### OPERATING RULES FOR INDUSTRIAL TRUCKS

#### General Industry Safety Order 3650

**Industrial Trucks. General (Part (t))**

1. Industrial trucks and tow tractors shall be operated in a safe manner in accordance with the following operating rules:
   - Only drivers authorized by the employer and trained in the safe operations of industrial trucks or industrial tow tractors pursuant to Section 3668 shall be permitted to operate such vehicles.
   - Stunt driving and horseplay are prohibited.
   - No riders shall be permitted on vehicles unless provided with adequate riding facilities.
   - Employees shall not ride on the forks of lift trucks.
   - Employees shall not place any part of their bodies outside the running lines of an industrial truck or between mast uprights or other parts of the truck where shears or crushing hazards exist.
   - Employees shall not be allowed to stand, pass, or work under the elevated portion of any industrial truck, loaded or empty, unless it is effectively blocked to prevent it from falling.
   - Drivers shall check the vehicle at the beginning of each shift, and if it is found to be unsafe, the matter shall be reported immediately to a foreman or mechanic, and the vehicle shall not be put in service again until it has been made safe. Attention shall be given to the proper functioning of tires, horn, lights, battery, controller, brakes, steering mechanism, cooling system, and the lift system for forklifts (forks, chains, cable, and limit switches).
   - No truck shall be operated with a leak in the fuel system.
   - Vehicles shall not exceed the authorized or safe speed, always maintaining a safe distance from other vehicles, keeping the truck under positive control at all times and all established traffic regulations shall be observed. For trucks traveling in the same direction, a safe distance may be considered to be approximately 3 truck lengths or preferably a time lapse - 3 seconds - passing the same point.

2. **Stunt Driving and Horseplay:**
   - Stunt driving and horseplay are prohibited.

3. **Employees:**
   - Employees shall not be allowed to stand, pass, or ride on the forks of lift trucks.

4. **Riders:**
   - No riders shall be permitted on vehicles unless provided with adequate riding facilities.

5. **Employees:**
   - Employees shall not ride on the forks of lift trucks.

6. **Operations:**
   - Operators shall check the vehicle at the beginning of each shift, and if it is found to be unsafe, the driver shall be required to travel with the load trailing.

7. **Operators:**
   - Operators shall look in the direction of travel and shall not move a vehicle until certain that all persons are in the clear.

8. **Grades:**
   - Grades shall be ascended or descended slowly.

9. **Vehicle:**
   - When ascending or descending grades in excess of 10 percent, loaded trucks shall be driven with the load engaged.

10. **Forks:**
    - On all grades the load and load engaging means shall be tilted back if applicable, and raised only as far as necessary to clear the road surface.

11. **Forks:**
    - Motorized hand and hand/rider trucks shall be operated on all grades with the load-engaging means downgraded.

12. **Forklifts:**
    - The power shall be shut off and, when left unattended, the vehicle shall be blocked to prevent it from falling.

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