



LANSING COMMUNITY COLLEGE

Powered Industrial Trucks (PIT) Program

This document provides the minimum requirements for developing, implementing, and maintaining Lansing Community College's Powered Industrial Truck (PIT) Safety Program. Specifically, it outlines the responsibilities and safety control measures the college has implemented to protect employees, visitors, vendors, students, and contractors. The program conforms to the MIOSHA General Industry Safety and Health Standard Part 21: Powered Industrial Trucks and LCC Board of Trustees Policy 6.090.

Occupational and Environmental Safety Department, Administrative Services Division

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Change Log

Change Number	Description of Change	Date of Change	Changes Made By

1.0 Introduction

Lansing Community College (LCC) is required to comply with the Michigan Occupational Safety and Health Administration (MIOSHA) Powered Industrial Trucks (PIT) Standard for departments and personnel at LCC who operate powered industrial trucks, including forklifts, tractors, platform lift trucks, motorized hand trucks, and other specialized industrial trucks powered by electric motors or internal combustion engines. Note that a different program covers Aerial Work Platforms (Aerial Lifts).

It is a violation of Federal law for anyone.

UNDER 18 years of age to operate a forklift or for anyone OVER 18 years of age who is not properly trained and certified to do so.

2.0 Definitions

- **Contractors:** Hired external workers.
- **Employees:** Company staff members (full-time, part-time, student employees, faculty members).
- **LCC Community:** employees, visitors, vendors, students, and contractors.
- **Powered Industrial Truck (PIT):** Any mobile power-propelled truck used to carry, push, pull, lift, stack, or tier materials.
- **Supervisor:** Manager of employees.
- **Temporary Agency Employees:** Workers from staffing agencies.
- **Vendors:** Product or service providers.
- **Visitors:** Non-staff guests.

3.0 Responsibility

Below are the roles and responsibilities of supervisors, employees, faculty, students, contractors, and vendors. For additional information, refer to Sections 4.0 - 9.0.

3.1 Occupational and Environmental Safety (OES) Department

Responsible for:

- Developing and providing administrative oversight of LCC's Powered Industrial Trucks (PIT) Safety Program.
- Providing subject matter expertise and technical resources to Executive Leadership Team (ELT) members and supervisors.
- Acting as a liaison with local, state, and federal regulatory agencies.

3.2 Executive Leadership Team (ELT) Member

Responsible for:

- Implementing and sustaining LCC's PIT Safety Program.
- Ensuring supervisors have the authority to act to protect the safety of employees, students, visitors, volunteers, contractors, and vendors as assigned within their divisions, departments, or programs.
- Providing adequate financial resources and personnel to maintain safe work environments and instructional spaces.

- Acting when personnel are not complying with LCC's PIT Safety Program.

3.3 Supervisors

Responsible for:

- Representing their division, department, or program in maintaining a safe and healthy learning and working environment for the affected LCC Community.
- Implementing the PIT Program at the division, department, or program level.
- Designating approved trainers/evaluators for PITs for their locations.
- Ensuring that all PIT operators are trained and certified.
- Ensure that only trained and authorized employees operate PITs.
- Ensuring that employees have been trained and evaluated on each of the specific types of powered industrial trucks they will operate.
- Ensuring employees comply with all federal and state OSHA regulations while operating a PIT.
- Ensuring that PITs are properly maintained and safe for operation.
- Maintaining proper documentation of the certification of PIT operators.
- Conducting periodic safety audits to ensure compliance with the PIT Safety Program.

3.4 Faculty

Responsible for:

- Ensuring the instructional spaces are safe and free of recognized hazards.
- Consistently practice safety procedures.
- Following the employee role as well as their primary faculty role with responsibility to students.
- Ensuring students do not operate PITs.
- Ensuring that all students exposed to PITs understand the hazards and keep a safe distance while in operation

3.5 Employees

Responsible for:

- Ensuring their safety. Once informed about the extent of risk and safe procedures for their activities, all individuals working with PITs must accept a shared responsibility for operating safely.
- Informing their supervisors of accidents and work practices or working conditions they believe are hazardous to their health or the health of others.
- Completing required training and certification before operating PITs.
- Operating PITs safely and in accordance with the training received.
- Conducting pre-use inspections and reporting any defects or safety concerns.
- Reporting all incidents and near misses to their supervisors immediately.
- Adhering to all safety rules and regulations outlined in this program.

3.6 Students

Students are not permitted to operate PITs at LCC.

Responsible for:

- Adhering to all safety protocols and rules, including wearing appropriate personal protective equipment when observing activities involving PITs.
- Familiarizing themselves with the safety measures.
- Actively participate in safety training relevant to their courses or activities
- Immediately report any accidents or unsafe conditions to their faculty members.

3.7 Vendors and Contractors

Responsible for:

- Complying with all local, state, and federal safety requirements.
- Ensuring that all their employees performing work on LCC properties have been trained suitably.
- Coordinating activities and procedures with the division, department, or program, providing oversight before work begins.
- Taking preventive measures to protect their employees under normal operating conditions and in foreseeable emergencies.

3.8 Temporary Agency Employees

Responsible for:

- Follow the same requirements as employees.

4.0 Training Requirements

All PIT operators must receive training and certification before operating any powered industrial truck. Operators must be trained and evaluated on each type of PIT they are required to operate, including forklifts, platform lift trucks, motorized hand trucks, and other specialized industrial trucks.

4.1 Designated Train the Trainer

Each division, department, or program using PITs will appoint at least one designated trainer/evaluator to train employees to operate them. The trainer must be a supervisor or their designee who possesses the necessary skills and who, through knowledge, training, and experience, has demonstrated the ability to provide this training and deal with problems that may arise while operating PITs.

The Train the Trainer course can be taken from www.certifyme.net, where you can select [Forklift Trainer Certification](#). This training must be completed every three years, and records should be maintained with the other program documents. Divisions, departments, and programs are responsible for the cost of this training.

4.2 Employee Training and Testing

Anyone UNDER 18 years of age MAY NOT operate a forklift.

- Employees, including evaluators operating PITs, must take the LMS training, which includes understanding safety regulations, operational procedures, and hazard recognition. Employees must pass the LMS test to demonstrate their understanding of the classroom training material.
 - The supervisor must assign the appropriate LMS training and verify they passed with 80% or greater.
 - The supervisor must contact HR to assign the LMS Forklift training to themselves and any employee/position that operates a PIT.

- Hands-On Training: Employees must participate in training under the supervision of their evaluator. This training should cover safe operation techniques, maneuvering, load handling, and emergency procedures.
- Operator Evaluation: Employees must pass an operation test to demonstrate their ability to operate the PIT safely and competently see [Appendix A](#).
 - The evaluator must document the completion of the operator evaluation.

Refresher training is required every three years or when:

- An operator is observed operating a PIT in an unsafe manner.
- An operator is involved in an incident or near miss.
- New equipment is introduced, or workplace conditions change.
- An operator is assigned to a different type of PIT.

4.3 Issuance of Permits

- Permit Issuance: Employees will be issued a permit by their evaluator after successfully completing training and testing.
- Permit Specifications: The permit must specify the types of PITs the operator is certified to operate.
- Permit Validity: Permits are valid for three years and must be renewed through refresher training and re-evaluation.
- For a suggested permit, see [Appendix B](#).

4.4 Record Keeping

- Training Records: Training and certification records must be maintained for each operator. These records must include:
 - Operator's name
 - Training dates
 - Types of PITs certified on
 - Expiration date of the certification
 - Evaluator's name
- Accessibility: Records must be readily accessible for review by supervisors or regulatory bodies to ensure compliance with training requirements. Operators should also keep their current certification on them and make it readily available.

5.0 Pre-Use Inspections

Before each use, PIT operators must thoroughly inspect the vehicle using a Pre-Use Inspection Checklist. Any identified defects must be reported immediately, and the PIT must not be used until it is repaired and deemed safe.

The Pre-Use Inspection Checklist includes but is not limited to:

- Hydraulic fluid levels
- Oil level
- Brake functionality
- Steering responsiveness
- Fuel level/battery charge

- Lights and horn operation
- Hydraulic control operation
- Fire extinguisher presence
- Seat belt condition
- Load capacity markings
- Leaks

The equipment is unsafe to use if:

- Service/parking brakes do not perform
- Fuel system leaks
- Excessive lift, drift, or tilt of cylinders or forks
- Excessive free play in steering
- Excessive hydraulic leaks

6.0 Safe Operation Procedures

Anyone UNDER 18 years of age MAY NOT operate a forklift

Operators must adhere to the following safe operation procedures:

- Wear seat belts at all times.
- Sound the horn and use extreme caution when approaching pedestrians, making turns, and cornering.
- Do not allow passengers on the PIT unless the vehicle is designed to carry passengers.
- Keep arms and legs inside the vehicle at all times.
- Do not stand or pass under elevated portions of the vehicle.
- Maintain clear travel paths and adequate headroom.
- Ensure load capacities are not exceeded.
- Follow proper procedures for loading, traveling, fueling, and maintenance.
- Do not operate PITs in an unsafe manner or under the influence of alcohol or drugs.

7.0 Refueling and Recharging Procedures

7.1 Gasoline and Diesel-Powered PITs

- Refuel only in designated areas with proper ventilation.
- Ensure the engine is turned off and the parking brake is set before refueling.
- No smoking or open flames in refueling areas.
- Use appropriate PPE, such as gloves and eye protection, when handling fuels.
- Check for fuel leaks and clean up spills immediately.
- Do not overfill fuel tanks.
- Securely close fuel caps after refueling.
- Inspect fuel lines regularly for wear and damage.

7.2 LPG-Powered PITs

- Refuel only in designated areas with proper ventilation.
- Ensure the engine is turned off and the parking brake is set before refueling.

- No smoking or open flames in refueling areas.
- Use appropriate PPE, such as gloves and eye protection, when handling LPG tanks.
- Check for leaks using a soap solution; never use a flame.
- Securely close valves and ensure proper connection before operation.
- Store LPG tanks upright in a well-ventilated area.

7.3 Electric-Powered PITs

- Recharge batteries only in designated areas with proper ventilation.
- Ensure the engine is turned off and the parking brake is set before recharging.
- No smoking or open flames in recharging areas.
- Use appropriate PPE, such as gloves and eye protection, when handling batteries.
- Check for battery leaks and clean up spills immediately.
- Follow the manufacturer’s instructions for recharging.
- Ensure proper ventilation to disperse hydrogen gas.
- Inspect battery cables and connectors regularly for wear and damage.

8.0 Incident Reporting

All incidents and near misses involving PITs must be reported immediately to the supervisor. An incident investigation will be conducted to determine the cause and implement corrective actions to prevent recurrence.

9.0 Maintenance and Repairs

- PITs must be maintained in safe operating conditions.
- Any defects found during inspections must be repaired before using the vehicle.
- Only authorized personnel should perform maintenance and repairs. Auxiliary Services manages the maintenance and repairs of all PITs.
- Auxiliary Services will maintain equipment maintenance records.

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Appendix A:

LANSING COMMUNITY COLLEGE



Operator Evaluation

Instructions: Please print clearly and complete each blank. Mark each task as a pass or fail. If the item does not apply, mark the item as N/A.

Operator Name	
Truck Type	
Department	
Evaluator Name	
Date Tested	

Corrective Lenses Required? (circle One) Yes No

Task	Pass	Fail	N/A
1. Shows familiarity with truck controls			
2. Gave proper signals when turning			
3. Slowed down at intersections			
4. Sounded horn at the intersection			
5. Obeyed signs			
6. Kept a clear view of the direction of travel			
7. Turned corners correctly – was aware of rear-end swing			
8. Yielded to pedestrians			
9. Drove under control and within proper traffic aisles			
10. Approached load properly			
11. Lifted load properly			
12. Maneuvered properly			
13. Traveled with load at proper height			
14. Lowered load smoothly/slowly			
15. Stops smoothly/completely			
16. Load balanced properly			
17. Forks under load all the way			
18. Carried parts/stock in approved containers			
19. Checked bridge plates/ramps			
20. Did place loads within marked areas			
21. Did stack loads evenly			
22. Did drive backward when required			
23. Did check load weights			
24. Did place forks on the floor when parked, controls neutralized, brake on set, power off			
25. Followed proper instructions for inspection			

Overall Performance (circle one) Pass Fail

Comments: _____

Operator signature	
Evaluator signature	

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Appendix B:

<p>POWERED INDUSTRIAL TRUCK OPERATOR PERMIT <i>Lansing Community College</i></p> <p>Operator's Name: _____</p> <p>Department: _____</p> <p>Date Issued: _____</p> <p>Date Expiring: _____</p> <p>Authorized To Operate:</p> <p><input type="checkbox"/> Forklift <input type="checkbox"/> Electric Pallet Jack <input type="checkbox"/> Other: _____</p> <p>Name of Evaluator: _____</p> <p>Operator Signature: _____</p>
