

# State of Iowa Department of Corrections

## Policy and Procedures

Policy Number: IO-SE-11  
Applicability: DOC  
Policy Code: Public Access  
Iowa Code Reference: 88  
Chapter 3: INSTITUTIONAL OPERATIONS  
Sub Chapter: SAFETY & EMERGENCY PROCEDURES  
Related DOC Policies: IO-SE-03  
Administrative Code Reference: 875-10, 1910.178  
Subject: POWERED INDUSTRIAL TRUCKS  
PREA Standards: N/A  
Responsibility: Samantha Tucker, Randy Gibbs  
Effective Date: September 2022  
Authority:

### 1. PURPOSE

The purpose is to establish procedures for the safe operation of powered industrial trucks by both staff and incarcerated individuals.

### 2. POLICY

It is the policy of the IDOC to follow OSHA Standard 1910.178, Powered industrial trucks and the conditions set forth in this policy.

### 3. DEFINITIONS

- A. Authorized Operator - An employee who has satisfactorily completed both classroom and operation training on material-handling equipment at the company's facilities.
- B. Load Center - The horizontal distance from the edge of the load (or the vertical face of the forks or other attachment) to the load's center of gravity.
- C. Powered Industrial Truck - Commonly called forklifts or lift trucks and utilized to move materials.

- D. Rated Capacity - The maximum weight that the powered industrial truck is designed to lift, as determined by the manufacturer.

## **4. PROCEDURES**

### **A. Operator Responsibilities**

1. Operators are responsible for the following;
  - a. Operating all powered industrial trucks in a safe manner consistent with safe rules of operation.
  - b. Reporting all equipment malfunctions and/or maintenance needs to their supervisors immediately. Park lift in safe place, remove key, tag or note problem.
  - c. Operators shall be aware of the equipment's load capacity requirements for safe handling.
  - d. Wearing a safety belt.
2. The brakes of IDOC and non IDOC trucks shall be set and wheel chocks placed under the rear wheels, or otherwise secured by a locking mechanism, to prevent the trucks from rolling while they are boarded with powered industrial trucks.
3. All loads shall be secured and stable.
4. Any accident, regardless of severity, involving a powered industrial truck shall be reported to the institutions Safety Officer.

### **B. Equipment Inspection and Maintenance**

1. Each powered industrial truck will be inspected prior to use at the start of each shift. This inspection will be documented and retained for a period of two years.
2. If repairs are needed on a powered industrial truck such that it cannot be safely operated, it will; be taken out of service until the repairs have been made.

3. Powered industrial trucks will be kept in clean condition, free of dirt, excess oil and grease.
4. Modifications and additions which affect capacity and safe operation shall not be performed.
5. Capacity, operation, and maintenance instruction plates, tags, or decals shall be changed and updated accordingly.
6. The operator shall see that all nameplates and markings are in place and are maintained in a legible condition.
7. Eye wash station and spill kits shall be located in the vicinity of battery charging stations.

### **C. Training**

1. All operators shall receive training prior to being able to operate a powered industrial truck and this shall occur triennially.
2. All operators shall receive refresher training every three years.
3. See **IO-SE-03**, *Safety and Health Program Management* for training requirements.