


 <p style="text-align: center;">OPERATION OF POWERED INDUSTRIAL TRUCKS / Material Handling Mobile Equipment</p>	Procedure Number SAF-1.19
	Issue Date DECEMBER 8, 2003
<p style="text-align: center;">Safety</p>	Revision Date March 19, 2024
Page 1 of 19	


ISSUED BY:  <hr/> Safety Manager Coosa Pines Operations	APPROVED BY:  <hr/> General Manager Coosa Pines Operations
3-19-24 <hr/> DATE	3-19-24 <hr/> DATE
INTERPRETATION AND PERIODIC REVIEW OF THIS PROCEDURE IS THE RESPONSIBILITY OF:	
Safety Manager	
DISTRIBUTION ALL MANAGERS ALL TEAM LEADERS	

 OPERATION OF POWERED INDUSTRIAL TRUCKS / Material Handling Mobile Equipment	Procedure Number SAF-1.19
	Issue Date DECEMBER 8, 2003
Safety	Revision Date March 19, 2024
	Page 2 of 19

OPERATION OF POWERED INDUSTRIAL TRUCKS / Material Handling Mobile Equipment

Table of Contents

1.	PURPOSE	3
2.	SCOPE	3
3.	DEFINITIONS	3
4.	GENERAL	4
5.	TRAINING AND DOCUMENTATION	5
6.	TRAINING CURRICULUM	7
7.	SAFE OPERATING PROCEDURES	8
8.	PEDESTRIAN SAFETY RULES	13
9.	PULP WAREHOUSE ACCESS	14
10.	REFERENCES	15
	PRE-USE INSPECTION FORM (Attachment A)	16
	PEDESTRIAN SAFETY SCHEMATIC (Attachment B)	17
	PEDESTRIAN RESTRICTED ACCESS FORM (Attachment C)	18
	RECORD of REVISIONS (Attachment D)	19

 <p style="text-align: center;">OPERATION OF POWERED INDUSTRIAL TRUCKS / Material Handling Mobile Equipment</p>	<p>Procedure Number SAF-1.19</p>
	<p>Issue Date DECEMBER 8, 2003</p>
	<p>Revision Date March 19, 2024</p>
Safety	Page 3 of 19

1. PURPOSE

The purpose of this policy is to protect Coosa Pines employees and property from injury and or loss due to unsafe operation of powered industrial trucks and to fully comply with OSHA regulation; 29 CFR 1910.178.


2. SCOPE

- 2.1 This policy applies to all Coosa Pines employees and contractors.
- 2.2 This policy outlines the safe operating procedures for powered industrial trucks and material handling mobile equipment (MHME) at the Coosa Pines facility.
- 2.3 This policy applies to the operation of all powered industrial trucks.
- 2.4 This policy requires the certification of all powered industrial truck and MHME operators at the Coosa Pines site.
- 2.5 This policy outlines the training required to receive and maintain certification as a powered industrial truck operator.

3. DEFINITIONS

- 3.1 Powered Industrial Truck (P.I.T.)

A mobile, power-driven vehicle used to carry, push, pull, lift, stack or tier materials. These type vehicles include, but are not limited to, forklifts and clamp trucks. Vehicles used for earth moving or over-the-road haulage are excluded from the scope of the OSHA regulation 29 CFR 1910.178.

 <p style="text-align: center;">OPERATION OF POWERED INDUSTRIAL TRUCKS / Material Handling Mobile Equipment</p>	<p>Procedure Number SAF-1.19</p>
	<p>Issue Date DECEMBER 8, 2003</p>
<p style="text-align: center;">Safety</p>	<p>Revision Date March 19, 2024</p>
	<p>Page 4 of 19</p>

3.1.1 Mobile Equipment


A mobile power-driven vehicle only used to carry, push, lift, stack, or tier material. Vehicles included are commonly referred to as:

- Powered Industrial Trucks (fork & clamp),
- Motorized (battery powered) hand trucks, straddle trucks
- Reach rider trucks
- Motorized hand/rider trucks
- Front End Bucket Loaders/Chip Pushers & Log Loaders
- Skid Steer Loaders
- Rough Terrain Lifts (Lulls)
- Knuckle Boom Loaders
- Tractors/Dozers

4. GENERAL

4.1 Modification of Equipment / Attachments:

- 4.1.1 All powered industrial trucks and MHME are to have a legible nameplate attached that states the approved use and load limits.
- 4.1.2 Modifications/additions (including attachments) which affect capacity and or safe operation shall not be performed without the manufacturer's prior written approval. If modifications are made, the attached nameplate will be updated to reflect the changes.
- 4.1.3 The manufacture (by Coosa Pines personnel) of any attachment for use with a powered industrial truck or MHME is prohibited.
- 4.1.4 All attachments must have a data plate attached stating the capacity, manufacturer and instructions for safe use.
- 4.1.5 Department Managers will ensure compliance with 4.1.1, 4.1.2, 4.1.3, and 4.1.4.

 <p style="text-align: center;">OPERATION OF POWERED INDUSTRIAL TRUCKS / Material Handling Mobile Equipment</p>	Procedure Number SAF-1.19
	Issue Date DECEMBER 8, 2003
Safety	Revision Date March 19, 2024
	Page 5 of 19

4.2 Proof of Compliance:

- 4.2.1 All contractors performing work on site that requires operation of MHME/powering industrial trucks will have documented proof of certification for their employee(s) that are assigned to operate powered industrial trucks.
- 4.2.2 Job coordinator for the contractor will be responsible for compliance with 4.2.1.


5. TRAINING AND DOCUMENTATION

5.1 Operator Training – Any employee operating a powered industrial truck or a MHME on the Coosa Pines facility will meet the following requirements:

- 5.1.1 Must be certified as having successfully completed the Basic Operator’s training with documented proof.
- 5.1.2 Must be certified as having successfully demonstrated the ability to operate the type powered industrial truck or MHME and attachment(s) assigned to operate.
- 5.1.3 Must be trained on the operating conditions and hazards in the area(s) where the powered industrial truck and/or MHME is being operated.
- 5.1.4 The above certifications will be performed by person(s) recognized by Coosa Pines management as being qualified through knowledge, training and experience to train powered industrial truck operators/MHME and evaluate their competence. Such qualification shall be documented.
- 5.1.5 Shift Team Leaders, (STL) will be responsible for ensuring compliance with the above provisions.

5.2 Supervisor Training:

- 5.2.1 All supervisors having direct reports operating powered industrial trucks and/or MHME must be certified as having

 <p style="text-align: center;">OPERATION OF POWERED INDUSTRIAL TRUCKS / Material Handling Mobile Equipment</p>	Procedure Number SAF-1.19
	Issue Date DECEMBER 8, 2003
	Revision Date March 19, 2024
Safety	Page 6 of 19

completed the Basic Operator's training with documented proof of knowledge.

5.2.2 NOTE: Supervisors will not be required to demonstrate ability to operate the powered industrial truck or MHME.

5.2.3 Department Managers or their designated representative will ensure compliance with the above provisions.


5.3 Refresher training will be required for all certified operators every three years. This will ensure the operator continues to have the knowledge and skills necessary to operate a powered industrial truck and MHME.

5.4 Refresher training will be required if an employee is involved in an accident/incident while operating a powered industrial truck or a MHME. This will ensure the operator has mastered the skills necessary to address any performance or safety deficiency.

5.5 Refresher training is required any time the type equipment (including attachments) the operator is assigned to operate changes.


5.6 Refresher training will be required if an employee is assigned to operate a powered industrial truck/ MHME in another area that is substantially changed from their previous assignment or if conditions change in their area.

5.7 Refresher training will be required any time an employee is observed operating a powered industrial truck or MHME in an unsafe manner. An employee observed operating a powered industrial truck or MHME in an unsafe manner on repeat occasions will have their certification revoked and will not be permitted to operate any company motorized vehicle on the Coosa Pines facility.

 OPERATION OF POWERED INDUSTRIAL TRUCKS / Material Handling Mobile Equipment	Procedure Number SAF-1.19
	Issue Date DECEMBER 8, 2003
Safety	Revision Date March 19, 2024
	Page 7 of 19

6. TRAINING CURRICULUM


- 6.1 Basic Operator training shall include, but not be limited to, the following:
- 6.1.1 Characteristics of powered industrial trucks and MHME located at the Coosa Pines facility.
 - 6.1.2 Data plate information.
 - 6.1.3 Manufacturer's recommended operating procedures.
 - 6.1.4 Inspection techniques and frequencies.
 - 6.1.5 Type of power motive used and its characteristics (gas, diesel, electric, propane).
 - 6.1.6 Braking, with and without load.
 - 6.1.7 Visibility, with and without load.
 - 6.1.8 Steering characteristics
 - 6.1.9 Load handling capacities.
 - 6.1.10 Weights and load centers.
 - 6.1.11 Stability triangle.
 - 6.1.12 Controls: location-function-symbol identification-operation.
 - 6.1.13 Load handling: forks-clamps-drum clamp, boom lift attachment, etc.
 - 6.1.14 Fueling/battery charging.
 - 6.1.15 Guards and other protective devices.
 - 6.1.16 Operating environment.
 - 6.1.17 Operating on ramps and inclines.
 - 6.1.18 Loading trucks and railcars.
 - 6.1.19 Use and inspection of dock boards.
 - 6.1.20 Facility operating rules and practices.
- 6.2 The Safety Manager will ensure the curriculum is current and in compliance with all applicable policy and regulatory requirements.
- 6.3 Individual departments will maintain a file of all documentation related to this policy according to the appropriate record retention policies.

 <p style="text-align: center;">OPERATION OF POWERED INDUSTRIAL TRUCKS / Material Handling Mobile Equipment</p>	<p>Procedure Number SAF-1.19</p>
	<p>Issue Date DECEMBER 8, 2003</p>
<p style="text-align: center;">Safety</p>	<p>Revision Date March 19, 2024</p>
	Page 8 of 19

7. SAFE OPERATING PROCEDURES


7.1 Procedures

- 7.1.1 Smoking, eating or drinking is prohibited while operating a powered industrial truck/MHME.
- 7.1.2 Operation of a powered industrial/MHME truck while under the influence of alcohol or any controlled substance, including prescription drugs, is strictly prohibited.
- 7.1.3 Operation of a Powered Industrial Truck/MHME while using a cell phone or other electronic devices (with the exception of a mill radio) is strictly prohibited.
- 7.1.4 Powered industrial trucks and all MHME will be operated for work-related purposes only.
- 7.1.5 A powered industrial truck/MHME should never be used to lift personnel.
- 7.1.6 Stunt driving or horseplay is strictly forbidden.
- 7.1.7 Fire extinguishers are required on all powered industrial trucks and all MHME. If the extinguisher is missing, damaged or discharged, the operator will follow established procedures to replace the extinguisher prior to operating vehicle.
- 7.1.8 Powered industrial trucks and all MHME shall be parked on flat surfaces with the forks, bucket, clamps, or other attachments lowered to the surface in the bilge position. The engine will be turned off and the parking brake engaged.
- 7.1.9 Always face the equipment and maintain 3 point contact when entering or exiting a powered industrial truck/MHME.
- 7.1.10 When traveling, the forks, clamps, or other attachments will be a safe distance from the floor (4 to 6 inches).
- 7.1.11 A powered industrial truck/MHME must never be left unattended while the engine is operating. Operator must be within line of sight and no more than 25 feet from the vehicle with the load/forks/clamps lowered to surface and the parking brake engaged. Otherwise, the engine must be turned off, the

 <p style="text-align: center;">OPERATION OF POWERED INDUSTRIAL TRUCKS / Material Handling Mobile Equipment</p>	<p>Procedure Number SAF-1.19</p>
	<p>Issue Date DECEMBER 8, 2003</p>
<p>Safety</p>	<p>Revision Date March 19, 2024</p>
	<p>Page 9 of 19</p>


parking brake engaged, and the forks or clamps lowered to the floor.

- 7.1.12 Never park a vehicle in front of an exit, stairs, fire hose, fire extinguisher, or on a ramp. If PIT/MHME becomes disabled on a ramp, chock wheels.
- 7.1.13 Powered industrial trucks/MHME are to be operated at "safe speeds" (max of 6.8 MPH) inside areas, and outside of buildings they should be operated at a speed considered safe for the existing conditions and task being performed.
- 7.1.14 The powered industrial truck/MHME operator shall be required to look in the direction of, and keep a clear view of the path of travel and if the load being carried obstructs forward view, **the operator must travel with the load in reverse.**
- 7.1.15 Never drive toward a person standing in front of a fixed object, such as a bench or wall.
- 7.1.16 Always watch for pedestrians. If pedestrians are within 10 feet, sound horn, and stop and ask them to move away before moving truck. Never lose sight of pedestrians in your area.
- 7.1.17 Never pass another vehicle operating in the area unless you have a clear line of sight and the other operator is aware of your intentions.
- 7.1.18 Operators on all PIT/MHME will slow down and sound their horn at all corners, intersections or other areas where visibility is obstructed. Abide by all traffic signs.
- 7.1.19 All powered industrial trucks will be equipped with rotating or flashing beacon warning lights and back up alarms and **WILL NOT** be operated unless these devices are fully operational.
- 7.1.20 It is mandatory to drive lift truck in pulp warehouse aisles only and to not by-pass designated traffic lanes in the warehouse.
- 7.1.21 **DO NOT** drive a powered industrial truck/MHME over power lines, extension cords, oxygen-acetylene hoses, fire or other high-pressure hoses.
- 7.1.22 Powered industrial trucks/MHME shall not be allowed to idle in enclosed areas for extended periods of time.
- 7.1.23 All PIT will be equipped with two blue lights (forward and reverse) and wired into the ignition switch. These blue lights


 <p style="text-align: center;">OPERATION OF POWERED INDUSTRIAL TRUCKS / Material Handling Mobile Equipment</p>	<p>Procedure Number SAF-1.19</p>
	<p>Issue Date DECEMBER 8, 2003</p>
<p>Safety</p>	<p>Revision Date March 19, 2024</p>
	<p>Page 10 of 19</p>

are designed to shine a blue dot on the floor 15 to 20 feet in front and in back of the PIT while in operation.


- 7.1.24 PIT cannot be operated unless the dots from the blue lights are directed in the correct position (15' to 20' in front and back) and fully operational.
- 7.1.25 All powered industrial trucks/MHME shall be equipped with canopy guards (Roll over Protection Structure). The guards shall not be modified without prior written approval from the manufacturer.
- 7.1.26 All lift truck type powered industrial trucks shall be equipped with back stands.
- 7.1.27 Passengers are not allowed on powered industrial trucks/MHME.
- 7.1.28 Powered industrial trucks (lift trucks) shall not be used to move rail cars.
- 7.1.29 Powered industrial trucks (forks, clamps, or attachments designed for PIT) shall not be used to open railcar doors. Forklifts can be used to open railcar doors with the use of an approved chain and hook attached to the grab attachment. See TAG KM-RDL-OWP-0002 Open and Close Railcar and Truck Doors.
- 7.1.30 When switching railcars, ensure all switching activity is complete; and blue flagged de-rail devices, wheel stops or other positive protection devices to prevent car movement are in place prior to installing dock board and entering railcar.
- 7.1.31 Always inspect the truck or railcar floor prior to entering with a fork or clamp truck.
- 7.1.32 Prior to entering a truck trailer with a fork lift or clamp truck, always ensure the truck's brakes are set, the wheels are chocked, the dock locking device (ICC bar) is engaged and the air-rides (if equipped) are deflated. In cases where the trailer is separated from the truck, ensure the jacks are in place (see TAG KM-RDWH-OWP-0007).
- 7.1.33 **DO NOT** place arms or legs outside of operator compartment when in operation.

 <p style="text-align: center;">OPERATION OF POWERED INDUSTRIAL TRUCKS / Material Handling Mobile Equipment</p>	<p>Procedure Number SAF-1.19</p>
	<p>Issue Date DECEMBER 8, 2003</p>
<p style="text-align: center;">Safety</p>	<p>Revision Date March 19, 2024</p>
	<p>Page 11 of 19</p>

- 7.1.34 Faceshields, protective rubber gloves, and green jacket must be worn when changing propane cylinders
- 7.1.35 **When Refueling Propane Tanks on the Vehicle Tag KMRDLOWP0009**
 1. Shut off engine
 2. Attach grounding device to bottom of tank. (Away from fill nozzle and valve.)
 3. Wear face shield, protective rubber gloves, and green jacket. **Tag KMRDLOWP0009**
 4. Do not use cell phones or any other electronic devices, including radios, during fueling operation.
 5. When fueling is complete, shut down pump, close valve and slowly evacuate the discharge hose.
- 7.1.36 Seat belts and proper designated PPE must be worn at all times.
- 7.1.37 When carrying double rolls, the clamp pads must extend a minimum of three inches onto the top roll. (Only in the vertical position. Never attempt to carry double rolls in the bilge position.)
- 7.1.38 Never allow anyone to pass under elevated forks or clamps.
- 7.1.39 Grades will be ascended and descended slowly. (The load will always be carried in the uphill direction; and when empty, the forks or clamps will be downhill.)
- 7.1.40 A pre-use inspection report must be completed prior to operating the equipment (see Attachment A).
- 7.1.41 Operators are responsible for the safe operation of their equipment. In case of a malfunction, the equipment must be stopped immediately, tagged out of service, and the malfunction must be reported.
- 7.1.42 Steering aid devices (steering knobs) or other devices that are not provided as standard equipment shall not be used.
- 7.1.43 If a powered industrial truck or MHME is involved in an accident/incident, the operator shall report it immediately.
- 7.1.44 If an unsafe condition develops while operating a powered industrial truck or MHME, the operator shall stop the job until such condition is properly corrected.

 <p style="text-align: center;">OPERATION OF POWERED INDUSTRIAL TRUCKS / Material Handling Mobile Equipment</p>	<p>Procedure Number SAF-1.19</p>
	<p>Issue Date DECEMBER 8, 2003</p>
<p style="text-align: center;">Safety</p>	<p>Revision Date March 19, 2024</p>
	<p>Page 12 of 19</p>

- 7.1.45 In the event a powered industrial truck tips over or runs off an elevated surface, the operator must remain inside the operator's compartment. **DO NOT ATTEMPT TO JUMP CLEAR. Stay in the forklift, hold tight to steering wheel, brace feet, lean away from impact, and lean forward.**
- 7.1.46 Powered industrial trucks with white non-skid tires will not be operated without a static dissipating device attached to frame with sufficient length to reach operating surface.
- 7.1.47 In the event of a fire or any indication of a fire on the Powered Industrial Truck/MHME (such as the tripping of the fire suppression system) the Operator will shut the equipment down, exit the equipment, make the proper notifications, ERT (call Security for ERT response) and Supervisor; and only respond to the fire according to the applicable incipient fire fighting procedures and the guidance in the Mobile Equipment Fires / Overheating Incidents Policy. **DO NOT** open any compartment or approach exposed hoses for a 30 minute minimum. Maintain a 15 foot minimum from the equipment during the incipient fire fighting activities and for 30 minutes afterward if hoses are exposed. The MHME powered industrial truck cannot be operated or further inspections performed until the event is declared safe by the Shift Team Leader.
- 7.1.48 If the powered industrial truck/MHME overheats or there is evidence of a failed hose or other cooling system related component, the operator should immediately shut down the equipment, exit and notify his/her Shift Team Leader. **DO NOT** open any compartment or approach exposed hoses for a minimum of **30 minutes** to allow the engine to cool down. Check all temperature related gauges for indication the engine is cool and does not present a danger. Follow the guidance in the Mobile Equipment Fires / Overheating Incidents Policy. The equipment cannot be operated or further inspections performed until the event is declared safe by the Shift Team Leader. Use extreme caution during the follow-up inspection.
- 7.1.49 When adjustments to forks are to be made or when an individual is in line of fire of forks, no one shall be in the cab.

 <p style="text-align: center;">OPERATION OF POWERED INDUSTRIAL TRUCKS / Material Handling Mobile Equipment</p>	<p>Procedure Number SAF-1.19</p>
	<p>Issue Date DECEMBER 8, 2003</p>
Safety	<p>Revision Date March 19, 2024</p>
	Page 13 of 19

- 7.1.50 Transporting Containers (and other items):
 - a. Containers (and other items) must be secured to the load backrest with a ratchet strap.
 - b. The ratchet strap must be located near the top of the load and tight enough around the load that it will not slide or fall off during travel.
 - c. The load must be all the way on the forks.
 - d. Once the load is secure and ready for travel, the load must be tilted all the way back.
 - e. The forks must then be lowered close to the ground (4 to 6 inches) for safe travel.
- 7.1.51 Transferring Material to Racks/Shelves with PIT:
 - a. Packaging materials must be removed from crate prior to transport and while forks of PIT are lowered to ground.
 - b. Loading items equal to or greater than 8 ft in length (i.e., lance tube) from PIT to a rack system is a 2-person task. The second person becomes a "pedestrian when PIT is moving and must maintain safe distance as defined in Section 8.1.2.


7.2 Shift Team Leader and Maintenance Coordinator will be responsible for ensuring compliance with the above procedures.

7.3 The Powered Industrial Truck/MHME Operator will be responsible for the safe operation of the vehicle.

For additional information on the safe and proper operation of powered industrial trucks, please refer to 29 CFR 1910.178.

8. PEDESTRIANS SAFETY RULES

- 8.1 All pedestrians and mobile equipment operators must know and obey all safe procedures in an area where Mobile equipment is operating. Following are minimum requirements:

 <p style="text-align: center;">OPERATION OF POWERED INDUSTRIAL TRUCKS / Material Handling Mobile Equipment</p>	<p>Procedure Number SAF-1.19</p>
	<p>Issue Date DECEMBER 8, 2003</p>
<p>Safety</p>	<p>Revision Date March 19, 2024</p>
	<p>Page 14 of 19</p>

8.1.1 Pedestrians must always walk in clearly defined and marked pedestrian walkways.

8.1.2 A minimum of 10 feet safe distance must be maintained at all times between pedestrian and lift truck, bobcat, and other similar mobile equipment in movement when permanent physical barriers are not present (ex: permanent guarding in walkways, etc.).

Exception: During maintenance work requiring the presence of workers close to forklift or similar device to move/install a load, a detailed and specific 360° RA specific to the work must be approved by the supervisor of the job and comply with minimum rules of Corporate Safety Standard for the removal and transport of heavy mechanical parts on the pulp machinery.

8.1.3 If the minimum safe distance can't be maintained, mobile equipment operator must stop and wait for pedestrian being out of the minimum safe distance area before moving the mobile equipment.


8.1.4 In logging sampling sites, hauling areas, and wood chips areas, always maintain a 100 ft. safe perimeter around all individuals from any heavy mobile equipment in operation.

9. PULP WAREHOUSE ACCESS – WORKING AROUND PITs AND OTHER HEAVY EQUIPMENT

9.1 Pulp Warehouse

9.1.1 Prior to any pedestrian entering the warehouse, all forklift operation must be halted and each forklift operator must be notified of a pedestrian entering the building.

9.1.2 A Pedestrian Restricted Access Permit (Attachment C) must be completed by the pedestrian and authorized.

 OPERATION OF POWERED INDUSTRIAL TRUCKS / Material Handling Mobile Equipment	Procedure Number SAF-1.19
	Issue Date DECEMBER 8, 2003
Safety	Revision Date March 19, 2024
	Page 15 of 19

9.1.3 Pedestrians allowed access must wear high-vis vest, shirt, or jacket.

9.1.4 The pedestrian must install safety gates (See Attachment B) and must be placed on both sides of the bay of which the pedestrian is working. These safety gates must span the entire roadway and create a physical barrier. There must be a minimum 1 bay buffer on each side of the bay of which the pedestrian is working.

9.1.5 Because visual contact cannot be maintained, each PIT Operator will carry a mill radio. When the pedestrian has established a physically barricaded safe area, the pedestrian will make an all clear announcement over the radio, releasing PIT Operators to resume their work.

10. REFERENCES

- 10.1 OSHA regulation 29 CFR 1910.178
- 10.2 Corporate Material Handling Mobile Equipment Safety Policy
- 10.3 Yale Industrial Truck Training Publication:
Yale Operator Training: The Key to Productivity



**OPERATION OF POWERED INDUSTRIAL TRUCKS
/ Material Handling Mobile Equipment**

Safety

Procedure Number
SAF-1.19

Issue Date
DECEMBER 8, 2003


Revision Date
March 19, 2024

Page 16 of 19

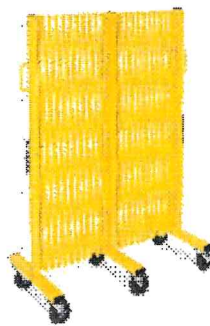
PRE-USE INSPECTION FORM

ATTACHMENT A

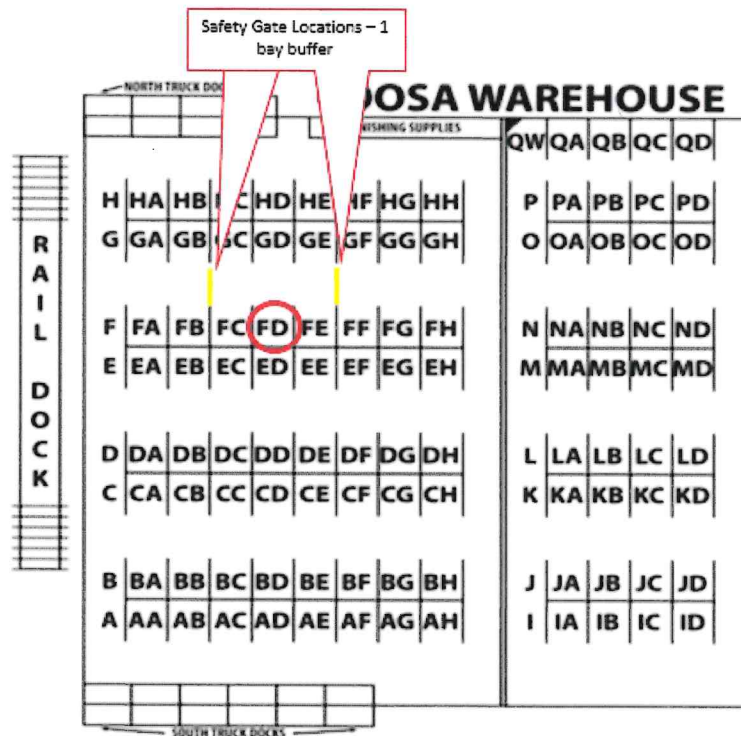
resolute Forest Products		Powered Industrial Truck (PIT) Safety Checklist Coosa Pines Operations		
Date:	Tractor #:	Operator Print Name (First & Last):		
Time: AM / PM	Rental #:	Operator Signature:		
Shift:	Dept:	STL Signature:		
PIT Hours:	Beware of Pinch Points!	Time: AM / PM		
Hours for next PM:				
Engine Off - Checks		OK/Good	N/A	Reject
1. Operating Manual - On Equipment				
2. PIT & Attachment Data Plates - Posted /Legible				
3. Housekeeping - PIT Clean, Engine/Transmission Not Oily				
4. No Leaks - Motor, Hydraulic, Trans. Oil, Coolant, etc.				
5. Safety Decals - Posted & Legible				
6. Carriage, Chains, Hoses, Mast, Overhead Guard (Carriage Keepers/Fasteners in Place)				
7. Attachment Condition - Forks, Clamps, Boom				
8. Rubber Pad on Clamp Condition - not torn, smooth, free from debris, no gouges, straight/not damaged.				
9. Load Backrest - Securely Attached, No Damage				
10. Paint Condition - Skuffs on Paint/Body Damage)				
11. Roll Cage (Not Damaged)				
12. Engine & Radiator Compartments Clean & BLOWN OUT at Start of Shift (blow from rear)				
13. Engine Oil Level Checked at Start of Shift & OK				
14. Hydraulic Oil Level OK				
15. Engine Coolant Level OK				
16. Engine Belts OK				
17. Seat & Hood Properly Latched & NO ITEMS Stored Underneath or Behind Seat/ Motor Hood				
18. Fuel Tank OK, Level OK, Properly Latched				
19. Condition of Wheels & Tires OK				
20. Fire Extinguisher - Present, Charged & Inspected				
21. Static Ground OK (White Non Skid Tires ONLY)				
22. No Loose or Missing Hardware				
23. Seat Belt Condition OK				
24. Mirrors & Windshield OK				
Engine On - Checks		OK/Good	N/A	Reject
25. Warning Strobe Light Functioning Properly				
26. Blue Projection Lights OK (Front & Rear)				
27. Horn & Head Lights Working				
28. Back-Up Alarm, Back-Up/Brake Light, Brakes				
29. Unusual Noise, Exhaust Leaks, Squealing Belts				
30. Motor, Runs Smooth				
31. Steering System Functioning Properly/No Slack/Drives Good				
32. All Gauges & Indicator Lights Checked OK / Control Labels in Place				
33. All Operational Functions Verified OK				
34. Cameras Functioning & Properly Aimed				
Rejection Summary: (For any item marked REJECT, tag out of service, & report to STLASAP)				
To be completed at beginning of shift (or use) and turned in to STL at end of shift.				
OK to Return to Service	Date:	Operator Tech (Print/Signature):		
<small>Form # 511-212, Rev 03, 09/08/2020</small>	<small>Use back of form for additional space.</small>			

 <p style="text-align: center;">OPERATION OF POWERED INDUSTRIAL TRUCKS / Material Handling Mobile Equipment</p>	Procedure Number <p style="text-align: center;">SAF-1.19</p>
	Issue Date <p style="text-align: center;">DECEMBER 8, 2003</p>
Safety	Revision Date <p style="text-align: center;">March 19, 2024</p>
Page 17 of 19	


ATTACHMENT B



Safety Gate




Example of set-up for work in Bay FFD.

 <p style="text-align: center;">OPERATION OF POWERED INDUSTRIAL TRUCKS / Material Handling Mobile Equipment</p>	Procedure Number SAF-1.19
	Issue Date DECEMBER 8, 2003
Safety	Revision Date March 19, 2024
	Page 18 of 19

ATTACHMENT C

Pedestrian Restricted Access Permit	
<p>Instructions: Permit is mandatory before entering a PEDESTRIAN RESTRICTED AREA where mobile equipment is in operation. Permit must be completed by the employee performing the work inside the restricted area. Permit must be reviewed and approved by a Manager, STL, or Coordinator. The signed permit must be kept at the work site until the work is complete. Completed permit must be returned to the authorizing department when the work is complete & copy sent to Safety</p>	
Restricted Access Area (Circle One)	
Ross Dry End	Pulp Warehouse
Type of work being performed: _____	Date: _____
Names and Signatures	
Name of Company Performing the work: _____	
Entrant #1 Name	Print: _____ Signature: _____
Entrant #2 Name	Print: _____ Signature: _____
Entrant #3 Name	Print: _____ Signature: _____
Entrant #4 Name	Print: _____ Signature: _____
Mobile Equipment in Area _____	
Type of Equipment: _____	Operator Name _____
Type of Equipment: _____	Operator Name _____
Type of Equipment: _____	Operator Name _____
Mandatory Control Measures	
	Circle One
1 Are you wearing Hi-Vis and correct PPE required for the task and the area?	Yes No
2 Are ALL Mobile Equipment Operators notified of your entry into the work area?	Yes No
3 Are physical barriers in place when work is being done while mobile equipment is present?	Yes No
3a If, physical barriers are not adequate or available, is the restricted area shutdown?	Yes No
4 Write the communication method between operators and pedestrians	_____
5 Are all PIT/Mobile equipment accounted for?	Yes No
Authorizing Employee Name	Print _____ Signature: _____

 <p style="text-align: center;">OPERATION OF POWERED INDUSTRIAL TRUCKS / Material Handling Mobile Equipment</p>	Procedure Number SAF-1.19
	Issue Date DECEMBER 8, 2003
Safety	Revision Date March 19, 2024
Page 19 of 19	

ATTACHMENT D

RECORD OF REVISIONS

Section	Revision Number	Effective Date	Description Of Changes
ALL	1	10-20-08	Name change due to merger. Addition of existing Pre-Use Form, 7.1.29 and Record of Revisions.
7.1.3, 7.1.30 #4	2	11-19-09	Addition of 7.1.3 text Modification to grammar
7.1.42, 7.1.43	3	11-30-10	Change to procedures for PIT fires due to Mobile Equipment Fires / Overheating Incidents Policy change.
7.1.9	4	03-11-11	Add 7.1.9 Always maintain 3 point contact when entering or exiting a powered industrial truck.
Attachment A & Company Name	5	07-01-12	Modified Pre-Use Inspection Form, Changed to Resolute
All, Sec 7	6	03-16-16	Changed title page for current management, updated Safe Operating Procedures section, renumbered procedure, and inserted Rev 1 of PIT Pre-Use Inspection Form.
7.1.48 Attachment A	7	06-16-16	Addition of 7.1.48 text (pinch point, line of fire); Update to PIT Pre-Use Inspection Form.
7.1.16	8	6-22-18	Addition of sounding horn if pedestrians are within 10 feet of PIT (IR-2018-10).
7.1.10 7.1.12 7.1.44 7.1.45 7.1.49	9	8-09-18	Updated safe distance of forks to floor during travel; addition of chocking wheels if disabled on a ramp; Addition of posture/position during tip-over event; Clarification of need for static dissipating device; addition of straps for transporting containers.
All	10	8/25/2020	Updated entire policy to comply with corporate's Material Handling Mobile Equipment Safety Policy Addition of MHME; addition of Pedestrian Safety Rules.
7.1.9 9.0 Attachments	11	3/19/2021	Updated entry/exit to include "facing equipment" (IR-2021-06); Addition of Section 9: Warehouse Access – Working Around PITs and Other Heavy Equipment; Addition of Attachments B & C.
All	12	10/25/2023	Annual review and verification of equipment being hauled is tied down.
7.1.51	13	3/19/2024	Addition of "Transferring Material to Racks/Shelves with PIT" action item due to IR-2024-LT-Coosa Pines-2024 02 29.