COLORADO COLLEGE

Powered Industrial Truck (PIT), Scissor Lift and Low Speed Vehicle (LSV) Safety Program

Department of Environmental Health and Safety
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1.0 Purpose and Scope

1.1. **Purpose**

This program establishes minimum requirements for the safe selection, operation, inspection, maintenance, and training for Powered Industrial Trucks (PITs), Mobile Elevated Work Platforms (MEWP), and Low Speed Vehicles (LSV)—including forklifts, scissor lifts, boom lifts, bucket trucks, golf carts and other specialized industrial trucks—to prevent injuries, property damage, and regulatory violations. Departments may implement more stringent controls based on operational risk.

1.2. **Scope**

This program applies to all employees, student workers, faculty and contractors who operate or work near equipment on College property in the line of their work responsibilities or when operating equipment within the course and scope of their College-related duties. This includes Facilities Services, Information Technology Systems (ITS), Athletics, Museum/Arts, and any academic department. It covers vehicles powered by electric motors or internal combustion engines; it does **not** cover farm vehicles, earth-moving equipment, or over-the-road vehicles.

1.3. **References**

OSHA, 29 CFR 1910.178 – Powered Industrial Trucks
ANSI B56.1-2020- Safety Standard for Low, High Lift Trucks

2.0 Definitions

2.1. Approved Truck – A truck that is listed or labeled by a nationally recognized testing laboratory (NRTL) for its intended use and designated for the specific hazard classification of the operating environment, where applicable.. May be based on atmospheric hazards when applicable.

2.2. Classes (I–VII) – Industry classes commonly used to describe PIT types

2.3. Designations – OSHA designations (E, ES, EE, EX, G, GS, LP, LPS) that determine permissible use by location/atmosphere.

2.4. Low Speed Vehicle (LSV) - A four-wheeled motor vehicle with a top speed of 20–25 mph that meets FMVSS 500. Golf Carts on campus fall into this definition.

2.5. Mobile Elevated Work Platform (MEWP) - Scissor lift or Boom lift capable of carrying operators and tools to above ground locations to perform tasks.

2.6. Powered Industrial Truck (PIT) – Fork trucks, tractors, platform lift trucks, motorized hand trucks, and similar specialized industrial trucks.

2.7. Types of scissor lifts – Group A, Group B, Types 1-3

2.8. Unattended – Operator 25 ft or more away, or the truck not in view.

3.0 Roles and Responsibilities

3.1 Environmental Health & Safety (EHS)

- Management of this program; provide/approve curriculum; retain program records; audit compliance, license issuance.
- Approve site-specific traffic management, training resources, and periodic hands-on certification sessions.

3.2 Department Leaders/Supervisors

- Authorize operators after they're trained/evaluated; enforce rules; ensure daily inspections/maintenance; coordinate corrective actions and retraining.
- Verify operator authorization is current prior to assigning work.

3.3 Operators

- Operate only after training, evaluation, and authorization; conduct pre-use (and per-shift) inspections; remove unsafe equipment from service; follow campus traffic controls and conditions (e.g., snow/ice).
- Operators must be physically capable of safely operating the equipment. Supervisors may request a fitness-for-duty review when there is a reasonable safety concern.

3.4 Facilities Services – Transportation

- Maintain trucks per manufacturer/OSHA; keep nameplates legible; manage repairs and tagout; maintain inspection/maintenance records.

3.5 Contractors

- Must comply with OSHA 1910.178 and this program; provide proof of operator training/evaluation if using campus resources.
- Contractors shall not operate College-owned equipment unless specifically authorized in writing by the College.

4.0 Program Requirements

4.1. Procurement and Selection

4.1.1. Approved Trucks & Nameplates

Only acquire "approved" trucks that meet the latest ANSI/ITSDF B56.1 standard recognizedby OSHA, and ensure all nameplates/markings remain legible and in place.

4.1.2. Designations for Locations

Select trucks with the correct OSHA designation (e.g., EE/EX) for the intended location/atmosphere; consult Table N-1 and associated restrictions in §1910.178.

4.2. Attachments and Modifications

4.2.1. Manufacturer Approval

Do not perform modifications or add attachments that affect capacity/safe operation without manufacturer's prior written approval; update capacity/nameplate data accordingly.

4.2.2. Marking for Attachments

When non-factory front-end attachments are installed, ensure the truck is marked to identify the attachment and show the combined truck/attachment weight at max elevation with load centered.

4.3. Inspections, Maintenance, and Tagout

4.3.1. Daily / Shift Examinations

Pre-use inspections shall be performed at the start of each shift before the equipment is placed into service. Remove from service any PIT that's defective or unsafe. Document the inspection.

4.3.2. Maintenance

Maintain PITs, Scissor Lifts and LSV's in a safe condition per manufacturer guidance and OSHA requirements; do not operate until repairs are made and verified safe.

4.3.3. Tagout

Affix "Out of Service/Do Not Operate" tag for unsafe equipment pending repair; supervisors coordinate corrective action before return to service.

4.4. Safe Operation

4.4.1. General

Operate according to the operator's manual and OSHA rules for traveling, loading, visibility, and maintaining stability; wear the seat belt; never allow anyone under elevated forks; keep limbs inside.

- Never exceed listed capacity limits for equipment capable of carrying passengers (LSV's).

4.4.2. Operators shall not operate equipment while impaired by drugs, alcohol, fatigue, or medication that affects safe operation. Cell phone or mobile device use while operating equipment is prohibited unless the equipment is safely parked and powered down. **Parking / Unattended**

When dismounting/unattended: lower forks, neutralize controls, set brake, stop power, and block wheels if on an incline

4.4.3. Personnel Lifting

Operators and occupants shall use fall protection when required by the manufacturer or ANSI A92. Do not lift personnel unless a **securely attached platform** meeting OSHA requirements is used. Specialty training is required to support the use of the attachment; prefer MEWPs where available.

4.5. Loading and Stability

Maintain rated capacity (consider attachment weight and altered load center); verify nameplate capacity for each configuration; travel with the load low and tilted back, as conditions permit. (Capacity and attachment markings per §1910.178.)

4.6. Battery Charging and Fueling

4.6.1. Battery Charging

- Use **designated** charging areas with adequate ventilation, fire protection, means to flush/neutralize electrolyte, and protection for chargers. Smoking / open flames **ARE NOT ALLOWED** in charging areas

4.6.2. Fueling

- Follow manufacturer rules for LP cylinder handling, leak checks, securing tanks, and ignition control; prohibit smoking and ignition sources during fueling.
- Follow fueling considerations for vehicles using gasoline.

4.7. Traffic Management

4.7.1. Pedestrian Priority

Establish and mark shared paths; use spotters at blind corners, in loading docks, and near building entrances; post "PIT active" signage at dock doors. When PIT's, MEWP's, LSV's and pedestrians are in the same area, pedestrian's **always** have right of way.

4.7.2. Speed and Conditions

Inside buildings: max **5 mph**; outdoors: **10 mph** unless posted lower. Reduce speed on wet floors, snow/ice, or gravel; chain-up or use rough-terrain units as conditions warrant.

4.7.3. Special Areas

Prohibit PIT travel on decorative pavers/sidewalks unless protected and escorted; barricade work zones during events and high-pedestrian periods.

4.8. Contractor Operations

Contractors shall observe College traffic plans, charging/fueling rules, and provide documentation of training/evaluations upon request or when using college equipment.

5.0 Training, Evaluation and Authorization

5.1. Who must be trained

All PIT operators must be trained, evaluated, and authorized by the College prior to operation (except supervised practice during training).

5.2. Training Format

5.2.1. PIT's and MEWP's

- Classroom Training Requirement – Delivered online through LMS (Bridge or similar) – Annual refreshers. The College requires an annual knowledge refresher as a best-practice risk control.
- Hands-on Assessment (see 5.5 Hands-On Training)

5.2.2. LSV's

- Classroom Training Requirement – Delivered online through LMS (Bridge or similar) – 3 year term on training; Departments may require a practical evaluation based on operating environment.

5.3. Classroom Training

5.3.1. PIT's and MEWP's

Cover **truck-related topics** (controls, capacity/load charts, stability, inspections, fueling/charging, operating limitations) and **workplace-related topics** (surface conditions, load handling, pedestrian traffic, ramps/grades, narrow aisles, hazards of the specific environment). Topics must be tailored to the truck types and the campus workplace.

5.3.2. LSV's

Cover vehicle related topics, rules of driving, safety features and requirements for safe operation.

5.4. Hands-On Training

Each operator shall receive a performance evaluation at least once every three years in accordance with OSHA and ANSI requirements for the use of PIT's and MEWP's. Operators will work with Colorado College Certifiers to maneuver and operate equipment, while under direct supervision, to ensure all items on evaluation forms are being met. (See Appendices)

5.5. Refresher Training

5.5.1. **Annual Classroom –** Operators will be required to complete the Classroom training on an annual basis.

5.5.2. **Incident Refresher -** Operator authorization may be suspended or revoked based on the severity of unsafe operation, incident involvement, or repeated violations. Corrective actions may include retraining, re-evaluation, temporary suspension, or permanent revocation, in coordination with Human Resources and consistent with College disciplinary policy. When an operator is observed operating unsafely, or is involved in an incident/near miss corrective measures may include:

- 1st Incident – Automatic revocation of license for 1 month, classroom review required, hands on certification required
- 2nd Incident – Automatic revocation of license for 3 month, classroom review required, hands on certification required
- 3rd Incident – Automatic revocation of license, no reissuance.

5.5.3. Hands-On Certification -

ALL operators are required to participate in hands-on certification every 3-years.

5.6. Authorization

6.0 Recordkeeping

6.1. Training / Authorization

Documentation will be kept for the duration of employment plus 7 years past term

6.2. Daily/Shift Inspections and Maintenance

Inspection records will be kept for 3 years

6.3. Incidents/Near Miss Reports

Documentation will be kept for the duration of employment plus 7 years past term

7.0 Program Review and Audit

EHS will audit at least annually: training/evaluations, inspection logs, maintenance records, and conformance with traffic/charging controls. Findings will be tracked to closure by responsible departments.

8.0 Campus Considerations

8.1. Weather Consideration's - Snow/ice protocols (tire chains, de-icing, reduced speed), cold-weather battery care, and designated snow routes.

8.2. Sensitive Spaces - Special procedures for museum/arts, labs, and historic buildings (floor loading and elevator limits, protection mats, escort/spotter requirements).

8.3. **Communication -** Notify building occupants of PIT activity near public paths/entries during business hours.

9.0 Appendices

- Forklift Operator Evaluation Form
- Scissor Lift Operator Certification
- **Boom Truck** Operator Evaluation Form
- **Scissor / Aerial Lift Pre-Use Inspection Checklist**
- **Operator Daily Checklist: Gas, LPG, and Diesel Vehicles**
- **Forklift License**

Forklift Operator Evaluation Form

Instructions: *Use this checklist during the field session to evaluate operator proficiency. It can also be used for periodic evaluation to ensure that operators are continuing to operate forklifts properly.*

Operator Name	**Evaluator Name**

Date Of Evaluation	**Equipment Operated**

	OPERATOR BEHAVIORS	*Good*	*Fair*	*Poor*	*N/A*	*Comments*
Preuse Inspection						
1.	Follow the Operator's Daily Checklist.	☐	☐	☐	☐	
2.	Look for damage.	☐	☐	☐	☐	
3.	Document all findings on the checklist.	☐	☐	☐	☐	
Picking Up A Load						
1.	Square up on the center of the load.	☐	☐	☐	☐	
2.	Stop with the fork tips about 1 foot from the load.	☐	☐	☐	☐	
3.	Clear personnel from the area near the load.	☐	☐	☐	☐	
4.	Level the forks; then slowly drive forward until the load contacts the carriage.	☐	☐	☐	☐	
5.	Lift the load carefully and smoothly until it is clear.	☐	☐	☐	☐	
6.	Tilt the mast back slightly to stabilize the load.	☐	☐	☐	☐	
7.	Look over both shoulders.	☐	☐	☐	☐	
8.	After out and stopped, lower the load to travel height.	☐	☐	☐	☐	
Traveling						
1.	Do not raise or lower the load and forks while traveling.	☐	☐	☐	☐	
2.	Maintain a safe speed.	☐	☐	☐	☐	
3.	Observe all traffic rules, warning signs, floor load limits and overhead clearances.	☐	☐	☐	☐	
4.	Keep arms and legs inside the forklift.	☐	☐	☐	☐	
5.	Follow other vehicles at a safe distance.	☐	☐	☐	☐	
6.	Slow down when cornering.	☐	☐	☐	☐	
7.	Use the horn to alert others.	☐	☐	☐	☐	
8.	Travel with the load facing uphill while on a ramp or incline.	☐	☐	☐	☐	
9.	Stop smoothly.	☐	☐	☐	☐	
Putting Down A Load						
1.	Make sure there is sufficient clearance for the load.	☐	☐	☐	☐	

2.	Clear personnel from the area near the load.	☐	☐	☐	☐	
3.	Square up to the location; then stop about 1 foot away.	☐	☐	☐	☐	
OPERATOR BEHAVIORS		*Good*	*Fair*	*Poor*	*N/A*	*Comments*
Putting Down A Load (continued)						
4.	Raise the load to placement level.	☐	☐	☐	☐	
5.	Move slowly forward.	☐	☐	☐	☐	
6.	If the load is on a pallet, lower it into position and lower the forks further.	☐	☐	☐	☐	
7.	Look over both shoulders before backing out.	☐	☐	☐	☐	
8.	Back straight out until the forks have cleared.	☐	☐	☐	☐	
9.	Lower the forks to traveling position.	☐	☐	☐	☐	
Parking						
1.	Fully lower the forks.	☐	☐	☐	☐	
2.	Neutralize the controls.	☐	☐	☐	☐	
3.	Set the brakes.	☐	☐	☐	☐	
4.	Turn off the power.	☐	☐	☐	☐	
5.	If parked on an incline, block the wheels.	☐	☐	☐	☐	
6.	Park only in authorized areas.	☐	☐	☐	☐	
Fueling And Battery Recharging						
1.	Turn the engine off.	☐	☐	☐	☐	
2.	Keep a fire extinguisher nearby.	☐	☐	☐	☐	
3.	Use the proper Personal Protective Equipment (PPE).	☐	☐	☐	☐	
4.	Follow safe fueling and battery recharging procedures.	☐	☐	☐	☐	
5.	Clean up spills immediately.	☐	☐	☐	☐	

FINAL EVALUATION		
☐	Based on my evaluation, the operator **has successfully** completed the evaluation and is qualified to operate the following equipment:	**Equipment Type**
☐	Based on my evaluation, the operator **has not demonstrated** competence in operating the following equipment:	**Equipment Type**
Evaluator Signature		**Operator Signature**

Scissor Lift Operator Certification

Company Name:	**Colorado College**
Employee Name:	
Scissor Lift Type(s)	

Note to Evaluator: *By signing this document, you are confirming that the trainee has demonstrated the ability to safely perform the task listed, or has the requisite knowledge for the subject. Requirements that are not applicable will be marked with "N/A".*
Note to Trainee: *By accepting this signature, you are confirming that you have the ability to safely perform the task listed, or have the requisite knowledge for the subject, and have been given the opportunity to ask any questions.*

Performance Requirements	**Evaluator Initials**
Demonstrate familiarity with the operator manual.	
Demonstrate the ability to perform a pre-start inspection.	
Demonstrate understanding of what to do when malfunctions affect the operation of the scissor lift.	
Demonstrate understanding of the factors that affect lift stability.	
Demonstrate understanding of the purpose of placards, decals, and instruction markings on the vehicle.	
Demonstrate the ability to survey the work area for hazards.	
Demonstrate understanding of the fall protection requirements.	
Demonstrate understanding of the falling object hazards in the work area.	
Demonstrate understanding of maximum vehicle capacities and vehicle information.	
Demonstrate understanding of the proper work activities for this type of scissor lift.	
Demonstrate understanding of the electrical hazards in the work area.	
Demonstrate the ability to follow the correct procedures when dealing with electrical hazards.	
Demonstrate the ability to operate the lower controls safely.	
Demonstrate the ability to operate the upper controls safely.	
Demonstrate the ability to properly set the breaks and / or wheel chocks prior to elevating the lift.	
Demonstrate the ability to work safely without creating falling object hazards.	
Demonstrate the ability to work safely on the platform.	
Demonstrate the ability to properly secure the vehicle after use.	

Certification	**Signature**	**Date**
I certify that this employee has completed the Scissor Lift Safety Training and is safe to operate and perform work on the scissor lifts listed on this form.		

Boom Truck Operator Evaluation Form

Operator's Name: _____ Date: _____

Evaluator's Name: _____

This Boom Truck / Telehandler evaluation form aids the evaluator in assessing the operator's competency of safe machine operation.

Pre-shift Inspection:	Sat.	Unsat.	Remarks
Fuel, oil, coolant			
Warning devices, lights			
Tires			
Chassis & operator's compartment			
Hydraulic fluid level and component leaks			
Boom, Pads			
Fire Extinguisher			
Labels, Cap. Plates, Op. Manual			
Stabilizers			

Operational Checks:	Sat.	Unsat.	Remarks
Brakes			
Steering			
Seatbelt /Harness			
Controls			
Stabilizer deployment			

Fueling or Charging:	Sat.	Unsat.	Remarks
Follows company procedures for fueling with diesel, gasoline or propane.			

Picking/Placing a Load:	Sat.	Unsat.	Remarks
Climbing on & off machine properly			
Engaging & disengaging			
Proper Lifting			
Understanding and use of Load Chart			
Leveling of machine			

Maneuvering with a Load:	Sat.	Unsat.	Remarks
Demonstrate ability to safely maneuver with a load in the work environment			
Use of Horn			
Proper parking procedure			
Looks in direction of travel and all around for safety. Looking back every time before backing up			

_____ _____

Supervisor/Trainer Signature Date

COLORADO COLLEGE

SCISSOR/AERIAL LIFT PRE-USE INSPECTION CHECKLIST		
Operator:		**Date:**
Unit Type:	**Lift ID #:**	**Location:**

#	Inspection Item/Description	Pass/Fail/NA
1	Operating and emergency controls are in proper working condition	
2	Functional upper drive control interlocks (foot pedal, spring lock, etc.)	
3	Emergency lowering function operates properly	
4	Lower operating controls successfully override the upper controls	
5	Both upper & lower controls are protected from inadvertent operation	
6	Control panel is clean; all buttons and switches are clearly visible	
7	All switch and mechanical guards are properly installed and in good condition	
8	All safety indicator lights are in proper working condition	
9	Drive controls function properly and are accurately labeled	
10	Motion alarms are functioning	
11	Safety decals are in place and readable	
12	All guard rails are in place, including basket chains	
13	Work platform extension slides in & out freely with safety locking pins in place	
14	Work platform and extension slides are clean, dry and clear of debris	
15	Lift is free from defects such as cracked welds, fuel leaks, hydraulic leaks, etc.	
16	Tires and wheels are in good condition with adequate pressure (if pneumatic)	
17	Braking devices are operating properly	
18	Manufacturer's operating manual is available	
19	Oil level, Hydraulic oil level, Fuel level, Coolant level	
20	Battery is charged	

Safety Precautions	Check to Confirm
Personal protective equipment is in use (hard hat, fall arrest harness, etc.)	
If conditions are windy, refer to manufacturer guidelines.	
Floor conditions are safe for operation. (Dry, level, free from hazards)	
There are no overhead obstructions.	
Loads do not exceed capacity.	
Watch for vehicular and pedestrian traffic.	

Comments:

If scissor lift is found to fail any aspect of the inspection, remove from service and report it to your supervisor.

Operator's Daily Checklist: Gas, LPG And Diesel Vehicles

Instructions: Complete this checklist at the start of each shift.

Truck #	Date	Operator Name
Hour Meter Reading Start Of Day	Supervisor Signature	

Visual Checks

OK	Needs Attention Or Repair	Not Applicable		
☐	☐	☐	Engine oil level	*Driver to replenish.*
☐	☐	☐	Radiator water level	*Driver to replenish.*
☐	☐	☐	Fuel level	*Driver to replenish.*
☐	☐	☐	Battery water level	
☐	☐	☐	Obvious damage and leaks	*Report to supervisor immediately.*
☐	☐	☐	Tire condition	
☐	☐	☐	Head and tail lights	
☐	☐	☐	Warning lights	
☐	☐	☐	Hour meter	
☐	☐	☐	Other gauges and instruments	
☐	☐	☐	Fire extinguisher	*Charged or missing?*

Operational Checks

OK	Needs Attention Or Repair	Not Applicable		
☐	☐	☐	Horn	
☐	☐	☐	Steering	*Report to supervisor immediately.*
☐	☐	☐	Brakes	*Report to supervisor immediately.*
☐	☐	☐	Parking brake	
☐	☐	☐	Lift, tilt, side shift controls	

Remarks *Explain all items needing attention or repair.*

Forklift License

COLORADO COLLEGE

Industrial Truck Operator

This is to certify that:

_ _____

has successfully completed training as outlined by OSHA 1910.178(l).

_____

(Authorized Signature & Date)

The operator listed on this card has successfully completed Classroom and Hands-On Certification for the following Industrial Truck(s) at Colorado College.

- ☐ Powered Industrial Truck (PIT)
- ☐ MEWP Group
- ☐ Boom Lift

For questions / concerns please contact CCEHS @ x6678 or EHS@coloradocollege.edu