



**LIFT TRUCK  
SAFE OPERATING PROGRAM**

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**CITY OF KETTERING**  
*Safety & Health Program*

**Responsibility for Safety**

All City employees are responsible for safety. However, we all have different roles in assuring that the City of Kettering is a safe place to work.

**The City Manager:**

- Commits to a safe working environment consistent with requirements of applicable laws.
- Assigns the responsibility of complying with this commitment to the individual operating Department Directors.
- Assigns responsibility for coordinating required training to the Director of Human Resources.
- Assigns central record keeping to the Human Resource Department.
- Assigns the Human Resource Director the responsibility to develop and maintain a Safety Committee to coordinate mutual needs including development of safety programs.

**Responsibilities of All Employees**

Each employee of the City of Kettering has a personal and vital responsibility to work safely and promote safety. Employees are required to perform their work in a way that will prevent injury and illness to themselves and fellow workers, and prevent property damage.

All City employees are responsible for:

- Maintaining active interest and participation in safety.
- Complying with all City safety policies and regulations.
- Reporting all accidents, incidents and injuries immediately.
- Being alert to safety and health hazards and correcting or reporting them.
- Performing all work in a safe manner.
- Operating vehicles and equipment and doing tasks only when trained and competent to do so.
- Using equipment and vehicles safely and for their intended use.
- Attending scheduled safety training programs.
- Encouraging fellow employees to work safely.
- Wearing personal protective equipment when required and when it makes good sense.
- Keeping work areas clean, orderly and free from hazards.
- Setting a good example for others.

### **Responsibilities of Supervisors**

As a supervisor, you are responsible for being sure work is completed in a safe manner by setting a good example, having a positive, supportive attitude toward safety and enforcing safety policies.

Supervisors are responsible for:

- Practicing and promoting safe work practices and compliance with safety regulations.
- Assuring that all operations are conducted safely.
- Assuring that all employees are trained and competent for the jobs they perform.
- Supporting safety training efforts and following-up on information learned in training programs.
- Enforcing safety regulations and City safety policy.
- Taking care of hazards identified by employees.
- Making recommendations to improve the safety performance of the department.
- Making sure employees understand the hazards of the job, necessary precautions and proper use of personal protective equipment.
- Assuring that accident reports are completed and submitted in a timely manner.

### **Responsibilities of Department Directors**

Department Directors are responsible for providing the support, financial resources, and overall safety leadership in the department.

- Enforcing safety rules and regulations.
- Keeping staff informed of new regulations and compliance issues.
- Assigning a safety officer (may be Director or others) to run departmental safety operation and participate on safety committee.

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**CITY OF KETTERING**  
*Safety & Health Program*  
*Lift Truck Safe Operating Program*

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**Program Content**

1. Purpose
2. Policy
3. Safe Operating Procedures
4. Lift Truck Checklist
5. LP Gas Tips on Care and Safety

**Purpose:**

To establish procedures for the safe operation of City of Kettering lift trucks.

**Policy:**

The Lift Truck Safe Operating Program has been established in accordance with the requirements found in 29CFR1910.30, Other Working Surfaces: 1910.176, General Handling Materials, and CFR 1910.178, Powered Industrial Trucks. A training program has been developed to provide our lift truck operators, both new and experienced, with a uniform understanding of safe, efficient lift truck operation, our specific equipment and safety rules. Completion of training is required of all employees who operate a lift truck. Managers and Supervisors will make every effort to insure that the safe operating practices are observed. All employees are expected to follow safe driving practices.

This program requires retraining when an operator is assigned to operate a different type of lift truck, involved in an accident that is considered operator preventable, or when the operator violates the safety rules.

The City of Kettering Vehicle Maintenance Center is responsible for maintaining the lift truck in a safe condition and keeping records of service. All Departments and employees are expected to cooperate in keeping the lift truck in safe operating condition. See "Lift Truck Checklist" and "LP Gas Tips on Care and Safety."

Accurate records and copies of tests and rating forms will be kept in the employee safety training file. The City Safety Officer will conduct an annual review (more often if accident records indicate a need) of these training files and training procedures.

## **Safe Operating Procedures:**

### **A. Safety Inspections**

1. Operators are required to inspect their lift truck prior to operating it.
2. The inspection report, "Lift Truck Checklist", such as the one located at the end of the document, must be completed.
3. If at anytime a lift 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 condition.

### **B. Authorized Operators**

1. Only authorized operators are permitted to operate city lift trucks.
2. An authorized operator is someone who has been trained in the proper use of a lift truck.

### **C. Operating a Lift Truck**

1. No one may ride as a passenger on a lift truck. Never use the lift truck as an elevator for other employees, except when a lift cage designed for that purpose is used.
2. The operator must wear the seat belt while lifting with or driving the lift truck.
3. Pedestrians have the right-of-way at all times.
4. The operator must always face the direction of travel.
5. The operator must look before starting out to verify that no person or object is in the way.
6. Do not drive over debris or holes in the driving surface. It may cause the load to shift and fall, or the truck to flip over.
7. Maintain an adequate space between vehicles and observe safe motor vehicular driving rules at all times.
8. Avoid quick starts, quick turns and jerky stops. Come to a complete stop before reversing direction of travel.
9. Slow down when travel surfaces are wet or frozen.
10. Keep legs, and arms in the cab area at all times.
11. Do not drive with wet or greasy hands.
12. Run the lift truck with the forks about 4" off the travel surface.
13. When lift truck is left unattended, the forks must be lowered to the floor and as even with the grade angle as possible.
14. Be aware of required mast clearances.

### **D. Carrying a Load**

1. Forks must be lowered to the floor or blocked in place when other employees unload material.
2. Observe load center of gravity restrictions, and keep load as close to the ground as possible when traveling. Center every load.

3. Check the changing mast height clearances and other clearance issues before raising the load.
4. Never exceed the maximum load capability.
5. Drums must be carried on a pallet or drum carrier.
6. If material of irregular shape is carried, it must be secured.
7. Lift and lower loads slowly. Never raise or lower a load during truck travel.
8. Do not permit anyone to walk under a raised load. Never leave a raised load unattended.
9. Never attempt to straighten drums by butting with the forks or end of the lift truck.
10. Movable forks must be firmly in place and the securing pin properly seated.
11. Attachments to the forks must be secured in place, bolted, banded or otherwise fastened to the forks.
12. On an incline, whether ascending or descending, the lift truck must be driven with the load on the upgrade side of the driver.

E. Towing A Load

1. The pintle hook must be firmly attached, pinned, or bolted to the receiver or forks.
2. The pintle hook must be closed with the safety pin in place.
3. Drive very slow and avoid sharp turns.

F. Parking the Lift Truck

1. Parking an attended lift truck.
  - a. The operator is within 25 feet of the truck.
  - b. The truck is in full view of the operator.
    1. Forks must be lowered to the floor.
    2. Controls must be in neutral.
    3. Brake must be set.
2. Parking an unattended lift truck.
  - a. Forks must be lowered and flat on the floor.
  - b. Controls must be in neutral.
  - c. Brake must be set.
  - d. Propane tank valve closed, while lift truck is running.
  - e. Turn lift truck off and remove the key.

## **Lift Truck Checklist**

1. Do a visual walk around, checking for any fluid leaks and damage.
  - Overhead cage
  - Mast components
  - LP tank clamps
2. Check tires.
3. Open engine compartment and check:
  - Oil
  - Water
  - Battery
  - Hydraulic fluid
4. Close and latch engine compartment.
5. Inspect seat belt for wear.
6. Inspect fire extinguisher.
7. Check propane fuel level.
8. Open propane tank valve a quarter turn, and inspect for leaks.
9. Sit in seat, fasten seat belt and start lift truck.
10. Check out lift controls.
11. Release brake and check out transmission movement and brake action.
12. Sign and file checklist, or turn in for repairs.

## **LP Gas Tips on Care and Safety**

Although LP gas produces much less exhaust than gasoline-powered forklifts, remember that it still exhausts carbon monoxide. Do not allow LP forklift to run in an enclosed building without properly ventilating, and monitoring the air quality.

Never drop, drag or slide LP containers. Use a hand truck to securely transport tanks or roll the cylinder on its foot ring slightly off the vertical. Valves on empty cylinders must be closed during storage and transportation.

It is recommended that containers be changed outside, although codes allow for changing indoors. Inspect containers before each installation for sharp dents, gouges, leaks, excessive external corrosion, and damaged collars or foot rings. Remove any damaged tanks from service immediately and contact the service company about the condition of the tank. In addition, make specific preventative maintenance checks on the following: filter valve, liquid service valves, cylinder service valve coupling, safety relief valve, and magnetic liquid level gauge.

Tanks must be properly secured while transporting or when mounted to lift truck. Instruct drivers on proper tank mounting so that they always mount the cylinder-locating pin in the 12 o'clock position. This allows for the tank to vent vapors correctly (instead of being blocked by the liquid.) Show drivers the proper way to fasten the tank clamps, so that they don't force the clamps on backwards.

When parking the truck for more than a few minutes, the following should be done:

1. Shut off container fuel valve and run the engine "dry".
2. Turn off ignition switch.
3. See that no source of ignition or heat is present.

LP gas can change from a liquid to a gas and back to a liquid again, depending on the atmospheric pressure and temperature. As the temperature increases, so do the pressure in the tank. When LP gas vaporizes rapidly, it has a cooling effect. Care must be taken to avoid skin contact, it could lead to burns and frostbite.

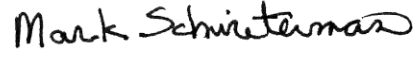
No more than 300 lbs. can be stored inside, and the tank must be secured so it cannot fall or be hit by traffic. When stored outside, keep in a cool, shady area. If the tanks are stored horizontally, the safety relief valve must be in the 12 o'clock position so that vapors will be vented correctly.

LP gas in its natural state is odorless. However, it has been odorized so that any leaks in the system can be detected.

The City Manager hereby delegates the appropriate responsibility and authority to administer this Lift Truck Safe Operating Program to the Department Directors.

Approved:

4/10/2007  
Date



Mark W. Schwieterman  
City Manager

Issued:

4/10/2007  
Date



Richard L. Strader  
Director of Human Resources

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