



Program	Powered Industrial Trucks (PIT)		
Guide	Guide to Implementing a Powered Industrial Trucks Program		
Revision Date	9/13/2024	Revision Number	1
STEP 1: Program Setup	<ul style="list-style-type: none"> <li>• Identify the persons responsible for program setup, employee training, and maintenance. Typically, this is a Supervisor or their designee.</li> <li>• Have the responsible persons complete LMS Forklift Safety training.</li> <li>• Have the responsible persons read the LCC-written Powered Industrial Trucks Program.</li> <li>• Have the responsible persons complete the train the trainer course on certifyme.net.</li> <li>• Have the responsible person create a binder or file to store and maintain program documents that will include:                             <ul style="list-style-type: none"> <li>○ A copy of the LCC-written Powered Industrial Trucks Program.</li> <li>○ A list of current department operators</li> <li>○ A copy of each current operator's evaluation.</li> <li>○ A copy of each current operator's license.</li> </ul> </li> </ul>		
STEP 2: Employee Training	<ul style="list-style-type: none"> <li>• Contact HR to assign and have the supervisor and employees complete the LMS Forklift Safety training.                             <ul style="list-style-type: none"> <li>○ Verify they passed the assessment with 80% or better</li> </ul> </li> <li>• If the employee is not experienced while in training, they must be in the trainer's company while operating a lift.</li> <li>• The trainer must conduct and document an operator evaluation for each operator on each piece of equipment they are authorized to use.</li> <li>• Employees will be issued a permit by their evaluator after successfully completing training and testing.</li> <li>• The permit must specify the types of PITs the operator is certified to operate.</li> <li>• Permits are valid for three years and must be renewed through refresher training and re-evaluation.</li> </ul>		
STEP 3: Program Maintenance	Refresher training is required every three years or when: <ul style="list-style-type: none"> <li>• An operator is observed operating a PIT in an unsafe manner.</li> <li>• An operator is involved in an incident or near miss.</li> <li>• New equipment is introduced, or workplace conditions change.</li> <li>• An operator is assigned to a different type of PIT.</li> </ul>		