



Campus Unit: _____

It is the policy of the above-mentioned unit to comply with the University of Illinois Powered Industrial Truck Program. The purpose of this document is to complement the University Program with site-specific written standard operating procedures.

PROGRAM ADMINISTRATION

The University of Illinois recognizes the fact that supervisors are not necessarily experts in the area of PIT operation. However, as outlined in the Campus Administrative Manual policy number RB-13, "The immediate managers of employees or supervisors of other members of the campus community are responsible for maintaining a healthy and safe environment within their areas under their supervision and are responsible for the safety of activities, procedures and operations under their control or direction." OSH and other qualified personnel will assist supervisors and individuals in fulfilling these obligations upon request.

The following individual has responsibility for the administration of the Powered Industrial Truck Program in the above-mentioned unit. It is the responsibility of this person to ensure that operators of PITs have been properly trained and authorized by the unit.

(Name) (Title)

OPERATOR TRAINING AND EVALUATION

Each PIT Operator must be deemed competent to operate a PIT safely, as demonstrated by the successful completion of training and operator evaluation.

Evaluation of each PIT Operator's performance shall be conducted at least once every three years by the Unit Responsible Person and the Operator's Supervisor.

Copies of the training documentation and operator evaluation can be located in the individual's personnel file in the following location: _____.

AUTHORIZED OPERATORS

Only the following individuals may operate the designated PIT(s):

Name	UIN	PIT Make/Model

PRE-SHIFT INSPECTIONS

PITs shall be examined before being placed in service, and shall not be placed in service if the examination shows any condition adversely affecting the safety of the vehicle. Such examination shall be made at least daily.



Where industrial trucks are used on a round-the-clock basis, they shall be examined after each shift. Defects when found shall be immediately reported and corrected.

Copies of the inspection documentation can be located in the following location:

_____. Inspection records shall be kept for _____.

MAINTENANCE AND REPAIR

Routine maintenance and repair of the unit's PITs will be performed by _____.