HO-CHUNK NATION CODE (HCC)
TITLE 6 – PERSONNEL, EMPLOYMENT AND LABOR CODE
SECTION 8 – OCCUPATIONAL SAFETY AND HEALTH PROGRAM ACT OF 2002
SUBSECTION 6 – POWERED INDUSTRIAL TRUCK SAFETY

ENACTED BY LEGISLATURE: MAY 20, 2002

CITE AS: 6 HCC § 8-6

1. **Authority**. See basic document (Occupational Safety and Health Program Act).

2. **Purpose**. This subsection of the Occupational Safety and Health Program Act establishes guidelines to be followed whenever any HCN employees work with powered industrial trucks. The rules established are to be followed to provide a safe working environment; govern operator use of powered industrial trucks; and ensure proper care and maintenance of powered industrial trucks. These procedures establish uniform requirements designed to ensure that powered industrial truck safety training, operation, and maintenance practices are communicated to and understood by the affected employees. These requirements also are designed to ensure that procedures are in place to safeguard the health and safety of all employees.

3. **Definitions**. See basic document (Occupational Safety and Health Program Act). In addition, the following definitions apply to this subsection.

a. "Attachments" means devices (other than conventional forks or load backrest extensions) mounted permanently or temporarily on the elevating mechanism of the truck. Popular types include fork extensions, clamps, booms, rams, baskets, and personnel platforms.

b. "Capacity" is used to designate the weight-handling ability of a particular truck as equipped.

c. "Dockboard" means a portable or fixed device for spanning the gap or compensating for the differences in the level between loading platform and carrier.

d. "Forks" mean horizontal, tine-like projections, normally suspended from the carriage, that engage and support loads.

e. "Operator" means a trained and authorized person who controls any function(s) of a powered industrial truck.

f. "Powered Industrial Truck" or "truck" means any mobile power-propelled truck used to carry, push, pull, lift, stack or tier materials. Powered industrial trucks can be

ridden or controlled by a walking operator. Vehicles covered include: high lift trucks, counter-balanced trucks, cantilevered trucks, rider trucks, forklift trucks, high lift platform trucks, low lift trucks, low lift platform trucks, motorized hand trucks, pallet trucks, narrow aisle rider trucks, straddle trucks, reach rider trucks, single side loader rider trucks, high lift order picker rider trucks, motorized hand/rider trucks, and rough terrain trucks.

g. "Tiering" means the process of placing one load on or above another.

4. **Training**. Supervisors/managers are responsible for selecting and providing the proper training to operators, inspectors, and maintenance personnel.

a. Training Program Elements.

(1) The amount and type of operator training must be based on the operator's prior knowledge and skill; the type of powered industrial truck that the operator will drive in the workplace; hazards present in the workplace; and operator's demonstrated ability to operate a powered industrial truck safely.

(2) Training programs for operators should include the following:

(a) Truck-related topics:

1 Operating instructions, warnings, and precautions for the types of truck the operator will be authorized to operate.
2 Differences between the truck and the automobile.
3 Truck controls and instrumentation: where they are located, what they do, and how they work.
4 Engine or motor operation.
5 Steering and maneuvering.
6 Visibility (including restrictions due to loading).
7 Fork and attachment adaptation, operation, and use limitations.
8 Vehicle capacity.
9 Vehicle stability.
10 Vehicle inspection and maintenance that the operator will be required to perform.
11 Refueling and/or charging and recharging of batteries.
12 Operating limitations.
13 Any other operating instructions, warnings, or precautions listed in the operator's manual for the type of vehicle that the employee is being trained to operate.

(b) Workplace-related topics:

1 Surface conditions where the vehicle will be operated.
2 Composition of loads to be carried and load stability.
3 Load manipulation, stacking, and unstacking.

4 Pedestrian traffic in areas where the vehicle will be operated.

5 Narrow aisles and other restricted places where the vehicle will be operated.

6 Hazardous (classified) locations where the vehicle will be operated.

7 Ramps and other sloped surfaces that could affect the vehicle's stability.

8 Closed environments and other areas where insufficient ventilation or poor vehicle maintenance could cause a buildup of carbon monoxide or diesel exhaust.

9 Other unique or potentially hazardous environmental conditions in the workplace that could affect safe operation.

(c) The requirements of this subsection.

(d) The initial training includes an evaluation of the employee's knowledge and performance.

b. Refresher Training.

(1) Refresher training is required when any of the following conditions occur:

(a) If the operator is involved in an accident or a near-miss accident.

(b) If the operator has been observed driving the vehicle in an unsafe manner.

(c) When the operator is assigned to a different type of truck.

(d) If it has been determined during an evaluation that the operator needs additional training.

(e) When there are changes in the workplace that may affect safe operation of the truck. This could include a different type of paving, reconfiguration of the storage racks, new construction leading to narrower aisles, or restricted visibility.

(2) The type and amount of training needed in the refresher training depend on several factors, including: the different characteristics of the new type of truck or terrain; the practice or practices that the evaluation indicated needed improvement; the nature of the unsafe act; and the potential for an accident to occur.

(3) The refresher training also includes an evaluation of the operator's performance in the workplace.

5. **Evaluations.**

a. Each certified powered industrial truck operator must be evaluated at least once every three years to verify that the operator has retained and uses the knowledge and skills needed to drive safely. If the evaluation shows that the operator is lacking the appropriate skills and knowledge, the operator must be retrained.

b. The evaluation can be conducted by:

(1) Observing the operator during normal operations to determine if the operator is performing safely, and

(2) Asking pertinent questions to ensure that the operator has the knowledge or experience needed to operate a truck safely.

6. **Certification.**

a. After an employee has completed the training program, the instructor will determine whether the potential driver can safely perform the job. As this point, the trainee will take a performance test or practical exercise through which the instructor(s) will decide if the training has been adequate. All powered industrial truck trainees are tested on the equipment they will be driving.

b. Certification that the required training and evaluation has been conducted and that the employee is competent to perform the duties of an operator safely will be done by keeping a record of the name of the trainee, the dates of the training, an outline of the training, and the name of the person performing the training or evaluation.

c. Certification records must be maintained for three years.

7. **Inspections.** Operators will perform pre-operational equipment inspection on powered industrial trucks prior to operating them each day.

a. The pre-operational inspection is performed by completing a daily truck inspection checklist. See Appendix A-1.

b. No blank spaces are allowed on the form. If an item does not apply, use the code "N/A".

c. Fill out the comment section thoroughly and accurately if there are any operational or visual effects.

d. If the powered industrial truck is unsafe to operate, the operator is to remove the key from the truck; place a "DANGER DO NOT OPERATE" tag on the steering wheel or control lever of the truck; report the problem to their supervisor.

8. **Maintenance.** Investing time and effort into the proper upkeep of powered industrial trucks results in day-to-day reliability. Keeping up with the manufacturer's recommended maintenance and lubrication schedules, and completing proper records, will also increase the trucks' longevity.

9. **Operating Procedures.** Powered industrial trucks can create certain hazards that only safe operation can prevent. Operators must obey all the following safety rules.

a. Driving.

(1) Use only powered industrial trucks approved for the location of use.

(2) Only start/operate a powered industrial truck from the designated operating location.

(3) Observe all traffic regulations, including speed limits and keeping to the right.

(4) Yield the right of way to pedestrians.

(5) Maintain safe distances from powered industrial trucks ahead.

(6) Travel at speeds that will permit vehicles to stop safely at all times.

(7) Avoid quick start/changes of direction.

(8) Turns must be negotiated by reducing speed and turning the steering wheel with a smooth, sweeping motion.

(9) Maintain forks in proper position.

(10) Drive properly in reverse.

(11) Do not engage in stunt driving and horseplay.

(12) Drive slowly over wet or slippery floors.

(13) When the forks are empty, travel with the forks at a negative pitch as low to the floor as practical.

(14) Approach elevators slowly and squarely. Once on an elevator, neutralize controls, shut off power, and set the brakes.

(15) Direct motorized hand trucks into elevators with loads facing forward.

(16) Do not run over loose objects.

(17) Slow down and sound the horn and look at intersections, corners, and other locations where vision is obstructed.

(18) Maintain a clear view of the direction of travel at all times. Look in the direction of travel.

(19) Keep unauthorized personnel from riding on powered trucks.

(20) Keep all body parts within truck.

(21) Do not allow anyone to place their arms or legs between the uprights of the mast or outside the running lines of the truck.

(22) Do not drive trucks up to anyone standing in front of a bench or other fixed object.

(23) A vehicle is considered "unattended" when an operator is 25 feet or more away from a vehicle which remains in view, or whenever an operator leaves a vehicle and it is not in view. Unattended trucks must be secured by: fully lowering forks or other attachments; neutralizing controls; shutting off power; setting brakes.

(24) Secure trucks when dismounted operators are within 25 feet of a vehicle still in view by: fully lowering the load; neutralizing controls; setting brakes.

(25) Be aware of headroom under overhead installations, lights, pipes, door beams, and sprinkler systems.

(26) Do not block access to fire or emergency exits, stairways, fire equipment, or electrical panels.

(27) Sound the horn or other audible warning device at all intersections and corners to warn pedestrians.

(28) Maintain safe distances from the edges of ramps or platforms while on any elevated dock or platform.

(29) Dockboards and bridgeplates must be secured before vehicles cross over them. Be sure they do not exceed rated weight limits.

(30) When ascending or descending a grade or incline: proceed slowly and with caution; tilt or raise the forks and attachments only as far as necessary to clear the surface; and sound the horn before ascending or descending.

(31) Do not park on inclines, ramps, or dock plates. If you must park on an incline, block the wheels.

(32) Do not use powered industrial trucks for any purpose other than what they were designed.

(33) Clean up all fluid leaks (oil, hydraulic, transmission, etc.) from the floor.

(34) Do not operate a powered industrial truck with a leak in the fuel system until the leak has been corrected.

(35) If the warning device (like a warning lamp or sound-producing device) comes on, stop the truck as soon as possible.

(36) Follow manufacturer's recommended emergency procedures for fire or tipover and be familiar with manufacturer's emergency equipment.

(37) Do not modify a powered industrial truck.

(38) Report all powered industrial truck accidents involving employees, building structures, and equipment to immediate supervisor.

b. Load Lifting and Carrying. Each truck has its own load capacity, which is indicated on the rating plate. Powered industrial trucks also have three-point suspension that forms an imaginary triangle from the left front wheel to the right front wheel to the point between the two back wheels. The center of gravity for a powered industrial truck must lie somewhere within this triangle or else the truck will tip over. The load and its position on the forks, as well as traveling speed and slopes, all affect the center of gravity. There are a number of concerns for lifting and carrying loads. These include stability, obscured vision, falling loads, elevated workers, ascending and descending grades, attachments that permit the truck to move odd-shaped material or carry out tasks that may not have been envisioned when the truck was designed and manufactured. Operators must obey all the following load lifting and carrying procedures:

(1) Handle loads only within the capacity rating of the truck.

(2) Use a forking system which suits the load.

(3) Do not allow anyone to stand or pass under the elevated portion of any truck whether empty or loaded.

(4) Do not start a powered industrial truck or operate any of its functions or attachments from any position other than from the designated operator's position.

(5) Keep a clear view of the path of travel and look for other traffic, personnel and safe clearances. If the load being carried obstructs forward view, travel with the load trailing.

(6) When traveling with a load on the forks, travel with the load as low to the floor as practical with the load tilted back slightly for improved stability.

(7) When ascending or descending a grade or incline, drive with the load positioned upgrade or uphill when the truck is loaded.

(8) When unloading or loading semi-trailers: check condition of dock leveler plate and trailer floor before entering, set the brakes of the semi-tractor, and chock the rear wheels of the trailer.

(9) Backup Procedure and Sequence. Pivot at the waist and inspect the area of operation in the rear of the fork truck, watching for obstructions and pedestrians. Blow the horn to alert any pedestrians that may or may not be visible. Engage the directional lever to the reverse position. Concentrate on the removal of the forks from the load to avoid any load disturbance, as you back the fork truck out of the load. Stop the fork truck 18" to 24" away from the load's resting location and lower the forks to the proper travel height and angle.

(10) Load Placement. Square the fork truck with the load resting location. Stop the fork truck 18" to 24" away from the load resting location. Raise the load to proper entry height. Drive forward with the load and position the load over its resting location. Lower the load to a height of 4" if possible. Tilt the load forward to a level position. Lower the load to its resting platform. Back up the unit using proper back up procedures and sequence. Do not attempt to move loads with broken pallets.

(11) Load Retrieving. Tie together unstable loads. Square the fork truck with the load resting location. Stop the fork truck 18" to 24" away from the load resting location. Raise the forks to eye level and level the forks to a horizontal position. Raise the forks to the proper entry height. Slide the forks into the load and maintain the clearance around the forks to avoid load disturbance. Be sure to place the heaviest part of the load closest to the backrest. Raise the load so it is completely suspended from its resting platform. Be sure to support and center the load so that it will not fall forward or sideways. Tilt the load back. Visually inspect the rear area of the fork truck to ensure no pedestrians are behind or around the unit. Back up the unit using proper back up procedures and sequence. Back up the fork truck 18" to 24" and stop.

(12) Know the load limits of elevators.

(13) Whenever a truck is equipped with vertical only, or vertical and horizontal controls elevatable with the lifting carriage or forks for lifting personnel, use these precautions: Use a safety platform that is firmly secured to the lifting carriage and/or forks. Provide a way for the person on the platform to shut off power to the truck. Provide protection from falling objects.

c. Fuel Handling and Storage. Some powered industrial trucks operate with highly flammable and combustible fuels.

(1) The storage and handling of liquid fuels such as gasoline and diesel fuel shall be in accordance with NFPA Flammable and Combustible Liquids Code (NFPA 30).

(2) The storage and handling of liquefied petroleum gas fuel shall be in accordance with NFPA Storage and Handling of Liquefied Petroleum Gases (NFPA 58).

(3) Never smoke in fueling areas.

(4) Prevent open flames, sparks, or electric arcs while fueling.

(5) Never fuel a powered industrial truck while the engine is running.

(6) Keep solvent waste, oily rags, and flammable liquids (liquids having a flashpoint below 140º F and capable of being easily ignited, burning intensely, or having a rapid rate of flame spread) in fire resistant covered containers until removed from the workplace.

(7) To change an LP gas tank: put on leather work gloves and goggles; disconnect powered industrial truck valve from the empty LP cylinder; replace with full cylinder; strap in the cylinder and reconnect the truck valve securely to the cylinder outlet; open cylinder valve and listen for leaks; if leaking, close cylinder valve and slowly uncouple the fuel valve; try to reconnect; if still leaking, try a different cylinder and notify department management of faulty cylinder; if no leaks are present, lift truck may be utilized.

d. Battery Charging and Changing.

(1) Batteries present a hazard because they contain corrosive chemical solutions, either acid or alkali. During recharging, a worker may be exposed not only to the acid solution, but to hydrogen gas that is produced during the recharging process. Because of the hazards involved in battery charging and changing, only personnel who have been trained in the appropriate procedures, understand the dangers involved, and know the appropriate precautions to take may be allowed to perform this work.

(2) There are two types of batteries that are commonly used in electric lift trucks: lead and nickel-iron. These batteries present a hazard because they contain corrosive chemical solutions, either acid or alkali. If battery acid is splashed on a person, it will burn the skin; if splashed in the eyes, it can cause blindness; and if it gets on clothing, it will eat holes in it. During recharging, a worker may be exposed not only to the acid solution, but to hydrogen gas which is produced during the recharging process. Hydrogen gas may present an explosive hazard. Therefore, smoking, open flames, sparks, and electric arcs are prohibited in charging areas. An effective means of fire protection must be provided in the area. Because of the hazards involved in battery charging and changing, only personnel who have been trained in the appropriate procedures, understand the dangers involved, and know the appropriate precautions to take should be allowed to perform this work.

(3) Due to the hazards above, it is necessary to:

(a) Provide battery charging installations located in areas designated for that purpose.

(b) Provide fire protection, in the form of a fire extinguisher.

(c) Provide for quick drenching of the eyes and body within 25 feet of battery handling areas.

(d) Provide facilities for flushing and neutralizing spilled electrolyte.

(e) Provide a means of protecting charging apparatus from damage by trucks.

(f) Ventilate the battery charging area to prevent the build-up of hydrogen gas.

(g) Provide acid resistant floors in the battery handling area unless protected from acid accumulations.

(h) Provide eye and face protection, gloves, protective footwear, long-sleeved shirts, and aprons.

(i) Provide an easily accessible first aid kit in the charging/changing area.

(4) The following are good battery charging/changing procedures:

(a) When removing battery covers to add or inspect electrolyte levels, wear proper goggles, face shield, rubber gloves, and an apron. Protective equipment is not required when filling batteries equipped with an automatic filler.

(b) Wear appropriate foot protection where there is the risk of foot injury.

(c) If the powered industrial truck is not put on a charge during off shifts or weekends, disconnect the battery plug from the truck plug.

(d) Do not smoke in the battery charging area.

(e) Wear hearing protection in the battery charging area if necessary.

(f) Prevent open flames, sparks, and electric arcs in the battery charging area.

(g) Keep tools and other metallic objects away from the tops of uncovered batteries.

(h) Keep the charging area clean.

(i) Keep the charging area work surface dry and slip-resistant.

(j) When batteries are being charged, keep the vent caps in place to avoid electrolyte spray.

(k) Take care to assure that vent caps are functioning. The battery (or compartment) cover(s) must be open to dissipate heat.

(l) When charging batteries, acid must be poured into water; water must not be poured into acid.

(m) Provide carboy tilter or siphon for handling electrolyte.

(n) Clean up spilled materials or liquids in the charging area immediately.

(o) Always use a battery replacement that is within the weight range specified on the nameplate of the truck in order to maintain vehicle stability.

(p) Properly position and secure reinstalled batteries to the truck.

(q) Securely position and set the brakes of a truck before attempting to change or charge the battery.

(r) Ensure that all workers in the immediate area of the changing area stay clear when the battery is moved.

(s) Know where the eyewash station is located.

(t) Know where the first aid kit is located.

e. Carbon Monoxide Awareness.

(1) Powered industrial trucks with internal combustion engines produce carbon monoxide (CO), an odorless, colorless, and deadly gas produced by the incomplete burning of any material that contains carbon. These materials include gasoline, natural gas, propane, coal, and wood.

(2) If inhaled, CO restricts the ability of your blood system to carry oxygen to the body tissues that need it. Overexposure combined with less oxygen results in carbon monoxide poisoning. Mild poisoning can result in headaches, tightness in the chest, dizziness, drowsiness, inattention, fatigue, flushed face, or nausea.

(3) Take the following steps to prevent CO poisoning:

(a) Purchase trucks which comply with national safety standards.

(b) Ensure that powered industrial trucks are maintained in good order.

(c) Only allow qualified persons to modify powered industrial trucks but only if approved by the manufacturer.

(d) Switch from fossil fuel-powered to battery-powered trucks where possible.

f. Personal Protective Equipment (PPE).

(1) There are a number of hazards for powered industrial truck operators, including, but not limited to: Injurious gases, vapors, and liquids; dusts or powders, fumes, and mists; flying objects or particles; foot compression or puncture; slipping; extreme heat or cold; hand cuts, punctures, abrasions, and crushing; electricity; materials handling; falling objects; bumping head or other body part against fixed object; noise; falling from an elevated platform attached to the powered industrial truck; falling out of the powered industrial truck; and being crushed by a tipped over powered industrial truck.

(2) Depending on the situation, there are several types of PPE operators may be required to use, including, but not limited to: safety glasses; goggles; faceshields; safety shoes; metatarsal guards; safety boots; sole puncture resistant footwear; gloves; barrier creams; mitts; finger cots; thimbles; protective helmets; warm clothing or suits; respirators; electrical gloves; rubber insulating sleeves; body harnesses.

(3) If a powered industrial truck is equipped with a seat belt or other restraining device, the operator must use these devices. This will reduce the risk of entrapment of the head and torso between the truck and the ground.

(4) All operators required to wear this equipment will be trained when PPE is necessary; what PPE is necessary; how to properly put on, take off, adjust, and wear PPE; limitations of the PPE; and proper care, maintenance, useful life, and disposal of PPE. (See Subsection 7 Personal Protective Equipment for more details.)

g. Pedestrians. Because powered industrial trucks are typically used near pedestrians, both pedestrians and powered industrial truck operators to watch out for each other.

(1) All powered industrial truck operators must:

(a) Yield the right of way to pedestrians.

(b) Sound the horn or other audible warning device at all intersections and corners to warn pedestrians.

(c) When backing up, pivot at the waist and inspect the area of operation to the rear of the powered industrial truck, watching for obstructions and pedestrians and blow the horn to alert any pedestrians that may or may not be visible.

(d) When retrieving a load and before backing up, visually inspect the rear area of the powered industrial truck to ensure no pedestrians are behind or around the unit.

(e) Never allow riders on any powered industrial truck.

(f) Never engage in horseplay.

(g) Do not allow pedestrians to walk under loads.

(h) Do not allow anyone to place their arms or legs between the uprights of the mast or outside the running lines of the truck.

(i) Do not drive trucks up to anyone standing in front of a bench or other fixed object.

(2) All pedestrians must:

(a) Look out for powered industrial trucks and give them the right of way.

(b) Listen for horns and other warning devices.

(c) Use any provided mirrors to assist with vision around corners.

(d) Do not walk in front of, behind, or beside a powered industrial truck.

(e) Never walk or stand under a raised load.

(f) Do not hitch a ride on a powered industrial truck.

10. **Administration and Enforcement.** See paragraph 12 of basic document (Occupational Safety and Health Program Act).

Appendix A: Driving Skills Evaluation
- A-1. Physical Examination of Lift Truck
- A-2. Knowledge of Safeguards Within the Facility
- A-3. Operating Skills Evaluation

Legislative History**:**

12/6/01	Reviewed by Administration Committee.
1/9/02	Legislature posts for 45-day Public Review.
5/20/02	Enacted as Powered Industrial Truck Safety (6 HCC § 8-6) by Legislative Resolution 5/20/02E.

APPENDIX A (DRIVING SKILLS EVALUATION) TO SUBSECTION 6 (POWERED INDUSTRIAL TRUCKS) TO SECTION 8 (OCCUPATIONAL SAFETY AND HEALTH PROGRAM ACT) TO TITLE 6 (PERSONNEL, EMPLOYMENT AND LABOR CODE) OF THE HO-CHUNK NATION CODE (HCC)

A-1 PHYSICAL EXAMINATION OF LIFT TRUCK (TOUCH AND TELL)

The objective of this rating sheet is to ensure that employees understand the mechanics of the lift truck as well as all of those items that involve standard checking prior to driving the lift truck.

The operator should be familiar with the features of the lift truck. This can be evaluated by having the operator demonstrate and describe the following: (S = Satisfactory, U = Unsatisfactory)

PROCEDURE	S	U	COMMENTS
Proper use of tilt.			
Proper use of raise and lower.			
Proper use of horn.			
Check for oil leaks.			
Check mast chains.			
Check tilt and lift cylinders for wear and/or leakage.			
Check brakes.			
Check tires and wheels.			
Check hour meter.			
Check scissors reach.			
Check warning light.			
Check rear view mirror.			
Check battery retainer.			
Check discharge indicator.			
Check back up alarm.			
Check hose and hose reel.			
Check overhead guard's light.			
Know capacity of lift truck.			

A-2 KNOWLEDGE OF SAFEGUARDS WITHIN THE FACILITY

The operator is asked to identify many safety items at the dock and battery recharging area, as well as overall safety. Evaluate the operator's knowledge of the following items: (S = Satisfactory, U = Unsatisfactory)

PROCEDURE	S	U	COMMENTS
Dock			
Wheel chocking			
Dock plate			
Trailer lighting			
Condition of trailer floor			
Keep clear of dock loading area			
Be aware of signs			
Correct height of empty pallets			
Commercial battery rules			
Fire and safety			
Location of extinguishers			
Type of extinguisher to use			
Eye protection during banding			
Battery charging area			
Protective equipment			
Acid neutralizing			
MSDS			
No smoking			
Plug/unplug procedures			
Clean-up procedures			
Eyewash station			
Personal safety			
Use of eye protection during banding operations			

A-3 OPERATING SKILLS EVALUATION

Determine the operating skills of employees by making a full evaluation while they are driving the lift truck. (S = Satisfactory, U = Unsatisfactory)

PROCEDURE	S	U	COMMENTS
Did the operator pull forward toward the designated section of racking without endangering anyone:			
Did the operator place the forks under the pallet properly?			
Did the operator raise or tilt the load properly?			
Did any part of the container strike any section of racking while removing the pallet?			
Did the operator lower the pallet before moving or backing out? (Don't drive & lower the pallet at the same time.)			
Did the operator drive at a safe speed?			
Did the operator slow down or stop at cross aisles?			
Did the operator sound his/her horn at blind intersections.			
Did the operator pull into the racking area properly to place the pallet back in the racking?			
Did the operator strike any racking on the way up or going into the rack?			
Did the operator back out and lower his/her forks before moving?			
Did the operator always look behind before backing up?			
Was the operator drive wearing protective?			
Did the operator drive around the block of wood or obstacle on the floor, or did he/she get out of the truck and remove it?			
Did the operator set the load flat on the floor before getting out of the truck?			
Did the operator perform any moves that were potentially dangerous?			