Our safety evaluations, reports and recommendations are made solely to assist your organization in reducing hazards and the potential of hazards and accidents. These recommendations were developed from conditions observed and information provided at the time of our visit. They do not attempt to identify every possible loss potential, hazard or risk, nor do they guarantee that workplace accidents will be prevented. These safety evaluations, reports and recommendations are not a substitute for ongoing, well-researched internal safety and risk management programs. This report does not warrant that the property inspected and its operations are compliant with any law, rule or regulation.

United Heartland is the marketing name for United Wisconsin Insurance Company, a member of AF Group. All policies are underwritten by a licensed insurer subsidiary of AF Group.
Objective
The objective of this section of the <insert the name/title of the organization> Safety & Health Policy & Training manual is to provide the fundamentals for the operation, use and maintenance of powered industrial trucks. This section applies to: fork trucks, tractors, platform lift trucks, motorized hand trucks and other specialized industrial trucks powered by electric motors or internal combustion engines.

Reference
(1) Title 29 Code of Federal Regulations Part 1910.178 "Powered Industrial Trucks"

Scope
The policies and procedures in this section are to be used as a minimum to control the hazards associated with material handling activities throughout the workplace. This policy applies to all <insert the name/title of the organization> facilities worldwide.

Responsibility
Plant and facility managers are accountable and responsible for ensuring that an effective material handling program is established and maintained, and that appropriate training is conducted as described within this section.

Supervisors are responsible for ensuring that all aspects of this policy are followed and appropriate training is conducted.

Employees who use powered industrial trucks will use them following the basic safety rules. Employees will visually inspect equipment before each use and, if found to need repair, will tag it and remove it from service until repairs are made.

General Requirements
Powered industrial truck operators must follow established safety rules at all times. These rules have been established to protect truck operators as well as other employees in the plant.

Nameplates and markings on powered industrial trucks should remain intact and should be maintained in legible condition. The manufacturer's written approval must be obtained for any modifications that affect truck capacity and/or safe operation. If a modification is made, the capacity, operation and maintenance instruction plates, tags or decals should be changed.

Approved Designations
Prior to using a truck in each area of the plant, the atmosphere or location should be classified as to whether it is hazardous or non-hazardous. The type of industrial truck used each area is dependent on this classification. Only approved industrial trucks should be used in hazardous locations.

Safety Guards
The following safety guards should be provided on powered industrial trucks:
- Enclosure Guards: All hazardous moving parts should be guarded, such as exposed gears and chain-and-sprocket drives. Tires should also be guarded to prevent objects from being propelled toward the operator.
- Overhead Guard: An overhead guard should be provided where there is a danger of falling objects or where loads are lifted higher than the operator's head. These guards should extend beyond the operator's position.
• Vertical Load Backrest Extension: A load backrest extension should be provided when the type of load presents a hazard to the operator.

Fuel Handling & Storage
Liquid fuels (i.e. gasoline, diesel fuel) should be handled and stored in accordance with National Fire Protection Association (NFPA) Flammable and Combustible Liquids Code (NFPA No. 30).

Liquefied petroleum gas (LPG) should be handled and stored in accordance with NFPA Storage and Handling of Liquefied Petroleum Gases (NFPA No. 58).
  • The engine should be stopped and the driver should dismount his vehicle before a truck is refueled.
  • Fuel tanks will not be filled while the engine is running. Spillage will be avoided. Refueling must be performed out of all buildings and away from open doors.
  • Spillage of oil or fuel will be carefully washed away or completely evaporated and the fuel tank cap replaced before restarting engine.

No powered industrial truck will be operated with a leak in the fuel system until the leak has been corrected.

Battery Changing & Charging
The following safety rules should be followed when charging/changing batteries:
  • Batteries should be charged only in the battery charging area.
  • Trucks should be properly positioned with the brake applied before attempting to change or charge batteries.
  • Material handling equipment should be provided for handling batteries.
  • Facilities should be provided for:
    o Flushing and neutralizing spilled electrolyte
    o Fire protection
    o Protecting charging apparatus from damage by trucks
    o Ventilation for dispersal of fumes from gassing batteries
  • A carboy tilter or siphon should be provided for handling electrolyte.
  • When changing batteries, acid should be poured into water; water should not be poured into acid.
  • Assure that vent caps are functioning. The battery (or compartment) cover(s) should be open to dissipate heat.
  • Take precautions to prevent open flames, sparks or electric arcs in the battery charging area.
  • Smoking is prohibited in the charging area.
  • Keep tools and metallic objects away from the top of uncovered batteries.

Make sure that reinstalled batteries are properly positioned and secured in the truck.

Control of Noxious Gases & Fumes
Concentration levels of carbon monoxide gas created by powered industrial trucks should not exceed levels specified in 29CFR 1910.1000. Currently, the 8-hour time weighted average limit is 50 parts per million (ppm). Industrial hygiene sampling should be conducted to verify carbon monoxide levels.

To control the levels of carbon monoxide in the plant, gasoline engines should not be idled in enclosed areas for long periods of time.
Operator Training
OSHA regulations state that "only trained and authorized operators shall be permitted to operate a powered industrial truck." All new operators, irrespective of their experience level, are required to complete the training program. Refresher training should be conducted at least every three (3) years, but preferably every year. Operator training should consist of classroom instruction, hands-on instruction, an operator performance test and a written exam. Written records should be maintained of this training.

Training programs can be obtained through the truck manufacturer, trade associations, our insurance carrier or the National Safety Council. Training will include intensive practice in the correct operation of all controls in accordance with the operating instructions given in the truck manufacturer's manual.

A continuous check will be maintained on all truck operators to detect unsafe practices. Corrective action should be taken for all violations of safety rules and/or instructions.

Operators will be trained in inspection procedures, but they should understand that repair is the responsibility of the maintenance department and not the operator.

Operator & Pedestrian Safety
For the safety of the operator as well as pedestrians, the following safety rules should be followed at all times in areas where trucks are operating:

- Pedestrians have the right of way all the times.
- Trucks should not be driven up to anyone standing in front of a bench or other fixed object.
- No person should be allowed to stand or pass under the elevated portion of any truck, whether loaded or empty.
- Unauthorized personnel are not permitted to ride on powered industrial trucks.
- Arms and/or legs should not be placed between the uprights of the mast or outside the running lines of the truck.
- A safe distance should be maintained from the edge of ramps or platforms while on any elevated dock, platform or freight car.
- A safe distance should be maintained from overhead installations, lights, pipes, sprinkler system, etc.
- Trucks will be equipped with a horn or other warning device that emits a clearly audible signal and is easily reached and used by the operator.
- Trucks should not be used for opening or closing freight doors.

Unattended Trucks
When an operator leaves the truck, but is within 25 feet of the truck and the truck is still in his or her view, the operator should do the following:

- Fully lower the load-engaging means.
- Neutralize the controls.
- Set brakes.

When a truck is left unattended (the operator is 25 feet or more away from the truck or the operator cannot see the truck), the operator should do the following:

- Fully lower the load-engaging means.
- Neutralize the controls.
- Shut power off.
Our safety evaluations, reports and recommendations are made solely to assist your organization in reducing hazards and the potential of hazards and accidents. These recommendations were developed from conditions observed and information provided at the time of our visit. They do not attempt to identify every possible loss potential, hazard or risk, nor do they guarantee that workplace accidents will be prevented. These safety evaluations, reports and recommendations are not a substitute for ongoing, well-researched internal safety and risk management programs. This report does not warrant that the property inspected and its operations are compliant with any law, rule or regulation.

- Set brakes.
- Remove key or pull the connector plug.
- Block wheels if the truck is parked on an incline.

**Safe Operating Speeds**
- Trucks must be under control at all times.
- Authorized speed limits should be observed at all times.
- Safe following distances must be observed. A safe following distance is approximately three (3) truck lengths from the truck ahead.
- Under all travel conditions the truck is to be operated at a speed that will permit it to be brought to a stop in a safe manner.
- Stunt driving and horseplay is prohibited.
- While negotiating turns, speed will be reduced to a safe level by means of turning the hand steering wheel in a smooth, sweeping motion. Except when maneuvering at a very low speed, the hand steering wheel will be turned at a moderate, even rate.
- Slow down for wet and slippery floors.
- Drivers should slow down and sound the horn at cross aisles and other locations where vision is obstructed.

**Driving on Grades**
- Grades should be ascended or descended slowly. When ascending or descending grades in excess of 10 percent, loaded trucks should be driven with the load upgrade.
- On all grades the load and load engaging means should be tilted back if applicable, and raised only as far as necessary to clear the road surface.
- Unloaded powered industrial trucks should be operated on all grades with the load engaging means downgrade.

**Bridge Plates, Railroad Tracks & Elevators**
Dock board or bridge plates should be properly secured before they are driven over. Dock board or bridge plates should be driven over carefully and slowly, and their rated capacity should never be exceeded.
- Railroad tracks should be crossed diagonally wherever possible. Parking closer than 8 feet from the center of railroad tracks is prohibited.
- Elevators should be approached slowly, and then entered squarely after the elevator car is properly leveled. Once on the elevator, the controls should be neutralized, power shut off and the brakes set.
- Motorized hand trucks should enter an elevator or other confined areas with the load end forward.

**Trucks with Lifting Carriage/Forks**
If a truck is equipped with vertical only, or vertical and horizontal controls being elevated with the lifting carriage or forks for lifting personnel, the following additional precautions should be taken for the protection of personnel being elevated:
- Use of a safety platform firmly secured to the lifting carriage and/or forks.
- Means provided whereby personnel on the platform can shut off power to the truck.
- Protection from falling objects.
- Employees on the platform will wear safety belt or harness and be secured to the platform at all times.
Loading & Unloading
Operators should observe the following safety rules when loading and unloading:

- The driver should look in the direction of, and keep a clear view of the path of travel.
- Drivers should avoid running over loose objects on the roadway surface.
- Other trucks traveling in the same direction at intersections, blind spots or other dangerous locations should not be passed.
- If the load being carried obstructs the forward view, the driver should travel with the load trailing.
- The right of way is to be yielded to ambulances, fire trucks or other vehicles in emergency situations.
- Only stable or safely-arranged loads should be handled. Operators should refuse improperly loaded skids or pallets or broken pallets.
- Only loads within the rated capacity of the truck should be handled. Operators should refuse loads that are too heavy for the truck.
- A load engaging means should be placed under the load as far as possible. Carefully tilt the mast backward to stabilize the load.
- Extreme care should be used when tilting the load forward or backward.
- An elevated load should not be tilted forward except when the load is in a deposit position over a rack or stack.
- When stacking or tiering, only enough backward tilt to stabilize the load should be used.
- While loading or unloading, operators should:
  - Where trailer restraining devices designed to prevent trailer movement are available they shall be locked to the "ICC bumper" during the loading and unloading operation.
  - Before a powered industrial truck is driven into a trailer, verify the tractor is still coupled to the trailer or the support dolly has been deployed and is locked in place.
  - Set brakes and put wheel blocks in place to prevent movement of trucks, trailers or railroad cars.
  - Check the flooring of trucks, trailers and railroad cars for breaks and weakness before they are driven onto.
  - Determine whether fixed jacks are necessary to support a semi-trailer during loading or unloading (may be necessary when the trailer is not coupled to a tractor).

- The maximum rated load of the truck will be plainly marked on the truck with large and visible signs.
- Only stable or safely-arranged loads will be handled. Caution will be exercised when handling off-center loads which cannot be centered.
- The long or high (including multiple-tiered) loads which may affect capacity will be adjusted.
- When attachments are used, particular care must be taken in securing, manipulating, positioning and transporting the load. Trucks equipped with attachments will be operated as partially-loaded trucks when not handling a load.

Extreme care should be used when tilting the load forward or backward, particularly when high tiering. Tilting forward with load engaging means elevated will be prohibited except to pick up a load.

Routing Inspection & Maintenance

- Operators will be held responsible for checking the mechanical condition of their trucks at the start of each shift or before initial use.
- Operators will be instructed never to make adjustments or repairs on trucks, but to promptly report any faulty mechanical condition to maintenance for repair.
- Maintenance employees will make a thorough mechanical inspection of all trucks at least once a month, at which time necessary repair and parts replacement will be made.
• If at any time a powered industrial truck is found to be in need of repair, defective or in any way unsafe, the truck will be taken out of service until it has been restored to safe operating condition.
• Open flames will not be used for checking electrolyte level in storage batteries or gasoline level in fuel tanks.
• Storage batteries used for electric-powered trucks require regular maintenance and charging. Adequate ventilation, emergency eyewash stations and other appropriate equipment will be provided. Employees will be trained in the proper procedures to handle and charge batteries and how to handle acids.
• All powered industrial trucks should be maintained in safe operating condition at all times. Maintenance activities should include regular inspections, preventive maintenance and overhauls when necessary. Trucks that are not in safe operating condition should be removed from service until repairs are made. Repairs should be made only by authorized personnel.
• Powered industrial truck operators should inspect their trucks at the beginning of their shift. The operators should check the controls, tires, brakes, and other moving parts. A standardized operator’s checklist should be used for these inspections. A sample Operator’s Daily Inspection Report is included at the end of this program.
• Documentation should be maintained of all inspection and maintenance activities. A file should be maintained for each truck which contains the maintenance and inspection records for that vehicle. A sample Maintenance Log is included at the end of this program.

Forms
Exhibit 1: Safety Procedures for Powered Industrial Truck Operators
Exhibit 2: Powered Industrial Truck Daily Checklist
Exhibit 3: Daily Maintenance Log
Exhibit 4: Elevating Powered Industrial Truck Body Harness and Lanyard Inspection Form
Exhibit 5: Powered Industrial Truck Qualification Test
Exhibit 1
Safety Procedures for Powered Industrial Truck Operators

<Insert the name/title of the organization> considers safety a necessary and integral part of its business. No job is so important or so unimportant that it cannot be done safely. Since powered industrial trucks are so much a part of our operations, and since they can be the source of serious injury and costly damage, we are giving special attention to the safe operation of these vehicles.

A list of safety rules has been set up to ensure that all powered industrial truck operators have a uniform understanding of safe and efficient operations and know our safety rules. Our supervisors will make every effort to follow up on the safe driving practices listed here; we will also do everything necessary to maintain our trucks and facilities in the safest condition and expect everyone to cooperate in keeping them that way. By matching safe driving with safe equipment, we will keep truck accidents and injuries to a minimum. We want to do everything we can to prevent our employees from getting injured.

All drivers will be given periodic reviews and possible testing by management. These reviews will be made a part of the workers' individual personnel record. Operators with unsatisfactory records of accidents and rule violations will be transferred or possibly even terminated depending on the severity of the violation. All drivers are expected to do their part in operating their trucks in the safest and most efficient manner. Following are the Safety Rules for Powered Industrial Truck Operators.

Safety Rules for Powered Industrial Truck Operators
1. Only authorized operators will be permitted to operate powered industrial trucks.
2. Unauthorized personnel operating powered industrial trucks will be subject to discipline and/or termination.
3. No person will be allowed to stand or pass under the elevated portion of any truck, whether loaded or empty. This is the driver's responsibility.
4. Passengers are not allowed to ride on industrial trucks.
5. Arms and legs must be kept within the running lines of the trucks.
6. When a powered industrial truck is left unattended, forks will be fully lowered, controls will be neutralized, power will be shut off and the brakes set. A powered industrial truck is unattended when the operator is 25 feet away from the vehicle which is in view, or whenever the operator leaves the vehicle and it is not in view.
7. Powered industrial trucks must be slowed and horn sounded when:
   a. Entering or leaving any door.
   b. At all blind corners or other locations where vision is obscured.
   c. Turning into or crossing main aisles (one or two short blasts are considered sufficient).
8. If the load being carried obstructs forward view, the driver will be required to travel in reverse.
9. Under all travel conditions the truck will be operated at a speed that will permit it to be brought to a stop in a safe manner.
10. Powered industrial trucks must keep to the right when meeting other vehicles.
11. Avoid wet, slippery floors. If, however, they must be used, proceed with extreme caution.
12. Do not lift personnel with powered industrial trucks. It is not an elevator.
13. All accidents must be reported to your supervisor immediately.
14. Keep loads as close to the floor as possible. Keep forks down when traveling empty.

Our safety evaluations, reports and recommendations are made solely to assist your organization in reducing hazards and the potential of hazards and accidents. These recommendations were developed from conditions observed and information provided at the time of our visit. They do not attempt to identify every possible loss potential, hazard or risk, nor do they guarantee that workplace accidents will be prevented. These safety evaluations, reports and recommendations are not a substitute for ongoing, well-researched internal safety and risk management programs. This report does not warrant that the property inspected and its operations are compliant with any law, rule or regulation.

United Heartland is the marketing name for United Wisconsin Insurance Company, a member of AF Group. All policies are underwritten by a licensed insurer subsidiary of AF Group.
15. Always drive several truck lengths behind other trucks.
16. Always watch for overhead obstructions while lifting.
17. Do not store material so that it obstructs fire equipment, alarm boxes, emergency equipment, electrical service cabinets or fire exits.
18. Do not overload any truck. Lift only up to the rated capacity of the truck. Know the load limits for extended or tilted masts.
19. Loads that are not safely piled, overloaded or insecure will not be moved.
20. Always look to the rear before backing and always watch for the tail swing.
21. Use caution and reduced speed when traveling up or down ramps and always keep the load on the high side.
22. Pallets must not be stacked more than 15 high.

I have been given a copy of the Safety Procedures for Powered Industrial Truck Operators. I have read these rules and will abide by them.

Name ___________________________________ Date ____________________________

Our safety evaluations, reports and recommendations are made solely to assist your organization in reducing hazards and the potential of hazards and accidents. These recommendations were developed from conditions observed and information provided at the time of our visit. They do not attempt to identify every possible loss potential, hazard or risk, nor do they guarantee that workplace accidents will be prevented. These safety evaluations, reports and recommendations are not a substitute for ongoing, well-researched internal safety and risk management programs. This report does not warrant that the property inspected and its operations are compliant with any law, rule or regulation.

United Heartland is the marketing name for United Wisconsin Insurance Company, a member of AF Group. All policies are underwritten by a licensed insurer subsidiary of AF Group.
United Heartland is the marketing name for United Wisconsin Insurance Company, a member of AF Group. All policies are underwritten by a licensed insurer subsidiary of AF Group.

Exhibit 2
Powered Industrial Truck Daily Checklist

Truck #: ___________________________ Inspected by: ___________________________
Date: ___________________________ Time: ___________________________

<table>
<thead>
<tr>
<th>Condition</th>
<th>Item</th>
<th>Good</th>
<th>Fair</th>
<th>Needs Repair</th>
<th>N/A</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wheels and Tires</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mast</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tilt Controls</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Overhead Cage</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Horn</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Steering</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gauge(s) Condition</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Head and Tail Lights</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Safety Flasher</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Safety Beeper</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Back-Up Alarm</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hydraulic Cylinder</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Battery</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fuel</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fire Extinguisher</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Seat</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Brakes</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Emergency Brake</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Accelerator</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Shift Mechanism</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Capacity Plate</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* Repairs completed by: ___________________________ Date: ___________________________
Our safety evaluations, reports and recommendations are made solely to assist your organization in reducing hazards and the potential of hazards and accidents. These recommendations were developed from conditions observed and information provided at the time of our visit. They do not attempt to identify every possible loss potential, hazard or risk, nor do they guarantee that workplace accidents will be prevented. These safety evaluations, reports and recommendations are not a substitute for ongoing, well-researched internal safety and risk management programs. This report does not warrant that the property inspected and its operations are compliant with any law, rule or regulation.

United Heartland is the marketing name for United Wisconsin Insurance Company, a member of AF Group. All policies are underwritten by a licensed insurer subsidiary of AF Group.

**Exhibit 3**
**Daily Maintenance Log**

<table>
<thead>
<tr>
<th>Truck No.</th>
<th>Make</th>
<th>Mechanic</th>
<th>Description Of Work Performed</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

United Heartland.com 1-800-258-2667
Exhibit 4
Elevated Powered Industrial Truck Body Harness and Lanyard Inspection

This check is to be conducted before the start of each shift

Equipment #: _______________________________ Date: _______________________________

Employee Name: _______________________________ Supervisor: _______________________________

<table>
<thead>
<tr>
<th>Issue</th>
<th>Yes</th>
<th>No</th>
<th>N/A</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Is the body harness free from wear, damage or distortion?</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are straps cut, broken, torn or scraped?</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are the buckles, snap hooks and other hardware free of cracks and sharp edges?</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are the buckles on the harness working properly?</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Do lanyards show signs of broken fibers, pulled stitches and discoloration?</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Do the snap hooks of the lanyard close and lock tightly?</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are the lanyard anchors and mountings tight and undamaged?</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Notes:
1. Any damaged or defective equipment shall be tagged, removed from service and reported to Maintenance at [insert maintenance phone number]. Repairs shall only be done by qualified personnel using manufacturer’s guidelines and replacement equipment. Any equipment that cannot be repaired shall be destroyed and removed from the facility.
2. Any equipment that has been subject to loading shall be inspected by the area supervisor before it can be used again.
3. N/A = Not Applicable (if N/A is checked, an explanation shall be given in the Comments column.)

Signature: _______________________________ Date: _______________________________
Exhibit 5
Powered Industrial Truck Qualification Test

### Pre-Check Inspection

<table>
<thead>
<tr>
<th></th>
<th>1 Point for Yes</th>
<th>0 Points for No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Steering Mechanism</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Brakes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Emergency Brakes</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Horn</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Tires</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Forks</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Leaks</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Type of Truck</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Capacity Plate (in lbs):</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Comments:

### Driving

<table>
<thead>
<tr>
<th></th>
<th>4 Points for Good</th>
<th>2 Points for Average</th>
<th>0 Points for Poor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Looks around before starting</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Starts slowly</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Doesn’t cut corners too short/wide</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reduces speed for danger spots</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Stops slowly</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Doesn’t ride the clutch</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Drives with the forks at the appropriate height</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Uses smooth steering methods</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Uses controls confidently</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Comments:

### Pickup, Driving and Placing Loads

<table>
<thead>
<tr>
<th></th>
<th>4 Points for Good</th>
<th>2 Points for Average</th>
<th>0 Points for Poor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Doesn’t disturb other loads</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Loads centered squarely on forks</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>No unnecessary maneuvering</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Places loads properly</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Looks behind when backing</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Uses controls confidently</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Our safety evaluations, reports and recommendations are made solely to assist your organization in reducing hazards and the potential of hazards and accidents. These recommendations were developed from conditions observed and information provided at the time of our visit. They do not attempt to identify every possible loss potential, hazard or risk, nor do they guarantee that workplace accidents will be prevented. These safety evaluations, reports and recommendations are not a substitute for ongoing, well-researched internal safety and risk management programs. This report does not warrant that the property inspected and its operations are compliant with any law, rule or regulation.
<table>
<thead>
<tr>
<th>Pickup, Driving and Placing Loads</th>
<th>4 Points for Good</th>
<th>2 Points for Average</th>
<th>0 Points for Poor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Good approach to pickups</td>
<td>Good</td>
<td>Average</td>
<td>Poor</td>
</tr>
<tr>
<td>Good placement</td>
<td>Good</td>
<td>Average</td>
<td>Poor</td>
</tr>
<tr>
<td>Drives in an appropriate direction, based on whether the load obstructs view or not</td>
<td>Good</td>
<td>Average</td>
<td>Poor</td>
</tr>
<tr>
<td>Comments:</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>General</th>
<th>4 Points for Good</th>
<th>2 Points for Average</th>
<th>0 Points for Poor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Isn’t overconfident</td>
<td>Good</td>
<td>Average</td>
<td>Poor</td>
</tr>
<tr>
<td>Appears confident</td>
<td>Good</td>
<td>Average</td>
<td>Poor</td>
</tr>
<tr>
<td>Keeps attention on task</td>
<td>Good</td>
<td>Average</td>
<td>Poor</td>
</tr>
<tr>
<td>Doesn’t hurry/good experience</td>
<td>Good</td>
<td>Average</td>
<td>Poor</td>
</tr>
<tr>
<td>Comments:</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Driver’s Name: ___________________________ Total Score: ___________________________