

**CITY OF SACRAMENTO REGULATORY COMPLIANCE PROGRAM**  
**TPOIC: INDUSTRIAL TRUCK OPERATOR SAFETY PROGRAM**  
**EFFECTIVE DATE: 3/18**  
**SUPERSEDES: 11/03**  
**SECTION: RCP #1**

**PURPOSE**

To act in accordance with the California Code of Regulations Title 8, Section 3649-3668, Industrial Trucks General Requirements. City employees must be trained before he or she operates an industrial truck.

This program applies to all City of Sacramento employees that operate industrial trucks including forklifts, riding motorized pallet jacks, motorized hand trucks or industrial tractors including wheel or track-type vehicles of more than 20 engine horsepower used in operations such as landscaping, construction services, loading, digging, grounds keeping, and highway maintenance.

**PROCEDURES AND REQUIREMENTS**

The practical evaluation will be site-specific and includes a driver's test using the actual equipment.

1. The driver must pass the City of Sacramento's "Forklift Practical Examination" (Attachment 3) with a score of 90% or higher.
2. The driver must pass the City of Sacramento's "Forklift Qualification Examination" with a score of 75% or higher.
3. Re-certification is required every three years or whenever any of the described conditions change:
  - a. The operator has been observed driving in an unsafe manner;
  - b. The operator has been involved in an accident or near-miss accident;
  - c. The operator has received an evaluation that reveals the operator is not operating the truck safely;
  - d. The operator is assigned to drive a different type of industrial power truck; or
  - e. A condition in the workplace changes in a manner that could affect safe operation of the industrial power truck.
4. Forklift drivers shall check the vehicle at the beginning of each shift per Attachment 1 and report any unsafe conditions to a supervisor or mechanic.
5. Forklift operating rules (Attachment 2) must be posted in areas accessed by operators.
6. Supervisors will ensure that only currently certified operators operate industrial trucks.

## City of Sacramento Forklift Daily Inspection Form (Attachment I)

Operator:		Vehicle Number:		Date:	
Time of Inspection:		Hour Meter Reading:			
<b>Visual Observations</b>	<b>Satisfactory</b>	<b>Unsatisfactory</b>	<b>Describe Any Unsatisfactory Items</b>		
Tires					
Battery Charge					
Fuel System					
Brake Fluid					
Hydraulic Fluid					
Motor Oil					
Forks					
Chains, cables, limit switches					
Cleanliness					
Broken or cracked parts					
<b>Operational Observations</b>					
Steering					
Brake					
Emergency Brake					
Tilt/Lift Operation					
Horn					
Lights					
Back-up Alarm					
Seat Belt					

## Forklift Operating Rules (Attachment 2)

*Every Employer using industrial trucks or industrial tow tractors, shall post and enforce a set of operating rules including the appropriate rules listed below. 8CCR:3664(a)*

1. Only drivers authorized by the City and trained in the safe operations of industrial trucks or industrial tow tractors shall be permitted to operate such vehicles. Methods shall be devised to train operators in safe operation of powered industrial trucks. Any unauthorized employee operating a forklift truck will be subject to disciplinary action, up to and including termination.
2. Stunt driving, and horseplay are prohibited.
3. No riders shall be permitted on vehicles unless provided with adequate riding facilities.
4. Employee shall not ride on the forks of lift trucks.
5. Employee shall not place any part of his or her body 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. Employee 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 least once per shift. If the vehicle 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 of 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 is considered to be approximately three truck lengths or preferably a time lapse – three 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.

- a. When ascending or descending grades in excess of 10 % a loaded truck shall be driven with the load upgrade;
- b. 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;
- c. Motorized hand and hand/rider trucks shall be operated on all grades with the load engaging means downgrade.

15. The forks shall always be carried as low as possible, consistent with safe operations.

16. When leaving a vehicle unattended, either:

- a. The power shall be shut off, brakes set, the mast brought to the vertical position, and forks left in the down position. When left on an incline, the wheels shall be blocked; or
- b. The power may remain on provided the brakes are set, the mast is brought to the vertical position, forks are left in the down position, and the wheels shall be blocked, front and rear.

NOTE: When the operator is over 25 feet away from or out of sight of the industrial truck, the vehicle is "unattended."

17. When the operator of an industrial truck is dismounted and within 25 feet of the truck, which remains in the operator's view, the load engaging means shall be fully lowered, controls neutralized, and the breaks set to prevent movement.

**EXCEPTION:** Forks on fork-equipped industrial trucks may be in the raised position for loading and unloading by the operator if the forks are raised no more than 42 inches above the same level on which the industrial truck is located, the power is shut off, controls placed in neutral and the brakes set. If on an incline, the wheels shall be securely blocked. Whenever the forks are raised, the operator will remain in the seat of the industrial truck except when the operator is actively loading or unloading materials.

18. 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 power shall be shut off and the brakes set.

19. Motorized hand trucks shall enter elevators or other confined areas with the load forward.

20. Vehicles shall not be operated on floors, sidewalk doors, or platforms that will not safely support the loaded vehicle.

21. Prior to driving onto trucks, trailers and railroad cars, the flooring shall be checked for breaks and other structural weaknesses.

22. Vehicle shall not be driven in and out of highway trucks and trailers at loading docks until such trucks or trailer are securely blocked or restrained and the brakes set.

23. 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 flags or lights displayed in accordance with applicable regulations by the Public Utilities Commission.

24. The width of one tire on the powered industrial truck shall be the minimum distance maintained from the edge while the truck is on any elevated dock, platform, freight car or truck.
25. Railroad tracks shall be crossed diagonally, wherever possible. Parking closer than 8 ½ feet from the centerline of railroad tracks is prohibited.
26. Trucks shall not be loaded in excess of their rated capacity.
27. A loaded vehicle shall not be moved until the load is safe and secure.
28. Extreme care shall be taken when tilting loads. Tilting forward with load engaging means elevated shall be prohibited except with picking up a load. Elevated loads must 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.
29. The load-engaging device shall be placed in such a manner that the load will be securely held or supported.
30. 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.
31. When powered industrial trucks are used to open and close doors, the following provisions shall be compiled 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; and
  - d. The truck operator and other employees shall be clear of the area where the door might fall while being opened.
32. 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.
33. When provided by the industrial truck manufacturer, an operator restraint system such as a seat belt shall be used.

## Industrial Tractor Operating Rules (Attachment 3)

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, printed in a language understood by the majority of the employees, 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 roll over protection system.
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.

**EXCEPTION: to No. 6:** The operation of agricultural tractor-mounted personnel transport carriers when used, operated and maintained in accordance with Section 344I(i) of these Orders.

6. Operate the tractor smoothly - no jerky turns, starts, or stops.
7. Hitch only to the drawbar and hitch points recommended by tractor manufacturers.
8. When tractor is stopped, set brakes securely and use park lock if available.
10. Stunt driving or horseplay are prohibited while operating an agricultural or industrial tractor.

Every employee who operates an agricultural or industrial tractor is required to check the tractor prior to operation each day, report any unsafe conditions to a supervisor or mechanic immediately and shall not use the tractor again until it has been made safe.

## City of Sacramento Forklift Practical Examination (Attachment 4)

The exam may be performed while observing the operator performing his/her daily routine. A special course and time need not be set up for the purpose of completing this portion of the operator's evaluation.

Name: \_\_\_\_\_ Date: \_\_\_\_\_ Evaluator: \_\_\_\_\_ Score: \_\_\_\_\_

I. Performance of Vehicle Inspection (utilizing the check list)

- |   |     |                          |    |                          |
|---|-----|--------------------------|----|--------------------------|
| a. Properly located & identified all checklist items.                 | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| b. Demonstrated knowledge of acceptable criteria for checklist items. | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |

2. Mechanical Controls (*Identified & demonstrated knowledge of all operational controls*)

- |                      |     |                          |    |                          |
|----------------------|-----|--------------------------|----|--------------------------|
| a. Starting sequence | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| b. Throttle          | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| c. Clutch            | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| d. Tilt & Lift       | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| e. Steering          | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| f. Brakes            | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| g. Parking brake     | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |

3. Operation of Truck (demonstrated ability to maneuver vehicle within the normal scope of daily operation)

- |  |     |                          |    |                          |
|--|-----|--------------------------|----|--------------------------|
| a. Uses seatbelt   | Yes |                          | No |                          |
| b. Shows good clearance judgment   | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| c. Smooth, synchronized operation  | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| d. Proper speed for conditions   | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| e. Ensures proper clearance <u>prior</u> to movement   | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| f. Approaches loads squarely   | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| g. Carries loads in a manner to ensure best visibility   | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| h. Carries loads tilted back and secure against rest   | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| i. Keeps load low during transit   | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| j. Uses horn properly at junctions & approaching blind areas   | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| k. In the event of dock loading, driver ensures trailer is chocked & dock boards are secure <u>prior</u> to entering trailer | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| l. Keeps to right in the event of two-way traffic  | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| m. Allows a safe following distance  | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| n. Stacks load straight  | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| o. Checks load weight <u>prior</u> to loading  | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| p. Check load security on pallets <u>prior</u> to loading  | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |

Each item marked with a yes is worth 4 points with a possible total of 100 points.

The operator must pass with a score of 90 points or higher.