall be reported immediately and corrected.
- Any vehicle that emits hazardous sparks or flames from the exhaust shall be removed from service immediately.

- Trucks shall be kept in a clean condition, free of lint, excess oil, and grease.
- In the event of a fire or any indication of a fire on a powered industrial truck, the operator should immediately shut down the equipment, exit, and notify the Emergency Response Team (ERT). After notifying the ERT, the operator will initiate incipient fire suppression activities only. DO NOT open any compartment. The powered industrial truck shall not be operated or inspected until declared safe by the ERT personnel.
- If a powered industrial truck overheats or shows evidence of cooling system component failure such as a hose, the operator should shut down the equipment, exit, and notify his/her Shift Supervisor. DO NOT open any component for a minimum of 15 minutes to allow the engine to cool. Check all temperature related gauges for indication that the engine is cool and does not present a danger. Use extreme caution during follow-up inspections.

E. Minimum Safety Features

Any truck being operated at the Calhoun mill will have a minimum of the following safety features that are in good working order. Additional safeguards may be required, depending on the situation and the loading.

- Flashing lights that work as the truck is in operation
- Two headlights
- Backup alarm
- Seat Belt
- Rated capacity tag
- Horn
- Fire Extinguisher

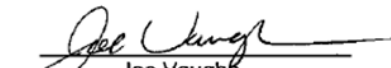
If any of these safety features are not operating properly, then the truck is to be taken out of service until repairs can be made to bring the truck back up to standard.

Approval Signatures:

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Revised Date: July 29, 2011



Joe Vaughn
V.P. Operations and Mill Manager



Larry Vest
Safety and Health Services Manager



Date: _____

DRIVERS DAILY SAFETY CHECK LIST

Day Shift

Truck # _____ Shift: _____
Driver: _____

Night Shift

Truck # _____ Shift: _____
Driver: _____

Visual Inspection	Yes or No	Comments	Yes or No	Comments
Clamp	<input type="checkbox"/>		<input type="checkbox"/>	
Mast	<input type="checkbox"/>		<input type="checkbox"/>	
Chains	<input type="checkbox"/>		<input type="checkbox"/>	
Tires	<input type="checkbox"/>		<input type="checkbox"/>	
Hydraulic Lines	<input type="checkbox"/>		<input type="checkbox"/>	
Head Lights	<input type="checkbox"/>		<input type="checkbox"/>	
Rear Light	<input type="checkbox"/>		<input type="checkbox"/>	
Fluids Inspection				
Oil	<input type="checkbox"/>		<input type="checkbox"/>	
Coolant	<input type="checkbox"/>		<input type="checkbox"/>	
Trans	<input type="checkbox"/>		<input type="checkbox"/>	
Operation/Safety Inspection				
Brakes	<input type="checkbox"/>		<input type="checkbox"/>	
Brake Lights	<input type="checkbox"/>		<input type="checkbox"/>	
Steering	<input type="checkbox"/>		<input type="checkbox"/>	
Controls	<input type="checkbox"/>		<input type="checkbox"/>	
Horn	<input type="checkbox"/>		<input type="checkbox"/>	
Back-Up Audible	<input type="checkbox"/>		<input type="checkbox"/>	
Amber Light	<input type="checkbox"/>		<input type="checkbox"/>	
Seat Belt	<input type="checkbox"/>		<input type="checkbox"/>	
Shock Watch	<input type="checkbox"/>		<input type="checkbox"/>	
Fire Extinguisher	<input type="checkbox"/>		<input type="checkbox"/>	
Mirrors	<input type="checkbox"/>		<input type="checkbox"/>	

Reviewed July 29, 2011



Lift Operator Skills Evaluation Form

Truck type: ___ Sit Down ___ Stand Up Powered by: ___ Propane ___ Other

Employee Name: _____ Clock No. _____

Facility/Location: Resolute Forest Products-Calhoun Testing Date: _____

Object: Rate each operator by how they perform basic forklift driving skills. Each operator is to be given the same assignment and instructions. Any infraction of these guidelines during the skills session should be counted as a violation and deducted from the point total.

___ OK ___ NO

___ 1-8. Physical examination of the lift truck: (**Operator must demonstrate and describe inspection of each of these items**) ¹Tilt ___ ²Raise/Lower ___ ³Horn ___ ⁴Tires ___ ⁵Oil leaks ___ ⁶Mast Chains ___ ⁷Brakes ___ ⁸Fluid Levels ___

___ 9. Did the operator pull forward toward the load without striking anything?

___ 10. Did the operator position the truck attachment on the load properly?

___ 11. Did the operator raise or tilt the load properly?

___ 12. Did the operator damage the load with the truck attachment or boom?

___ 13. Did the operator lower the load before moving/backing out?

___ 14. Did the operator drive at a safe rate of speed?

___ 15. Did the operator slow down or stop at cross aisles?

___ 16. Did the operator sound the horn when required?

___ 17. Did the operator align the load properly for unloading?

___ 18. Did the operator high stack load properly?

___ 19. Did the operator transport the load in the proper position?

___ 20. Did the operator always look behind while backing?

___ 21. Did the operator observe all safety rules?

Trainer _____

Employee _____

Employee must be able to perform all applicable items in a safe manner. Retrain if necessary.