

# Forklifts-Powered Industrial Truck (PIT)

Revised May 2024

## Purpose

To provide direction and expectations for all employees working with and operating Forklifts and/or Powered Industrial Trucks (PITs) as outlined in [WAC 296-863 Forklifts and other Powered Industrial Trucks](#)

## Applicability

This section is applicable to all employees whose job duties require operation, or oversight of those operating, forklifts and/or PITs.

## Responsibilities

Applicable employees and managers are responsible for understanding and following all sections and rules as specifically outlined in WAC 296-863. It is also the District's expectation employees are fit for duty (Directive 52 Fitness for Duty) and work in a safe, competent, and efficient manner (Directive 34 Employee Rules of Conduct).

### Manager Responsibilities

- Ensure daily operation of forklifts and PITs is done in a manner that complies with [WAC 296-863 Forklifts and other Powered Industrial Trucks](#) and District safety standards as outlined in this manual.
- Ensure employees are trained in accordance with [WAC 296-863-600 training](#)
  - Assign trainings to employee learning plans as applicable (see Learning Central).
- Should any equipment deficiency be brought forward, work with appropriate parties to correct deficiency. *Equipment with faulty brakes, mechanical malfunction, or electrical defects shall not be operated.*

### Employee Responsibilities

- Complete all required trainings as specified in WAC 296-863-600.
- Be trained and familiar with other applicable safety practices, including emergency procedures that are not specifically addressed in the section but are related to job duties and necessary for safety.
- Inspect equipment prior to use for any deficiencies. Should deficiencies be identified they must be red tagged and reported to manager, foreman, or person-in-charge.

Should any modifications be made to equipment, including attachments, it must be done so in accordance with [WAC 296-863-20010 Meet these requirements when modifying or altering PITs](#).

## Resources & Training

Several sections have been linked below for quick reference but in no way limit or exclude expectations of compliance with any other section(s) of WAC 296-863.

[296-863-30010 Inspect your PITs](#)

[296-863-30025 Service gasoline fueled PITs safely](#)

[296-863-40005 Protect employees around PITs](#)

[296-863-40010 Operating PITs safely](#)

[296-863-40015 Make sure PIT loads are carried safely](#)

[296-863-40020 Meet these requirements when the operator leaves the normal operating position](#)

[296-863-40050 Meet these requirements when loading or unloading highway trucks with PITs](#)

[296-863-600 Training](#)

Washington State Labor & Industries: [Forklift Safety Guide \(wa.gov\)](#)

Training and resources are not confined to this section and can be found throughout this manual, Learning Central, and the Collective Bargaining Agreement (CBA).

Forklifts and/or PITS shall only be operated by employees who've completed the initial training program and been evaluated for proficiency by a qualified observer. Following initial training it is required all qualified employees repeat every 3 years a proficiency/checklist observation by a qualified person.