

APPENDIX A

PIT Operations

General Safety Requirements

1. General PIT Requirements:

- 1.1. A PIT is NOT to be driven up to anyone standing in front of any fixed object.
- 1.2. No person is to ever stand or pass under the elevated portion of any PIT, whether loaded or not.
- 1.3. Only certified employees are permitted to operate a PIT.
- 1.4. No riders are allowed on any PIT unless the PIT is specifically designed to allow for passengers.
- 1.5. Operators must never operate the PIT with arms or legs placed outside the running lines of the PIT and/or positioned between the uprights of the mast.
- 1.6. Unless equipped for plugging, operators must use brakes to stop the vehicle.
- 1.7. Stunt driving and/or horseplay are not permitted at any time.
- 1.8. Come to a FULL STOP at all intersections and/or other designated STOP areas.
- 1.9. Operators must ensure that a PIT is operated in an area having enough headroom under any overhead installation, e.g., lights, pipes, fixtures, sprinkler systems, etc.
- 1.10. Do not exit the vehicle until it comes to a complete stop.
- 1.11. Fire aisles, access to emergency exits, electrical panels, and fire equipment (extinguishers) MUST be kept clear. It is the **operator's responsibility** NOT to place loads that obstruct or block the aforementioned items.
- 1.12. In areas where any Function facility has barred the operation of 3 and 4 wheel lift trucks of any type are (production floors, high pedestrian traffic areas, walkways, etc.), pallet stackers, pallet trucks, and manual pallet jacks will be used for normal business operations.
 - 1.12.1. The use of a 3 or 4 wheel lift trucks shall be allowed under the following conditions:
 - 1.12.1.1. An assessment by no less than 2 qualified and licenced PIT Operators has concluded that there is no other practical or available method to perform the work.
 - 1.12.1.2. The driving surface has been previously assessed to ensure that the surface can handle the added weight of the type of truck and the load being moved.
 - 1.12.1.3. The truck is equipped with a bright, rotating or flashing light that is visible in 360 degrees around the truck.

- 1.12.1.4. The truck is equipped with a blue light indicating that the vehicle is in reverse that is visible on the ground no less than 10 feet from the rear of the truck.
- 1.12.1.5. The truck's headlights (if equipped) are turned on.
- 1.12.1.6. The truck operator is guided and spotted at all times while in the prohibited area(s).
- 1.12.1.7. The truck operator shall not leave the operator's position for any reason while in prohibited area(s).
- 1.12.1.8. Employees, visitors, and contractors not essential to the lift activities are cleared from the immediate area for the duration of the work.
- 1.12.1.9. The truck is immediately removed from the prohibited area(s) without delay once the work has been completed.

2. Unattended PIT Requirements:

- 2.1. Load engaging means must be lowered;
- 2.2. Controls must be neutralized;
- 2.3. Power must be shut-off; and
- 2.4. Brakes must be set to prevent movement. If the PIT is parked on an incline, the wheels must be blocked.
- 2.5. *PIT's are unattended whenever the operator is 25' (8m) or more away from the PIT, which remains in view, and/or whenever the operator leaves the PIT and it is not within view. **Time being unattended is not a factor.**

3. While Traveling Requirements

- 3.1. All PIT must be operated at a speed that will permit the PIT to be stopped in a safe manner. This includes operating the PIT at a slower speed on wet or slippery floors.
- 3.2. Function of Beauty's speed limit in any occupied area is 5 mph (walking speed). PIT operators **MUST** adhere to this limit whenever in any occupied/congested area.
- 3.3. Turning speeds must be reduced to a safe level.
- 3.4. A safe distance of at least three truck lengths from the truck ahead must always be maintained with the PIT under full control.
- 3.5. Other trucks traveling in the same direction at any intersection, blind spots, or other dangerous locations must not be passed.
- 3.6. PIT operators are required to slow down and sound horn at all cross aisles and other locations where vision is obstructed.
- 3.7. If any load obstructs forward view, the PIT must be driven with the load trailing.
- 3.8. Any load height at or exceeding half the PIT height must be conveyed trailing.
- 3.9. Grades must be ascended and descended slowly with the load upgrade.
- 3.10. The load and load engaging means must be tilted back if applicable and raised only as far as necessary to clear the floor surface.

- 3.11. Operators must always be aware of surface conditions.
- 3.12. Running over loose objects, e.g., wood broken off from pallets, plastic shrink wrap, metal debris, etc., must be avoided.
- 3.13. Seat belts must be worn at all times.
- 4. Loading Requirements**
 - 4.1. Only stable or safely arranged loads must be handled.
 - 4.2. Loads must be within the safety-rated capacity of the PIT.
 - 4.3. PIT equipped with special load attachments must be operated as a partially loaded unit when NOT handling an actual load.
 - 4.4. Load engaging means must be placed under the load as far as possible. The mast must be partially tilted backward to stabilize the load.
 - 4.5. Extreme care must be used whenever tilting the load forward or backward especially when high tiering.
- 5. Dock Safety**
 - 5.1. A safe distance must be maintained from the edge of any ramps or platforms (including dock plates) while on any elevated dock or area.
 - 5.2. PIT attachments must not be used to open or close any trailer loading/unloading doors.
 - 5.3. Trailers must have the back-trailer wheels chocked prior to entering to load/unload. NOTE: IT IS THE RESPONSIBILITY OF THE FUNCTION OF BEAUTY CERTIFIED PIT OPERATOR TO ENSURE THAT ALL TRAILERS ARE PROPERLY SECURED BEFORE ENTERING.
 - 5.4. PIT operators must inspect the flooring of all trailers for breaks and weaknesses before entry.
 - 5.5. Overhead doors must be closed, and chains linked across the dock when no trailers are present.
- 6. Inspection and Maintenance**
 - 6.1. All PIT Operators must inspect their vehicle manufacturers' use each shift and document the inspection by completing the appropriate section of the Daily Inspection Checklist.
 - 6.2. **The initial operator is responsible for completing the pre-use inspection; however, the actual operator utilizing the PIT is accountable to make certain that the pre-use inspection was completed.** If not, that operator must complete the pre-use inspection.
 - 6.3. The pre-use inspection sheet must be maintained with the respective PIT.
 - 6.4. The completed pre-shift inspection forms must be kept within their respective binders. The EHS Department will review each inspection sheet for completeness and identify any noted deficiency on a monthly basis. Pre-shift inspection forms are maintained by the EHS Department on a 3-year basis.
 - 6.5. Anytime a PIT needs a safety-sensitive repair, the PIT operator must immediately take the vehicle out of service. If it is unsafe to operate the PIT, the unit MUST be tagged, "DANGER, DO NOT USE".

7. Elevated Work Platform Operating Guidelines

7.1. General Requirements

- 7.1.1. Never operate an elevated work platform unless specifically trained on this type of PIT.
- 7.1.2. When using an elevated work platform, operators are not allowed to climb on the safety rails, and must never position a ladder, step stool, or other similar extension item on the PIT to provide additional reach for any purpose.
- 7.1.3. Elevated work platforms must be at ground level and fully lowered to enter or exit the working platform. Never climb over the safety rails to access the work platform, use the gate.
- 7.1.4. Never exceed the manufacturer's recommended platform load capacity.
- 7.1.5. The load capacities are based on the total combined weight of personnel and tools, fixtures and accessories being utilized on the platform/lift.
- 7.1.6. Always distribute weight evenly over the platform floor area.
- 7.1.7. When working from elevated work platforms, barriers, e.g., cones and /or tape **MUST** be erected at the base of the working surface to warn and protect pedestrians in the area if material may fall.
- 7.1.8. Do not store loose material in the work platforms, e.g., pipe, rope, extension cords, tools, wire or miscellaneous boxes. If it is necessary to keep items in the lift, position them where no one will trip over the materials when operating/standing within the working platform.
- 7.1.9. Unless otherwise and clearly marked on the equipment, elevated work platforms are generally non-insulated. Non-insulated PITs and /or the load should not be operated within 20' (7 m) of overhead wires.
- 7.1.10. Elevated work platforms should not be used as welding grounds. Disconnect all battery leads prior to performing any welding operators from this PIT.
- 7.1.11. Elevated work platforms must be used on firm, level, and uniform surfaces. During use, and when raising the work platform, adhere to the following;
 - 7.1.11.1. Watch for obstructions in all directions around the PIT, at the base when driving as well as for overhead obstructions;
 - 7.1.11.2. Check travel path for people, holes, bumps, drop-offs, debris, and coverings, which may conceal hazards; and
 - 7.1.11.3. Do not travel in "high speed" when traveling on ramps or inclines;

- 7.1.11.4. Enter and exit through the gate only. Note: The gate must be within 1' (1m) of a safe and secure structure.
- 7.1.11.5. Beware of vertical movement of the as weight is transferred to or from the platform.
- 7.1.11.6. Whenever using a safety lift cage, employees are required to adhere to the following:
- 7.1.11.7. ALWAYS have a co-worker at the lift controls.
- 7.1.11.8. The co-worker IS NOT ALLOWED to leave the elevated cage for any reason;
- 7.1.11.9. Platforms must be attached to the forks of the forklift by a mechanical means in accordance with manufacturer specifications;
- 7.1.11.10. Employees working in the safety cage are prohibited from sitting or standing on safety railings; and
- 7.1.11.11. Wear appropriate PPE, including a hard hat to protect the head from overhead obstacles.
- 7.1.11.12. Elevating work platforms must be inspected prior to use.

8. Scissor Lift Safety and Operating Procedures

8.1. All lift vehicles are required to rope off or cordon the area in which they are working using YELLOW caution ribbon, anytime there is the danger that something could be dropped on a person below.

8.2. Operators will demonstrate the following skills:

- 8.2.1. Respect for personal safety.
- 8.2.2. Regard for the safety of others.
- 8.2.3. Obey procedures at all times.
- 8.2.4. Demonstrate excellent work habits, efficiency, and reliability.
- 8.2.5. Demonstrate respect for facilities and property.
- 8.2.6. It is wise to consider safety as the top priority in any job, we depend on each other to be conscious of safety wherever we work. Practicing proper safety and operating awareness is an important way of ensuring each day will be an injury-free day.

9. Scissor Lift Inspections

9.1. Before beginning operation, ensure that the Scissor Lift has received its pre-use inspection. If it has not been performed, do so before beginning operation.

9.2. Inspect the condition of all safety devices including:

- 9.2.1. Emergency Stop Buttons
- 9.2.2. Emergency Lowering Devices (if so equipped).
- 9.2.3. Guard rails & other fall protection devices if applicable.

10. Scissor Lift Safe Operation

10.1. Any person operating the controls of the Scissor lift or occupying the platform must be familiar with these Safety and Operating Procedures.

- 10.2. Electrocution Hazard: Maintain safe clearances from electrical power lines and apparatus. You must allow for platform sway, rock or sag. This work platform does not provide protection from contact with proximity to an electrically charged conductor.
- 10.3. Be aware of pinch points and hydraulic moving parts.
- 10.4. Follow simple and fundamental safety rules and precautions, common sense dictates the use of protective clothing when working on or near machinery. Use appropriate safety devices to protect your eyes, ears, hands, feet, and body.
- 10.5. **Purpose of the Scissor Lift work platform:** Designed to transport and raise personnel and tools to overhead work areas.
- 10.6. The following points must be remembered when operating a Scissor Lift.
 - 10.6.1. Do not drive near drop-offs, holes, or loading docks.
 - 10.6.2. Do not raise the platform on slope or drive onto slope when elevated.
 - 10.6.3. Do not raise the platform on uneven or soft surfaces.
 - 10.6.4. Do not drive onto uneven or soft surfaces when elevated.
 - 10.6.5. Do not use it without without guardrails, mid-rails, chains, or bars in place.
 - 10.6.6. Do not raise the platform in windy or gusty conditions.
 - 10.6.7. Do not exceed the rated load.
 - 10.6.8. Do not use it ifuse if the working platform is not working properly or if any part is damaged, worn or missing.
 - 10.6.9. Do not use near moving vehicles or cranes.
 - 10.6.10. Do not stand or sit on guardrails.
 - 10.6.11. Do not use it underuse under the influence of alcohol or drugs.
 - 10.6.12. Do not override safety devices.
 - 10.6.13. Do not raise the platform while the machine is on a truck, forklift, or other device or vehicle.
 - 10.6.14. Do not use the ladder, scaffolding, or other devices to increase the size or working height of the platform.
 - 10.6.15. Do not use damaged tires.
 - 10.6.16. Do not attach ropes or chains to guardrails or use them as a crane.
 - 10.6.17. Do not use tires that are not per manufacturer's specifications.
- 11. **Pre-Start Checks**
 - 11.1. Check for obstacles around the work platform and in the path of travel such as holes, drop-offs, debris, ditches, and soft fill.
 - 11.2. Check for overhead clearances.
 - 11.3. Make sure the batteries are fully charged. Disconnect battery-charging system from an external power source.
- 12. **No Seatbelt/Harness Requirements**
 - 12.1. Work being done is limited to the perimeter defined by the guard rail.

- 12.2. That no operator will lean out or extend themselves beyond the limit of the guardrail at any time.
- 12.3. If the operating instructions call for the use of Fall Protection, an approved body harness will be used and tied off to an approved anchorage point.

13. Working Outside the Lift Requirements

- 13.1. Outfit themselves with an approved body harness; and
- 13.2. Tie off before proceeding with the task.

14. PIT Maintenance Requirements

- 14.1. PITs regardless of type must be safety checked by a PIT Maintenance Mechanic after being serviced, repaired, and/or if involved in any type of injury or property damage accident. This service at Function of Beauty is provided by an outside service provider.
- 14.2. Service and maintenance records will be maintained on-site for each individual PIT.
- 14.3. Industrial trucks must be kept clean, free of lint, paper, excess oil, and grease.

function — *of beauty*

POWERED INDUSTRIAL TRUCKS

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