THE NATION'S URANIUM PROCESSING FACILITY

UPF PAGE/PROCEDURE CHANGE NOTICE (PRCN)

PRCN Number:	PRCN-UPF-CP-207-R06-01	Effective Date:	07/19/2023

NOTE: PRCN Effective Date cannot precede effective date of associated document.

☒ Intent Change ☐ Non-Intent Change

Associated Document Number:	UPF-CP-207	Rev:	6
Associated Document Title:	*UPF Powered Industrial Trucks*		
Justification for Change:	New forms introduced for use with powered industrial trucks.		

Identify the scope of the change, including mark-up (i.e., strike-through for deletions, colored text for additions) of any new, removed, or changed content.

Modify Section 2.4, *Project Equipment Superintendent*

From:
The Project Equipment Superintendent (PES) is responsible for ~~inbound/outbound~~ inspections, receipt of ~~daily equipment inspections,~~ maintenance and equipment records. The PES also performs a monthly review of the ~~daily equipment inspections.~~

To:
The Project Equipment Superintendent (PES) is responsible for ensuring the required daily equipment inspections are performed and documented on the appropriate Daily Equipment Inspection Record (EVIR) and for receipt of maintenance and equipment records. The PES also performs a monthly review of the weekly EVIRs.

Correct spelling error in Section 3.0

From:
3.0 POWERED INDUSTRI~~C~~AL TRUCK OPERATIONS

To:
3.0 POWERED INDUSTRIAL TRUCK OPERATIONS

Update Section 3.2.1, Pre-Start Planning, Bullet 2

From:
While clearing the path of travel, if hazards identified above are encountered, attempt to eliminate the hazard. If the hazard cannot be mitigated or removed from the travel path, obtain approval to navigate the PIT through the area from the DS and ES&H Representative, and document controls on the ~~Safety Task Analysis and Risk Reduction Talk (STARRT) card~~ before proceeding per UPF-CP-227

To:
While clearing the path of travel, if hazards identified above are encountered, attempt to eliminate the hazard. If the hazard cannot be mitigated or removed from the travel path, obtain approval to navigate the PIT through the area from the DS and ES&H Representative, and document controls on UCN-23552, *Field Level Hazard Assessment (FLHA)*, before proceeding per UPF-CP-227

Modify Section 3.2.2, *Pre-Start Inspection*, Bullet 1

From:
The Operator completes a pre-start daily inspection of the PIT ~~utilizing UCN-23249, *Powered Industrial Truck Daily Checklist.*~~ The completed checklist will remain with the equipment and be submitted to the PES on a ~~monthly~~ basis for review

To:
The Operator completes a pre-start daily inspection of the PIT using UCN-23526, *Forklift Straight Mast,* or UCN-23527, *Forklift Teleboom.* The completed checklist will remain with the equipment and be submitted to the PES on a weekly basis for review in accordance with Y17-95-64-851, *UPF Construction Equipment Maintenance*

Update Section 3.6.3, Spills

From:
Attempt to contain the spill with spill kits until clean-up can be performed by the appropriate personnel.

RC-UPF DMC
07/19/23 15:06

This document has been reviewed by a Y-12 DC / UCNI-RO and has been determined to be UNCLASSIFIED and contains no UCNI. This review does not constitute clearance for Public Release.

Name: A. L. Glover Date: 07/19/23

THE NATION'S URANIUM PROCESSING FACILITY

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To:
Attempt to contain the spill with spill kits until clean-up can be performed by the appropriate personnel (refer to PL-SH-801768-A009, *UPF Construction Environmental Control Plan)*.

Modify Section 4.0, *Records,* and obsolete UCN-23249, *Powered Industrial Truck Daily Checklist*

From:
~~Records generated by this Procedure shall be maintained in accordance with Y15-95-800, *UPF Document Management*. Record types for documents managed by the UPF Document Management Center (DMC) in InfoWorks® are identified in ML-PS-801768-A004, *Uranium Processing Facility Project Records Retention and Turnover List*, as prescribed by Y15-95-806, *UPF Records Retention and Turnover*. In accordance with E-PROC-3114, *Records Management*, Quality Records are deemed Lifetime or Nonpermanent. The record Quality Type will be identified as Quality-Lifetime (QA-L) or Quality-Nonpermanent (QA-NP) for Quality Records. All non-quality records will be designated Non-Quality (Non-QA).~~

~~Records generated during the performance of this Procedure include:~~

~~Record or Form Number~~	~~Record Title~~	~~Record Holder~~	~~System/ Location~~	~~Document Type~~	~~Quality Type~~
~~UCN-23249~~	~~*Powered Industrial Truck Daily Checklist*~~	~~UPF DMC~~	~~InfoWorks~~	~~PITD~~	~~Non-QA~~

To:
None

Update Section 5.1, *Source References*

~~UPF-CP-227, *UPF Safety Watches*~~

Delete from Section 5.2, *Interfacing References*

From:
~~E-PROC-3114, *Records Management*~~
~~ML-PS-801768-A004, *Uranium Processing Facility Project Records Retention and Turnover List*~~
~~Y15-95-800, *UPF Document Management*~~
~~Y15-95-806, *UPF Records Retention and Turnover*~~
~~*UCN-23526, Forklift Straight Mast*~~
~~*UCN-23527, Forklift Teleboom*~~

To:
PL-SH-801768-A009, *UPF Construction Environmental Control Plan*
UPF-CP-227, *UPF Safety Watches*
Y17-95-64-851, *UPF Construction Equipment Maintenance*

Add new Section 5.3, *Forms*

5.3 Forms

UCN-23526, *Forklift Straight Mast*
UCN-23527, *Forklift Teleboom*

Add Acronym to Appendix A

EVIR – Daily Equipment Inspection Record

Modify Appendix A, Definition of Powered Industrial Truck (PIT)

From:
A mobile, power-propelled truck used to carry, push, lift, stack, or tier materials; commonly known as forklifts, ~~pallet trucks, rider trucks, or platform lift trucks.~~ Solid rubber, low-profile tires are associated with slab PITs, and foam-filled, high-profile tires are associated with rough-terrain lifts.

THE NATION'S URANIUM PROCESSING FACILITY

UPF PAGE/PROCEDURE CHANGE NOTICE (PRCN)

To:
A mobile, power-propelled truck used to carry, push, lift, stack, or tier materials; commonly known as forklifts, straight mast, or teleboom. Solid rubber, low-profile tires are associated with slab PITs, and foam-filled, high-profile tires are associated with rough-terrain lifts.

Preparer			
UPF Issues Management Coordinator	Mark W. Murdock	Mark W Murdock	07/13/23
	Printed Name/Signature		Date
Approval			
UPF ES&H Manager, BNI	Kieran S. Kelly		07/13/23
	Printed Name/Signature		Date
UPF ES&H Manager, CNS	Donald E. Sproul	Donald E Sproul	07/19/23
	Printed Name/Signature		Date
UPF Site Manager	Gary J. Cough	Gary Cough	07/17/23
	Printed Name/Signature		Date
UPF Project Director	John H. Platt II		07/19/23
	Printed Name/Signature		Date

UPF Powered Industrial Trucks

THE NATION'S URANIUM PROCESSING FACILITY

Preparer:	Mark W Murdock	12/15/22
	Mark Murdock UPF Issues Management	Date
Approval:		12/15/22
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	John D. Campbell ES&H Oversight Lead, CNS	Date
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	Gary J. Cough UPF Construction Manager	Date
		12/15/22
	Steven A. Gauthier ESH&Q Manager, CNS	Date
		12/19/22
	John H. Platt UPF Project Director	Date
		01/18/23
		Effective Date

RC-UPF DMC
12/19/22 08:39

This document has been reviewed by a Y-12 DC / UCNI-RO and has been determined to be UNCLASSIFIED and contains no UCNI. This review does not constitute clearance for Public Release.
Name: C. T. Hawk Date: 12/19/22

REVISION LOG

Revision 6 ☒ Intent ☐ Non-Intent

- These changes are in response to Condition Report 25774-000-GCA-GAM-03959, *Y-12 APMO-M&O Finding 1 – Non-compliances Related to Material Handling Operations (ASM-12.82021-5386)*
  - Section 3.5 – Reworded last bullet of section: "To prevent injury or damage to property/equipment, the Operator will ensure the forks are in the lowered position during travel without a load. Telehandler Operators should keep the boom in retracted position and forks as low as practicable without obstructing view of mirrors and path of travel."
  - Section 4.0, Records - Added Document Type PTID for UCN-23249
- This revision incorporates the changes identified in and supersedes PRCN-UPF-CP-207-R05-01
  - Section 3.1 – Changed from "Steering or spinner knobs shall not be attached to the steering wheel of equipment, or originally equipped with such." to "Steering or spinner knobs shall not be attached to the steering wheel of equipment unless originally equipped by the manufacturer."
- Form UCN-23249 was updated as part of this revision to change "Operating Hours" to "Machine Hours" and also to add a field to indicate day/night shift
- An evaluation determination has been performed confirming this Procedure does implement requirements tracked in the Programmatic Requirements Management System (PRMS)
- Section 2.4 – Changed Equipment Manager to Project Equipment Superintendent (PES) throughout and added monthly review of daily equipment inspections to responsibilities
- Other changes include:
  - Updated references
  - Updated acronyms
  - Editorial changes

Revision 5 ☐ Intent ☒ Non-Intent

- This revision includes updated safety position titles, added references and removes 3.1 Operator Training requirements covered by the training department.

Previous revisions on record

CONTENTS

1.0 INTRODUCTION

1.1 Purpose

The purpose of this procedure is to ensure the necessary safety and health requirements for the operation and maintenance of Powered Industrial Trucks (PITs) on the Uranium Processing Facility (UPF) construction site and support areas.

1.2 Description

This procedure applies to all personnel performing work with PITs on the UPF construction site and support areas, including subcontractors.

2.0 RESPONSIBILITIES

2.1 Site Manager

The Site Manager has the overall responsibility of ensuring the implementation of this Procedure, of ensuring all project personnel actively participate, and of providing worker support, facilities, and other resources necessary to carry out this Procedure effectively.

2.2 Environment, Safety, and Health Manager, BNI

The Environment, Safety, and Health (ES&H) Manager has the overall authority regarding the interpretation of the regulations associated with the procedure and the interpretation of the procedure with respect to intent and application.

2.3 Environment, Safety, and Health Representative, BNI

The ES&H Representative has the responsibility of compliance oversight with the procedure through periodic field inspections and is responsible for supplying technical advice and interpretation of the environmental, safety, and health codes included in the Procedure.

2.4 Project Equipment Superintendent

The Project Equipment Superintendent (PES) is responsible for ensuring the required daily equipment inspections are performed and documented on the appropriate Daily Equipment Inspection Record (EVIR) and for receipt of maintenance and equipment records. The PES also performs a monthly review of the weekly EVIRs.

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2.5 Training Manager

The Training Manager is responsible for the coordination of: (1) verification of training and training records, and (2) arranging training/refresher training of PIT operators.

2.6 Discipline Superintendent

The Discipline Superintendent (DS) is responsible for being thoroughly familiar with this Procedure and the individual responsibilities regarding compliance and implementation of this Procedure.

2.7 Supervisor

The Supervisor is responsible for ensuring the applicable safety controls and processes are incorporated into planning and executing the work and the workers are implementing and complying with this Procedure within their areas of responsibility.

2.8 Spotter

The Spotter is responsible for performing his/her duties within the guidelines of UPF-CP-227, *UPF Safety Watches*.

2.9 Operator

The Operator is responsible for understanding and complying with the requirements of this Procedure and the requirements of the PIT manufacturer.

3.0 POWERED INDUSTRIAL TRUCK OPERATIONS

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3.1 General Equipment

- Lift trucks, stackers, and other similar vehicles shall have rated capacities posted on the equipment so as to be clearly visible to the Operator
- When auxiliary removable counterweights are provided by the manufacturer, corresponding alternate rated capacities shall also be clearly shown on the vehicle. These ratings shall not be exceeded
- No modifications or additions that affect the capacity or safe operation of the equipment shall be performed without the manufacturer's prior written approval
- If such modifications or changes are made, the capacity, operation, maintenance instruction plates, tags, and decals shall be changed accordingly. In no case shall the original safety factor of the equipment be reduced
- Steering or spinner knobs shall not be attached to the steering wheel of equipment unless originally equipped by the manufacturer

3.2 Pre-Start Planning and Inspection

3.2.1 Pre-Start Planning

- Before a PIT is used, the Operator shall check the work area for possible hazards, such as, but not limited to, the following:
  - Drop-offs or holes, including those concealed by water, ice, mud, etc.
  - Slope(s)
  - Bumps and floor obstructions
  - Debris
  - Overhead obstructions and utilities (e.g., electrical power lines)
  - Hazardous locations and atmospheres
  - Inadequate surface and support to withstand all load forces imposed by the PIT in all operating configurations
  - Wind and weather conditions
  - Presence of unauthorized persons

- Other possible unsafe conditions

- While clearing the path of travel, if hazards identified above are encountered, attempt to eliminate the hazard. If the hazard cannot be mitigated or removed from the travel path, obtain approval to navigate the PIT through the area from the DS and ES&H Representative, and document controls on UCN-23552, *Field Level Hazard Assessment (FLHA)*, before proceeding per UPF-CP-227 PRCN 01

3.2.2 Pre-Start Inspection

- The Operator completes a pre-start daily inspection of the PIT using UCN-23526, *Forklift Straight Mast*, or UCN-23527, *Forklift Teleboom*. The completed checklist will remain with the equipment and be submitted to the PES on a weekly basis for review in accordance with Y17-95-64-851, *UPF Construction Equipment Maintenance* PRCN 01
- The Operator removes the PIT from service when found to be in need of repair, defective, or in any way unsafe. The Operator tags the PIT with a “DANGER – Defective Tool/Equipment – Do Not Use” tag (with the specific defects noted) and notifies his/her supervisor

3.3 General PIT Operations

PITs shall be operated in accordance with the following:

- Operate the PIT in accordance with the manufacturer’s recommendations
- When used, Spotters maintain visual or verbal contact with the Operator while the equipment is moving. If contact is lost between the Spotters and the Operator, the Operator stops the PIT immediately. Operations resume only after confirmation is made between the Spotters and the Operator
- The Operator wears a seatbelt when provided by the PIT manufacturer
- PITs are not to be driven toward personnel standing in front of a fixed object
- Personnel are not allowed to stand or pass under the elevated portion of any PIT, whether loaded or empty
- Unauthorized personnel shall not be permitted to ride on PITs
- Arms and legs are prohibited from being placed between the uprights of the mast or outside the running lines of the PIT
- The Operator selects flat parking surfaces (when possible) away from traffic, where the vehicle does not block doors, pedestrian routes, aisles, exits, etc.
- When a PIT is left unattended, load-engaging means are to be fully lowered, controls neutralized, power shut off, and brakes set
- The Operator will chock wheels and set the parking brake if the PIT is parked on an incline
- The Operator maintains a safe distance from the edge of ramps or platforms while on any elevated dock or platform
- The Operator is not to use the PIT for opening or closing doors
- Overhead guards are to be used as protection against falling objects. Overhead guards are intended to offer protection from the impact of small packages, boxes, bagged material, and any other items representative of the job application

- A load backrest extension can be used whenever necessary to minimize the possibility of the load (or part of it) falling rearward
- Free rigging is not allowed. For below-the-tines lifts, only approved lifting attachments will be utilized. The PIT capacity, operation and maintenance instruction plates, tags, and decals shall be modified accordingly
- Other attachments and accessories shall be approved prior to use, and the PIT capacity, operation and maintenance instruction plates, tags, and decals shall be modified accordingly
- Only approved PITs will be used in hazardous locations. Contact your ES&H Representative for assistance in determining appropriate PITs for specific locations, such as enclosed areas/inside buildings

3.4 Loading/Unloading

- The Operator ensures the load is within the PIT's rated capacity
- The Operator ensures the load is secure and that loose or uneven loads are secured to prevent shifting during lifting and traveling operations
- The Operator positions the load squarely on the forks and in contact with the carriage
- The Operator tilts the mast back to lift the load
- The brakes are set and wheel blocks implemented to prevent movement of trucks or trailers while loading or unloading
- Fixed jacks may be necessary to support a semi-trailer during loading or unloading when the trailer is not coupled to a tractor
- The floors of trucks and trailers are to be checked for breaks and weaknesses before the PIT is driven onto the transport
- The Operator proceeds straight into the trailers to load or unload
- The Operator ensures the proper safety weight or height-to-load ratio is maintained while loading or unloading stacked materials from racks

3.5 Traveling

- The Operator observes traffic regulations, including authorized speed limits
- The Operator maintains a safe distance from vehicles ahead and sustains control of the PIT
- The Operators do not pass other vehicles/equipment traveling in the same direction at intersections, blind spots, or other dangerous locations
- The Operators slow down and sound the horn at cross aisles and other locations where vision is obstructed
- The Operators travel with the load trailing when the load obstructs forward view
- The Operators ascend and descend grades slowly, as follows:
  - When ascending or descending grades in excess of 10%, loaded PITs are to be driven with the load upgrade
  - Load and load-engaging means are to be tilted back, if applicable, and raised only as far as necessary to clear the road surface
- A PIT is operated at a speed that permits it to be brought to a stop in a safe manner in varied travel and weather conditions

- The Operator reduces the speed to a safe level while negotiating turns
- To prevent injury or damage to property/equipment, the Operator will ensure the forks are in the lowered position during travel without a load. Telehandler Operators should keep the boom in retracted position and forks as low as practicable without obstructing view of mirrors and path of travel

3.6 Follow Refueling and Battery Charging

3.6.1 Fuel as follows:

- Comply with the manufacturer's instructions for gasoline, diesel, and/or propane fueling
- Refuel only in assigned, ventilated areas containing no ignition sources
- Turn off the ignition prior to filling the PIT fuel tanks
- Replace the fuel cap before restarting the engine

3.6.2 Charge batteries as follows:

- Comply with the manufacturer's instructions for charging batteries
- Execute battery charges in areas designated for that purpose
- Protect the charging apparatus from possible collision damage

3.6.3 Spills

Attempt to contain the spill with spill kits until clean-up can be performed by the appropriate personnel (refer to PL-SH-801768-A009, UPF Construction Environmental Control Plan).

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3.7 Tires

Tires shall be selected and maintained in accordance with the following:

- Traction-treaded cushion tires – Replace the tire when the tread pattern is worn to the point of disappearing
- Plain-tread cushion tires – Replace the tire when the wear reaches the wear indicator. (This is often the top of the brand identification lettering on the side of the tire)
- Pneumatic tires – Replace the tire when the tread pattern disappears
- To operate safely, pneumatic tires must be kept properly inflated. Because pneumatic truck tires are rated for high loads, they usually require high pressure (typically 125 psi). High air pressure also makes tire mounting a dangerous job
- If the PIT tires travel through oil or chemicals, switch to oil-resistant tire compounds to ensure safe operating characteristics and to increase the tires' service life
- The best tire shall be selected for each application. The right tire will be determined by a combination of tread design, tire compounds, tire construction, and the particular application

4.0 RECORDS

None

5.0 REFERENCES

5.1 Source References

10 CFR 851, Appendix A, *Motor Vehicle Safety*

29 CFR 1926, Subpart O, *Motor Vehicles, Mechanized Equipment, and Marine Operations*

29 CFR 1926.441, *Batteries and Battery Charging*

Bechtel ES&H Core Process 207, *Powered Industrial Trucks*

PL-SH-801768-A002, *Construction Waste Management Plan for the Uranium Processing Facility*

UPF-CP-200, *UPF General Safe Work Practices*

Y90-95-027, *UPF Training Program*

5.2 Interfacing References

PL-SH-801768-A009, *UPF Construction Environmental Control Plan*

UPF-CP-227, *UPF Safety Watches*

Y17-95-64-851, *UPF Construction Equipment MaintenanceForms*

5.3 Forms

UCN-23526, *Forklift Straight Mast*

UCN-23527, *Forklift Teleboom*

6.0 SUPPLEMENTAL INFORMATION

Appendix A, *Acronyms and Definitions*

APPENDIX A
Acronyms and Definitions

Acronyms

DS	Discipline Superintendent
ES&H	Environmental, Safety and Health
EVIR	Daily Equipment Inspection Record
Non-QA	Non-Quality
PES	Project Equipment Superintendent
PIT	Powered Industrial Truck
UPF	Uranium Processing Facility

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Definitions

Free Rigging	The direct attachment or placement of rigging equipment (e.g., slings, shackles, rings, etc.) onto the tines of a PIT for a below-the-tines lift. This type of lift does not use an approved lifting attachment.
Motorized Hand Truck	A powered truck (controlled by a walking or riding operator) equipped with wheeled forks designed to go under or between pallets, as well as fork trucks, tractors, platform lift trucks, and other similar specialized equipment powered by an electric motor or an internal combustion engine.
Powered Industrial Truck (PIT)	A mobile, power-propelled truck used to carry, push, lift, stack, or tier materials; commonly known as forklifts, straight mast, or teleboom. Solid rubber, low-profile tires are associated with slab PITs, and foam-filled, high-profile tires are associated with rough-terrain lifts.
Rough-Terrain Forklift Truck	A fork truck with a vertical mast and/or a pivoted boom (variable reach or fixed length) that is intended to be used on unimproved natural terrain and the disturbed terrain of construction sites.
Unattended	A PIT is unattended when the operator is 25 feet or more away from the vehicle, though still in view of it; or whenever the vehicle is out of the operator's line-of-sight.

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