Hope College

Powered Industrial Truck Policy

**Purpose:**

This Powered Industrial Truck Policy is intended to provide Hope College employees with the information concerning the safe operation and handling and training requirements to operate a Powered Industrial Lift Truck on campus.

**Method:**

The Occupational Health and Fire Safety Office will implement the program. Each supervisor of employees who need their employees to operate a Powered Industrial Truck on campus must submit their employees name to the Occupational Health and Fire Safety Office for training. Training of each employee and a written and skills test must be passed before employees may operate any lift truck on campus.

**Program:**

An industrial truck operator’s job is very important. It is a position of responsibility, the same as when you are driving a car on the road. These rules and responsibilities you must obey and accept.

A: Definitions

1. A *Power industrial truck* means a mobile, power driven vehicle used to carry, push, pull, lift, stack, or tier material.

B. Permits and Training

1. All employees must be trained and tested before they can operate a powered industrial truck. Upon passing the test and meeting other operator requirements a permit will be issued to the employee. It should be carried by the employee or be available upon request.
2. All training will be conducted on campus using the type of lift that the operator will use in their work on campus. Training shall be conducted by a third party training company that specializes in servicing and maintaining the type and brand of equipment that is being used on campus. This assures that the vehicle is maintained properly and that the employees are trained by someone knowledgeable in the equipment being used.
3. To study for the written and hands on testing for Powered Industrial Truck you can study from the MIOSHA Powered Industrial Truck Safety Manual. The test will be taken from the material shown in this manual. [http://www.michigan.gov/documents/dleg/wsh_cet0116_222722_7.pdf](http://www.michigan.gov/documents/dleg/wsh_cet0116_222722_7.pdf)