

Function of Beauty 5570 Snyderstown Rd. Paxinos, PA 17824

Powered Industrial Trucks

1.0 Purpose

- 1.1. This procedure is intended to safeguard employees, including temporaries, contractors, and visitors by preventing incidents associated with working on and/or around Powered Industrial Trucks (PITs).
- 1.2. This procedure outlines safety and training requirements for operating a PIT and any other powered vehicles that may exist at Function of Beauty.

2.0 Scope

- 2.1. This procedure applies to all full-time, part-time, including all contractors and temporary employees who operate PITs at any time at any Function of Beauty location.

3.0 Definitions

- 3.1. *Powered Industrial Vehicle (PIT):* A term applied to a variety of vehicles that are mobile, power propelled (e.g., liquefied propane gas (LPG) or electric (E)), and employed to carry, push, pull, lift, and stack materials. This includes, but is not limited to, forklift/clamp trucks of any kind, walkie-stackers, articulating lifts, barrel tippers, and motorized pallet jacks.
- 3.2. *Designated On the Job Trainer (OJT):* An employee and/or vendor qualified to conduct PIT training for operators.
- 3.3. *Certified Operator:* An employee who has satisfactorily completed the PIT training program as outlined in this document.
- 3.4. *Powered Industrial Vehicle: Classifications:*
 - 3.4.1. Elevated Work Platform - a powered working platform that allows the operator to raise the working surface to various elevated heights. Includes, but is not limited to, articulating booms, forklift cage attachments, etc.
 - 3.4.1.1. Scissors lifts, ergonomic lifts, powered floor scrubbers, and other powered vehicles not mentioned in the OSHA definition of a PIT vehicle do not necessarily require licencing by the AHJ pursuant to [29 CFR 1910.178](#), however Function Inc. has elected to use the training and licencing requirements in that program where it pertains to vehicles that are outside the OSHA definition of a PIT.
 - 3.4.2. Electric trucks are electrically powered units.
 - 3.4.3. LPG trucks are liquified propane-powered units.
 - 3.4.4. Powered pallet jacks - are battery powered units that are either hand operated walk behind units and/or have provisions for stand-up riding used to move skids from one location to another, but do not provide stacking abilities.
 - 3.4.5. *Mobile Elevated Work Platforms (MEWPs)* are scissors lifts, ergonomic lifts, powered floor scrubbers, and other powered vehicles.
 - 3.4.5.1. *Mobile Elevated Work Platforms (MEWPs)* - a powered working platform that allows the operator to raise the working

surface to various elevated heights. Includes, but is not limited to, articulating booms, scissor lifts, forklift cage attachments, etc.

3.4.5.2. *Ergonomic Lift* – a powered device designed to maintain skids of stock at an optimal height for employees to stack items onto the skid.

3.4.5.3. *Motorized Floor Scrubbers* - battery powered floor cleaning devices that are driven or walk behind.

4.0 Program Responsibilities

4.1. EHS Department

4.1.1. Conduct the classroom training portion of the PIT program and develop all training materials.

4.1.2. Initiate and track recertifications based on the requirements in this program as needed.

4.1.3. Designate OJTs and establish a hierarchy of training and certification.

4.1.4. Conduct a review of the PIT Procedures on an annual basis and continuously to determine program effectiveness.

4.1.5. Maintain all training records.

4.2. On the Job Trainers (OJTs)

4.2.1. OJTs will conduct practical skills training with all operators consistent with this program and all other applicable standards.

4.2.1.1. This will occur only following EHS classroom training or recognized equivalency.

4.2.2. Provide all training documentation to the EHS Department.

4.2.3. OJTs must help the EHS department facilitate at least one classroom training session each calendar year to maintain their status as a practical skills trainer under this program.

4.2.4. Qualification is granted by the EHS Department and takes into consideration:

4.2.4.1. A proven safe operating record with PIT equipment

4.2.4.2. On-the-job training skills

4.2.4.3. Experience

4.3. Management / Leadership

4.3.1. Enforce safe operating procedures with all certified operators.

4.3.2. Ensure that only fully trained and licensed operators are permitted to operate equipment outlined in this program.

4.3.3. Ensure that all licensed PIT operators complete and maintain their certification by attending training and skill evaluation programs as defined in this program.

4.3.4. Receive, review, retain all pre-use inspection PIT checklists and ensure they are completed prior to each operational shift for machines utilized under their purview.

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- 4.3.5. Assist the EHS department with the investigation of all PIT related incidents involving injury, property damage, etc., as well as all near misses.
- 4.3.6. Inform the EHS department of the need for and deployment of new equipment related to this program.
- 4.4. Licenced PIT Operators
 - 4.4.1. Operate assigned PITs in a safe manner in accordance with this procedure and procedures set forth in the training program.
 - 4.4.2. Conduct documented a pre-use inspection of all PITs and any applicable attachments at the beginning of each shift.
 - 4.4.3. Immediately notify their supervisor and / or the EHS department of:
 - 4.4.3.1. Equipment damage or any unsafe operating condition noted at any time during the shift.
 - 4.4.3.2. Any incident involving PIT equipment, no matter how minor, even if there is no perceived property damage or injury.
 - 4.4.4. Wear all appropriate PPE in accordance with the Function of Beauty requirements defined in [FOB-EHS-015](#)
- 4.5. Employees
 - 4.5.1. Use caution when in shared pedestrian / PIT aisles, crosswalks, and other work areas.
 - 4.5.2. Alert PIT operator verbally if walking in a blind spot where they may not be seen.
 - 4.5.3. Notify Supervisors immediately if they notice property damage or unsafe driving practices by certified operators.

5.0 General Procedure

- 5.1. PIT Operator Qualification Requirements
 - 5.1.1. Certified operators must:
 - 5.1.1.1. Be able to meet the basic requirements outlined in their job description.
 - 5.1.1.2. Successfully complete the training program as outlined in this program.
 - 5.1.1.3. Remain fit to maintain their operator license.
 - 5.1.1.3.1. Operators shall not operate a PIT if not physically capable, these conditions may include, but are not limited to:
 - 5.1.1.3.1.1. Physical disability or illness that may impair the ability to safely operate a PIT.
 - 5.1.1.3.1.2. Use of prescription or over-the-counter (OTC) medication that affects the ability to safely operate a PIT.
 - 5.1.1.3.1.3. Report any changes in health that may impact their ability to safely operate a PIT.

- 5.1.1.3.1.4. If required, EHS and/or HR will make determinations on certified operator fitness to drive a PIT.
- 5.1.1.4. Successfully complete Re-certification is required every three years or as deemed appropriate by program managers or leadership.
- 5.1.1.5. Comply with all rules of safe operation of PIT equipment at all times.
- 5.2. General PIT Operation Safety Requirements
 - 5.2.1. All personal protective equipment (PPE) defined by the Function PPE Program ([FOB-EHS-015](#)) must be worn at all time during PIT operation to include, but is not limited to: safety glasses, hi visibility vests / clothing, hearing protection, hard hats, etc.
 - 5.2.1.1. Exceptions may include situations in which PPE will interfere with safe operation of PIT equipment or will increase the likelihood of other safety hazards.
 - 5.2.2. Use of any device not specifically related to tasks or authorized for use during the operation of PIT equipment is expressly prohibited.
 - 5.2.2.1. This can include, but is not limited to:
 - 5.2.2.1.1. Mobile phones
 - 5.2.2.1.2. Entertainment devices such as music players, headphones, etc.
 - 5.2.2.1.3. Any other equipment that distracts the operator from safely operating PIT equipment
 - 5.2.2.1.4. See also [FOB-EHS-017](#), Personal Electronics Usage Policy
 - 5.2.3. Exceptions to this subsection are made at the sole discretion of the EHS Director with input from the Senior Operations / Plant manager.
 - 5.2.4. To help ensure that only licenced operators and trainee operators, under the guidance of a recognized OJT, operate PIT equipment, PIT licenses and Trainee permits will be displayed on the outermost layer of clothing on either the right or left side of the chest at all times when operating PIT vehicle.
- 5.3. PIT Equipment Requirements
 - 5.3.1. Any PIT brought into a facility must meet safety requirements outlined in this procedure.
 - 5.3.2. Contractors or vendors must provide proof that their employees have met the training requirements specified in this program or similar requirements as deemed acceptable by the EHS department, to include facility specific operational guidelines.
 - 5.3.3. Contractors owned or leased equipment must be inspected prior to use at a Function facility by the EHS department or designee and must fully comply with the requirements of this program.
- 5.4. General Safety Requirements

General safety requirements are presented in Appendix A. These requirements are to be covered during certified operator training.

6.0 Certified Operator Training Program

- 6.1. The EHS department may reduce the training requirement if such requirements are not applicable to the PIT vehicle in use at Function Inc.
- 6.2. PIT operator training is mandatory for all operators on site
 - 6.2.1. In order to avoid duplicative training, Function Inc. may accept training received from prior employment as deemed satisfactory by the EHS department.
 - 6.2.2. All operators in this category must complete a practical skills evaluation portion of this procedure to be licensed to operate PITs at Function facilities.
- 6.3. Only designated PIT OJT Trainers will administer classroom or practical training.
- 6.4. Trainees must have his/her Supervisor's approval before beginning the training process.
- 6.5. Training will consist of a combination of classroom training, followed by practical skills training, and a final skill evaluation before licensing.
- 6.6. The following outlines mandatory subject matter for classroom training that must be completed:
 - 6.6.1. Classroom Training Requirements (Lecture and Video):
 - 6.6.1.1. Include a review of this procedure.
 - 6.6.1.2. Emphasis on operator responsibility to operate PITs safely to avoid injury and/or property damage.
 - 6.6.1.3. Fundamental operations of each type of PIT the trainee will operate, including:
 - 6.6.1.3.1. Characteristics of PITs, including variations between different types of PIT
 - 6.6.1.3.2. Similarities / differences between automobiles and PIT's
 - 6.6.1.3.3. Data plate, including rated capacities, warnings, and instructions affixed to the PIT
 - 6.6.1.3.4. Types of power supplies and the characteristics and hazards of each
 - 6.6.1.3.5. Steering
 - 6.6.1.3.6. Braking
 - 6.6.1.3.7. Stability characteristics of a loaded / unloaded PIT and with / without attachments
 - 6.6.1.3.8. Visibility with / without a load in both forward / reverse
 - 6.6.1.3.9. Load handling capacity, weight, and load center
 - 6.6.1.3.10. Fueling and battery charging / changing safety
 - 6.6.1.3.11. Guards and protective devices for each type of PIT.
 - 6.6.1.4. Characteristics of various types of potential operating environments and their effect on safe PIT operation:

- 6.6.1.4.1. Floor/ground conditions
- 6.6.1.4.2. Ramps and inclines with / without a load
- 6.6.1.4.3. Trailers and dock boards to include the use of wheel chocks, jacks, and securing devices
- 6.6.1.4.4. Operations on or around unimproved surfaces
- 6.6.1.4.5. Limited clearance areas, including narrow aisles, doorways, overhead wires, piping and other areas of limited clearance.
- 6.7. Upon successful completion of the classroom training, the trainee may operate PIT units only under the direct supervision and instruction of their designated OJT.
- 6.8. Each successful trainee will be issued a [FOB PIT Vehicle Operator Training Sheet](#) following classroom training that is to be completed by the OJT.
 - 6.8.1. This document is maintained by the trainee and must be returned to the EHS Department following successful completion of on the job training to advance to the final practical skills evaluation.

7.0 Practical Skills Training (On The Job Training)

- 7.1. Initial Training Requirements
 - 7.1.1. New PIT operators must successfully demonstrate skills competency by completing the following steps.
 - 7.1.1.1. On the job training with a certified OJT will include:
 - 7.1.1.1.1. At least **40 working hours** of instruction and evaluation of an OJT.
 - 7.1.1.1.1.1. This requirement may be reduced at the EHS department's discretion based on documented previously completed licensing or training.
 - 7.1.1.1.2. Instruction of the operation of all aspects of the safe use of all PIT vehicles utilized at the facility
 - 7.1.1.1.3. Allowing the trainee to demonstrate their skills in the area analogous to the conditions of the area the trainee will be expected to use PITs, simulation obstacles, pedestrians, and other relevant conditions.
 - 7.1.1.1.4. Operating instructions, warnings in the operator's manual, and instructions for inspection and maintenance (if any) to be performed by the operator
 - 7.1.1.1.5. Controls locations, function, method of operation, and identification of symbols
 - 7.1.1.1.6. Load handling capacities of forks and/or attachments
 - 7.1.1.1.7. Use limitations and facility rules of safe operation
 - 7.1.1.1.8. Be conducted in a safe manner for all staff, the OJT, and the trainee
 - 7.1.1.1.9. The [FOB PIT Vehicle Operator Training Sheet](#) must be completed and signed by a designated OJT.

- 7.1.1.2. Practical Skills Evaluation
 - 7.1.1.2.1. A practical skills examination must be completed by an EHS representative, or designee.
 - 7.1.1.2.2. The [FOB PIT Evaluators Checklist](#) must be completed by an EHS representative, or designee, to complete the licensing of trainees.
 - 7.1.1.2.3. For the addition of new PIT vehicles that require training updates for licensed operators, the documented practical skills evaluation portion of the training process must be completed as described in this section at a minimum to license operators on new equipment.
 - 7.1.1.3. Documentation of the training process, regardless of the outcome, will remain with the EHS department.
- 7.2. Periodic Refresher Skills Evaluation
 - 7.2.1. Refresher training and / or a practical skills evaluation must be performed at least once every three (3) years for each certified operator to maintain licensing.
 - 7.2.2. This skills evaluation must consist of the following:
 - 7.2.2.1. A review of revisions / modifications to this program and related documents
 - 7.2.2.2. Review of safety protocols of operating all PIT vehicles
 - 7.2.2.3. Successfully demonstrating competency in all applicable skill sets.
 - 7.2.3. Failure of any of the applicable skills tested will void that operator's license and require that individual to complete the training requirements outlined in this program as a new operator.
 - 7.2.4. Refresher training and / or a practical skills evaluation must also be performed whenever one of the following situations occur:
 - 7.2.4.1. The new type of PIT is introduced to the facility
 - 7.2.4.2. Conditions change in the workplace that could affect safe operation of the PIT
 - 7.2.4.3. For any previously certified operator who has been absent from the workplace for a period of three (3) months or longer.
 - 7.2.5. Refresher training and / or a practical skills evaluation must be completed as established in this program.
 - 7.2.6. The refresher skills evaluation is to be completed and submitted to the EHS Department for tracking certified operators, equipment, and refresher due dates.
- 7.3. For Cause Recertification Training/Skills Evaluation
 - 7.3.1. Skills retraining/evaluation may also be performed when any of the following conditions is noted or reported:
 - 7.3.1.1. The operator has been observed to operate the PIT in an unsafe manner

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- 7.3.1.2. The operator has been involved in an accident or near-miss incident
- 7.3.1.3. The operator has received an evaluation that reveals that the operator is not operating the PIT safety.
- 7.3.2. Training Requirements [For Cause]
 - 7.3.2.1. Training requirements will follow requirements as already defined in this program.
 - 7.3.2.2. For cause recertification does not refresh the three year refresher cycle of an operator's license.

8.0 PIT Incident Disciplinary Action

- 8.1. Any PIT related incident requires a drug & alcohol screening coordinated through the Human Resources department, in conjunction with the EHS department and Leadership and is to be completed within twenty-four (24) hours of the incident.
 - 8.1.1. Drug screening based on PIT accidents assumes "reasonable suspicion" as defined by the HR Reasonable Suspicion Policy.
- 8.2. Immediately following any PIT incident, all involved PIT operator's licenses will be temporarily revoked for a minimum period of one (1) business day, pending the investigation of the circumstances of the incident and a Root Cause Analysis report (RCA) by the EHS department.
 - 8.2.1. Based on the circumstances of the incident and the findings of the RCA, the PIT operator or operators may face license suspension or permanent revocation, re-training, reassignment, suspension of employment, or termination of employment.
 - 8.2.1.1. All decisions regarding disciplinary actions are the responsibility of the EHS Director in conjunction with, HR and Leadership.
 - 8.2.1.1.1. Prior PIT related accidents, at a minimum, will be included in this determination.
 - 8.2.1.2. Should a PIT operator's license be revoked and job reassignment is performed, any reassigned employees will not be eligible to transfer to a position requiring the operation of any PIT for a minimum period of one (1) year from the date of the accident.
 - 8.2.1.2.1.1. Following the probationary period, employees that would be eligible to transfer to a PIT-related position will be required to complete the full PIT training program.

9.0 Propane Cylinder Change Procedure

- 9.1. See Appendix 2 of this program.

10.0 MEWPs and other Powered Equipment

- 10.1. Classifications of MEWPs:

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- 10.1.1. If a MEWP moves vertically but within the tipping lines, such as a scissor lift, it is classified as Group A.
- 10.1.2. If the MEWP can move beyond the tipping lines (outriggers or wheels) it is considered Group B. A boom lift is an example of equipment in Group B.

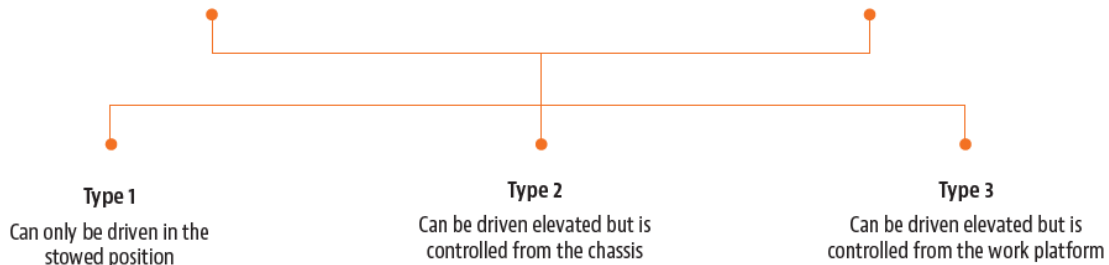


Group A

MEWPs with platforms that move vertically but stay inside the tipping lines

Group B

All other MEWPs, typically boom-type MEWPs where the platform extends past the machine's chassis



Type 1

Can only be driven in the stowed position

Type 2

Can be driven elevated but is controlled from the chassis

Type 3

Can be driven elevated but is controlled from the work platform

10.2. Safety Requirements for Operation:

10.2.1. MEWPs will be clearly identified either with at least one or more of the following:

- 10.2.1.1. Strobe lights
- 10.2.1.2. Rotating beacons
- 10.2.1.3. Safety stanchions

10.2.1.3.1. Safety Stanchions are required in particular where extended stationary work is being performed

10.2.2. Appropriately designated spotters are required, in particular applications where a MEWP will be moved while extended or elevated.

10.2.3. Use of head protection in accordance with [FOB-EHS-015 Personal Protective Equipment Program](#) is required for operators and passengers at all times.

10.2.3.1. At a minimum, this will include an ANSI rated bump cap or hard hat in addition to other PPE that is required or necessary.

10.2.3.2. Appropriate head protection must also be considered for bystanders that may be working under the affected work zone.

10.2.3.2.1. If the use of head protection is not feasible for affected individuals not related to the work, the zone

directly under the vehicle must remain clear of those individuals for the duration of the work.

- 10.2.4. The EHS Department must be informed of work in advance wherever MEWPs are in service.
 - 10.2.4.1. Jobs or tasks utilizing MEWPs should be planned during times in which pedestrian and other traffic can be minimized.
- 10.3. Safe use of other mobile powered equipment.
 - 10.3.1. Other equipment not already included that is self or manually propelled but that utilizes potentially hazardous energies to perform work will also fall under this program.
 - 10.3.2. All manufacturer's operating and maintenance instructions must be followed at all times.
 - 10.3.3. All employees must be trained to use each machine type based on the specific manufacturer's instruction manual, industry best practices, the conditions of the work area / site, and requirements set by the EHS department and Leadership as needed.

11.0 Program Evaluation

- 11.1. The PIT program will be evaluated on an annual basis utilizing the protocols set forth by the EHS Department - and will consist of a review of all incidents, licenses, and training records.
- 11.2. The final report will be developed by the EHS Department. The deficiencies determined in the report will be documented and corrective action plans will be developed.

12.0 Recordkeeping

All training records relative to PIT training and refresher training will be maintained by the EHS Department for the duration of employment, plus 5 years.

13.0 Appendices

- 13.1. [FOB-EHS-005-0-A](#) - Appendix A
- 13.2. [FOB-EHS-005-0-B](#) - Appendix B
- 13.3. FOB-EHS-005-0-C - PIT Operator's Written Exam
- 13.4. [FOB-EHS-005-0-D PIT Vehicle Operator Training Sheet](#)
- 13.5. [FOB-EHS-005-0-E Practical Skills Evaluation Checklist](#)

14.0 References

- 14.1. OSHA Standard 29 CFR [1910.178](#), [1910.176](#)
- 14.2. ANSI / ISTDF B56.1 – 2009 (Safety Standard for Low Lift and High Lift Trucks)
- 14.3. [FOB-EHS-017](#) Personal Electronics Usage Policy

15.0 Document Review and Approval

- 15.1. **Date Devised:** 11-23-20
- 15.2. **Reviewed Date:** 08-23

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- 15.3. **Date Approved:** 08-23
- 15.4. **Approved By:** Ed Noter, Director, EHS