OPERATING RULES FOR
INDUSTRIAL TRUCKS

General Industry Safety Order 3664
Operating Rules (Part (a)).

(a) Every employer using industrial trucks or industrial
tow tractors shall post and enforce a set of operating
rules including the appropriate rules listed
in Section 3650.

General Industry Safety Order 3650
Industrial Trucks. General (Part(s)).

(t) Industrial trucks and tow tractors shall be operated in
a safe manner in accordance with the following
operating rules:

(1) 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.

(2) Stunt driving and horseplay are prohibited.

(3) No riders shall be permitted on vehicles unless
provided with adequate riding facilities.

(4) Employees shall not ride on the forks of lift trucks.

(5) 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 shear or crushing hazards exist.

(6) 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.

(7) 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 fork lifts (forks,
chains, cable, and limit switches).

(8) No truck shall be operated with a leak in the
fuel system.

(9) 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 distancemay
be considered to be approximately 3 truck lengths or
preferably a time lapse — 3 seconds — passing the
same point.

(10) Trucks traveling in the same direction shall not be
passed at intersections, blind spots, or
dangerous locations.

(11) The driver shall slow down and sound the horn at
cross aisles and other locations where vision is
obstructed. If the load being carried obstructs forward
view, the driver shall be required to travel with the
load trailing.

(12) Operators shall look in the direction of travel and
shall not move a vehicle until certain that all persons
are in the clear.

(13) Trucks shall not be driven up to anyone standing in
front of a bench or other fixed object of such size that
the person could be caught between the truck
and object.

(14) Grades shall be ascended or descended slowly.

(A) When ascending or descending grades in excess of
10 percent, loaded trucks shall be driven with the
load upgrade.

(B) 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.

(C) Motorized hand and hand/rider trucks shall be
operated on all grades with the load-engaging
means downgrade.

(15) The forks shall always be carried as low as possible,
consistent with safe operations.

(16) When leaving a vehicle unattended (the operator
is over 25 feet (7.6 meters) from or out of sight of the
industrial truck), the brakes are set, the
mast is brought to the vertical position, and forks are
left in the down position, either:

(A) The power shall be shut off and, when left on an
incline, the wheels shall be blocked; or

(B) The power may remain on provided the wheels are
blocked, front and rear.

(17) When the operator of an industrial truck is
dismounted and within 25 feet (7.6 meters) of
the truck which remains in the operator’s view,
the load engaging means shall be fully lowered,
controls placed in neutral, and the brakes set to
prevent movement.

continued...
Operating rules for industrial trucks contained on this poster are current through Register 2002, No. 22 California Code of Regulations (operative 6-27-2002). Other rules may also apply.

Exception: Forks on fork-equipped industrial trucks may be in the raised position for loading and unloading if the forks are raised no more than 42 inches above the level where the operator/loaders are standing, and the power is shut off, controls placed in neutral and the brakes set. If on an incline, the wheels shall be blocked.

(18) Vehicles shall not be run onto any elevator unless the driver is specifically authorized to do so. Before entering an elevator, the driver shall determine that the capacity of the elevator will not be exceeded. Once on an elevator, the industrial truck’s power shall be shut off and the brakes set.

(19) Motorized hand trucks shall enter elevators or other confined areas with the load end forward.

(20) Vehicles shall not be operated on floors, sidewalk doors, or platforms that will not safely support the loaded vehicle.

(21) Prior to driving onto trucks, trailers and railroad cars, their flooring shall be checked for breaks and other structural weaknesses.

(22) Vehicles shall not be driven in and out of highway trucks and trailers at loading docks until such trucks or trailers are securely blocked or restrained and the brakes set.

(23) To prevent railroad cars from moving during loading or unloading operations, the car brakes shall be set, wheel chocks or other recognized positive stops used, and blue flags or lights displayed in accordance with applicable regulations promulgated by the Public Utilities Commission.

(24) The width of one tire on the powered industrial truck shall be the minimum distance maintained from the edge by the truck while it is on any elevated dock, platform, freight car or truck.

(25) Railroad tracks shall be crossed diagonally, wherever possible. Parking closer than 8 1/2 feet from the centerline of railroad tracks is prohibited.

(26) Trucks shall not be loaded in excess of their rated capacity.

(27) A loaded vehicle shall not be moved until the load is safe and secure.

(28) Extreme care shall be taken when tilting loads. Tilting forward with the load engaging means elevated shall be prohibited except when picking up a load. Elevated loads shall not be tilted forward except when the load is being deposited onto a storage rack or equivalent. When stacking or tiering, backward tilt shall be limited to that necessary to stabilize the load.

(29) The load engaging device shall be placed in such a manner that the load will be securely held or supported.

(30) Special precautions shall be taken in the securing and handling of loads by trucks equipped with attachments, and during the operation of these trucks after the loads have been removed.

(31) When powered industrial trucks are used to open and close doors, the following provisions shall be complied with:

(A) A device specifically designed for opening or closing doors shall be attached to the truck.

(B) The force applied by the device to the door shall be applied parallel to the direction of travel of the door.

(C) The entire door opening operation shall be in full view of the operator.

(D) The truck operator and other employees shall be clear of the area where the door might fall while being opened.

(32) If loads are lifted by two or more trucks working in unison, the total weight of the load shall not exceed the combined rated lifting capacity of all trucks involved.