

I. Purpose

The purpose of this policy is to ensure the safe operation of powered industrial trucks (PITs) at Kansas State University (KSU). This policy aims to protect employees, students, contractors, and visitors from potential hazards associated with the use of such equipment.

II. Scope

This policy applies to all KSU employees, students, and contractors who operate or work near PITs on university property.

III. Definitions

- 1) **Powered Industrial Truck (PIT)** – Mobile equipment designed to carry, push, pull, lift, stack, or tier materials. Commonly referred to as forklifts, lift trucks, fork trucks, rider trucks, or pallet trucks.

IV. Responsibilities

- 1) **Environmental Health and Safety (EHS)**
 - a) Maintain training records, conduct audits, and ensure compliance with this policy.
 - b) Maintain and update this policy.
- 2) **Department Heads**
 - a) Ensure their department follows the policy.
 - b) Assign and communicate responsibilities listed to managers and supervisors.
- 3) **Managers and/or Supervisors**
 - a) Ensure operators are trained and certified.
 - b) Maintain documentation for:
 - i) Pre-use inspection checklists
 - ii) Maintenance records
 - iii) Accident and near miss reports
- 4) **All Employees, Students, Contractors, and/or Visitors**
 - a) Follow all procedures of this policy.

V. Procedures

- 1) **Pre-Operational Inspections**
 - a) Operators must conduct a pre-operational inspection before each use. Any defects or safety concerns must be reported immediately, and the equipment must not be used until repairs are completed. Place a DANGER DO NOT OPERATE tag if out of order.

2) Safe Operation

- a) Operators must adhere to all safety guidelines, including speed limits, load capacities, and proper use of safety features such as seat belts.
- b) Equipment must not be operated in areas with pedestrian traffic unless proper precautions are in place.

3) Maintenance

- a) Regular maintenance and inspections must be conducted by qualified personnel to ensure the equipment is in safe working condition.

4) Incident Reporting

- a) All incidents, including near-misses, involving PITs must be reported to the EHS department immediately.

VI. Training and Recordkeeping

- 1) Operators must complete university-approved training programs before operating equipment, with refresher training provided every three years or sooner if necessary.

2) Eligibility

- a) Operators must be at least 18 years old.
- b) Trainees can only operate forklifts under the direct supervision of certified personnel.

3) Initial Training

- a) Training must include both formal instruction (e.g., lectures, videos, written materials, online training) and practical training (e.g., demonstrations and hands-on exercises).
- b) Topics covered include operating instructions, vehicle controls, load handling, and workplace-specific hazards.
- c) Review of equipment manufacturer operations manual and standard of practice by employee.

4) Evaluation

- a) Certified personnel must evaluate the operator's performance to ensure they can operate the equipment safely.
- b) This evaluation must be conducted before the operator is allowed to use the equipment independently.

5) Refresher Training

- a) Refresher training and re-evaluation is required every three years or sooner if:
 - i) The operator is involved in an accident or near-miss.
 - ii) The operator is observed operating unsafely.
 - iii) The operator is assigned to a different type of equipment.
 - iv) Workplace conditions change and introduce new hazards.

6) Certification

- a) Employers must certify that each operator has been trained and evaluated.

- b) Certification records must include the operator's name, training date, evaluation date, and the trainer's name.

7) Record Keeping

- a) Training records will be kept for the duration of the operator's employment and 3 years thereafter.

VII. Forms

- 1) [Forklift Inspection & Maintenance Record](#)
- 2) [Powered Industrial Truck-Forklift Operating Procedure](#)
- 3) [Pre Use Inspection Checklist](#)
- 4) [Powered Industrial Truck-Forklift Operator Evaluation](#)
- 5) [No Operators or Riders Under 18 Years of Age Sticker](#)
- 6) [Other Sample Daily Checklists for Powered Industrial Trucks](#)

VIII. References

- 1) [OSHA Forklift Training Requirements](#)
- 2) [OSHA Powered Industrial Trucks](#)
- 3) [Forklift Performance Audit Training](#)

IX. Questions

Direct questions to EHS by phone: 785-532-5856 or email: safety@ksu.edu

X. Version History

Version	Description of Change	Effective Date
1	Standardize format	06-06-2025