

Stark County Board of Developmental Disabilities

Policy 3.11 Powered Industrial Trucks	Effective: 2/24/15
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POWERED INDUSTRIAL TRUCKS

POLICY

This policy has been developed to promote a positive and proactive approach to safe powered industrial truck operation and provide training for employees who operate Board powered industrial trucks, also known as forklifts.

The Occupational Safety and Health Administration (OSHA) regulation 1910.178 requires that all forklift operators be properly trained before operating a forklift. The Board's powered industrial truck training consists of a video, lecture, written test, supervised hands-on training, and an operator test.

Refresher training is required at least every three years. Additional training may be required if new equipment is introduced, existing equipment is modified, operating conditions change, an operator's performance is unsatisfactory, or if there are changes in OSHA requirements.

<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Applies to:</td> <td style="width: 15%;">Yes</td> <td style="width: 15%;">No</td> </tr> <tr> <td>All employees</td> <td></td> <td style="text-align: center;">X</td> </tr> <tr> <td>Non-Represented</td> <td style="text-align: center;">X</td> <td></td> </tr> <tr> <td>SCEPTA</td> <td></td> <td style="text-align: center;">X(1)</td> </tr> <tr> <td>SC/DD SSA</td> <td></td> <td style="text-align: center;">X(1)</td> </tr> <tr> <td colspan="3"><u>(1) See Current Bargaining Agreement</u></td> </tr> </table>	Applies to:	Yes	No	All employees		X	Non-Represented	X		SCEPTA		X(1)	SC/DD SSA		X(1)	<u>(1) See Current Bargaining Agreement</u>			<table style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="2" style="text-align: left; padding: 5px;">Historical Resolution Information</th> </tr> <tr> <td style="width: 30%;">Date</td> <td>Resolution Number</td> </tr> <tr> <td>1/24/15</td> <td>01-07-15</td> </tr> </table>	Historical Resolution Information		Date	Resolution Number	1/24/15	01-07-15
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PROCEDURE

1. All employees who are required to operate a powered industrial truck shall complete on-line training offered through the RELIAS Learning Management System prior to the operation of any powered industrial truck regardless of previous experience.
2. The RELIAS training shall consist of a PowerPoint presentation and a quiz. Employees who successfully complete the on-line training will be scheduled to participate in a hands-on operating of the powered industrial truck test under the supervision of a Board approved instructor.
3. The hands-on test will involve direct observation by the Board approved instructor while the employee demonstrates proper traveling, loading, turning, load lifting, parking, safety, and maintenance of the power industrial truck.
4. The operator test will be conducted with the Employee's department powered industrial truck and in the department's work area.
5. All approved operators will be retrained by the Board's designated instructor when new equipment is introduced, existing equipment is modified, operating conditions change, an operator's performance is unsatisfactory or changes in OSHA requirements occur.
6. Refresher training will be conducted at least once every three years.
7. All approved operators will be at least 18 years or older.
8. All approved operators shall possess a valid driver's license in the State of Ohio and observe the restrictions placed on that license including (but not limited to) corrective lenses.
9. All approved operators are provided with a copy of the rules of operation by the Board approved instructor.