



**Safety Standard**  
1910.178

# **Motorized Vehicle Equipment Program**

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For information about this standard, contact the  
Office of Workplace Safety and Health

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# Motorized Vehicle Equipment Program

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## 1.0 OBJECTIVES

To provide training and certification for employees who operate motorized vehicle equipment at Owens Community College. The intent of this program is to prevent injuries or property damage, which may result from incidents involving motorized vehicle equipment. Owens Community College only allows trained certified employees to operate motorized vehicle equipment.

## 2.0 BACKGROUND

Owens Community College's ability to service our campus relies on our ability to distribute our products safely and efficiently. Well maintained motorized vehicle equipment and well-trained operators ensure our ability to meet our needs. A high priority is placed on training Motorized Vehicle Equipment operators and holding them accountable for the safe and efficient operation of this equipment.

## 3.0 DEFINITIONS

### 3.1 Motorized Vehicle Equipment (MVE)

Motorized Vehicle Equipment is considered to be the following: fork trucks, platform lift trucks, motorized hand truck and other specialized industrial equipment powered by electric motors or internal combustion engines.

**College vehicles such as cars and vans are not covered by this procedure.**

## 4.0 RESPONSIBILITIES

### 4.1 EMPLOYEES: Employees who operate motorized vehicle equipment while engaged in Owens Community College business are responsible for:

- Following all MVE rules and procedures for safe operation.
- Performing daily-motorized vehicle shift inspection and complete the log.
- Reporting all equipment malfunctions/failures to his/her supervisor.
- Reporting all MVE accidents promptly to his/her supervisor.
- Ensure that the forks are lowered to the floor when equipment is parked.

4.2 SUPERVISORS: Supervisory personnel of employees operating motorized vehicles are responsible for:

1. Identifying candidates as trainees and then informing the Manager, Workplace Safety and Health.
2. Ensuring only trained and authorized employees operate powered industrial trucks.
3. Monitoring safe MVE operations within their department.
4. Ensuring employees are performing required MVE safety inspections on equipment and verifying the operator's check sheet is filled out completely.
5. Conducting MVE incident investigation (both accident and near-miss incidents) and completing MVE incident reports and submitting a copy to the Manager, Workplace Safety and Health.
6. Determining corrective action for violations and/or accidents (with the assistance from Department Management, Human Resources, and the Office of Workplace Safety and Health).

4.3 TRAINER: The designated trainer is responsible for:

1. Providing trainees with all necessary training and orientation information and reporting forms.
2. Explaining the training guide to the trainee.
3. Teaching the trainee how to operate the equipment properly and safely.
4. Observing the trainee's ability to use the equipment in a safe and efficient manner.
5. Grading the trainee's ability to use the equipment in a safe and efficient manner.
6. Completing the Equipment Observation Report form.
7. Grading the MVE Operator's Safety Course completion test.
8. Completing all necessary paperwork for the licensing/certification of the trainee.

4.4 MANAGER, WORKPLACE SAFETY AND HEALTH: The Manager, Workplace Safety and Health is responsible for:

1. Maintaining a central list of all MVE operators.
2. Maintaining the following records for MVE operators:
  - Written test results
  - On-the-job training daily observation reports
  - Reports of all operator accidents and safety violations
3. Arranging for instruction of new trainees when requested by department supervisors.
4. Assuring that re-certification evaluation is done at least every 3 years.
5. Providing information concerning OSHA regulations.
6. Arranging for retraining of operators due to safety violations, accidents or near-miss incidents, or other concerns related to the safe operation of the MVE by an operator.

## 5.0 PROCEDURES

### 5.1 FORK TRUCK SELECTION:

Only MVE meeting all Federal Safety Regulations will be purchased by Owens Community College.

### 5.2 EQUIPMENT DATA PLATE:

All powered motorized equipment must have a data plate attached to the equipment per law. Load capacities of all equipment must be strictly adhered to.

### 5.3 BATTERY CHANGING / MAINTENANCE:

Due to the potential exposure to sulfuric acid, additional precautions must be taken when changing batteries or performing battery maintenance. Only trained maintenance personnel are to add electrolyte to batteries. Employees performing these activities must wear the following personal protective equipment:

When checking fluid levels or washing down the batteries:

- Face shield (with safety glasses or goggles)
- Impervious gloves (neoprene)
- Impervious apron

When changing battery:

- Safety glasses or goggles

Additionally, the following emergency equipment must be provided in the battery maintenance area:

- Safety shower/eye wash station

Each campus location must have an area designated as a **battery charging area**. Each location must meet OSHA Standards for this area.

Necessary elements of a battery charging area are:

- Designated area that is properly identified as a: "Battery Charging Area"
- "No Smoking Area" and "No Storage Area" signs
- A portable fire extinguisher shall be located in immediate vicinity
- A continuous flow eye wash station or safety shower in the immediate vicinity

#### 5.4 ACCIDENTS, INJURIES AND VIOLATIONS:

Any accident/incident report is to be completed for any MVE operator observed or involved in any unsafe acts or accidents. This documentation will be sent to the Human Resource Department and the Manager, Workplace Safety and Health for review. Owens Community College has the authority to require operator retraining, suspend or revoke an operator's authority to operate any MVE if it is found the operator was not operating the MVE in a safe manner.

##### Equipment Accident/Personal Injury Accident

An operator that is involved in an equipment or personal injury accident due to recklessness or gross negligence will be subjected to disciplinary action. Operators that are involved in an equipment accidents or personal injury accidents are subject to the specific location's alcohol and drug policy/procedure.

Any time an equipment/structural accident or personal injury accident occurs, the equipment involved in the accident must not be moved until an initial investigation is conducted.

##### Accident Reporting

A MVE operator who fails to report equipment or personal injury accidents to his/her supervisor(s) will be subjected to the prescribed disciplinary action as per the disciplinary action policy.

##### Grievous Safety Violations (Gross Negligence)

When a grievous safety violation occurs, the supervisor, in consultation with the Human Resources Department, may take more severe corrective action. Grievous safety violations are subject to disciplinary action up to and including discharge.

#### 5.5 OPERATOR TRAINING

Only trained and competent persons are permitted to operate motorized vehicle equipment. All College employees operating motorized vehicle equipment will be required to keep their training current, taking refresher training as required by (PERRP)OSHA Standard 1910.178(l)(4).

Only those qualified individuals who have the knowledge, training and experience to effectively train and evaluate the operators MVE performance will provide training.

Specific training will be conducted for each type of MVE and for all persons operating this equipment. Training will meet the following criteria:

Formal Instruction – Formal instruction will be in the form of lecture, interactive computer instruction, written material or similar.

Operators will take a training quiz at the completion of the formal portion of the training to verify their understanding of the MVE fundamentals. Employees must score a 70% or better to pass the instruction.

Practical Training - Practical training will be conducted between the trainer and the operator(s) and will consist of trainer demonstrations and supervised practical (hands-on) exercises performed by the operator. This training will vary in length according to the experience level and competency of the operator.

Performance Evaluation - Following the formal and practical training, operators will be tested on their ability to safely and proficiently operate motorized vehicle equipment. Performance will be observed and evaluated by the trainer.

Operators successfully completing the performance evaluation will be issued a certificate for the equipment tested upon.

Operators must receive a specific performance evaluation for each different type of equipment that they operate.

Refresher training – Refresher training will be provided according to the following schedule:

1. If an operator has been observed operating MVE in an unsafe manner.
2. If an operator is involved in an accident or a near miss accident involving MVE.
3. Every three years.

## 5.6 TRAINING PROGRAM CONTENT

The key points covered in the training will be:

- Review of the Equipment Operators Manual.
- Operation of the truck, controls, steering, braking, attachment functions
- Review of the manufacturer's information plate as known as the Data Plate.
- Capacity and weight of the vehicle and how center of gravity affects the stability of the truck.
- Explanation of driving in different areas (i.e.- warehouses).
- Difference between MVE and car.
- Pedestrian traffic hazards.
- Transporting loads, driving on ramps, driving in narrow aisles.
- Completing the daily checklist and reviewing the observation form.
- Reviewing battery changing and charging procedures.
- Restrictions that apply to the loading and unloading of trucks.
- What to do in the event of an accident or personal injury.
- Identification of lockout procedures.

## 5.7 INCIDENT INVESTIGATION:

Motorized vehicle equipment involved in an accident or personal injury accident shall be left at the scene of the incident and not moved unless the location of vehicle poses a hazard in and of itself.

The following procedure is to be followed in the event of an equipment accident or personal injury accident:

- If an accident involves a personal injury or major damage to the equipment or property, contact the Department of Public Safety
- An MVE incident report is to be completed by the department supervisor.
- The department supervisor will determine if the vehicle needs to be inspected prior to putting it back into service.
- The supervisor and Human Resources will determine the corrective action based on the facts of the incident and previous driving record. Corrective actions need to be based on established work rules, progressive discipline and/or the current collective bargaining agreement.