

Forklift training program
6/19/01

All operators of lift trucks must be trained and receive a certificate or license to indicate the employee's knowledge, skill, and ability to safely operate a powered lift truck. The certification must include the name of the trainee, the date of the training, and the signature of the person performing the training and evaluation.

Refresher training of the operator's performance must be conducted at least every 3 years by completing the practical training.

Initial training will consist of:

I. Formal instruction:

- a. Videotape- "Forklift Fundamentals", discussion and quiz
- b. Videotape- "Forklift Operations", discussion and quiz
- c. Review of "Material Handling Section E paragraph 4 of Environmental health and Safety Manual (pgsIV-49 through IV-51)
- d. Review of Daily inspection sheet (Forklift pre-use Daily Inspection)

II. Practical Training:

- a. Performance of inspection
- b. Demonstration by the trainer on maneuver of industrial lift
- c. Practical demonstration by the trainee and evaluation by the trainer.

Practical demonstration should include:

- **A rack containing a pallet, preferably elevated rack.**
- **A cross-aisle(intersection)**
- **Trash in the aisle (ie; book, board, etc.).**
- **Completion of "Lift operator Skills evaluation" form**

The operator is to pick up a pallet from

Forklift pre-use Daily Inspection

To be completed daily prior to use
Rev 6/19/01

Fork-truck or equipment # _____

Powerplant of truck:

- | | | comments | |
|------------------------------------|----|----------|-------|
| a. Battery-powered electric truck- | | | |
| 1. Battery for damage | ok | other | _____ |
| 2. Corrosion | ok | other | _____ |
| 3. Loose connections | ok | other | _____ |
| b. Gasoline, diesel, propane | | | |
| 1. Fuel tank level | ok | other | _____ |
| 2. Fuel tank damage | ok | other | _____ |
| 3. All valves/hoses secure | ok | other | _____ |

Truck Operation

- | | | | |
|--------------------------|----|-------|-------|
| a. Mast | ok | other | _____ |
| b. Carriage | ok | other | _____ |
| c. Forks | ok | other | _____ |
| d. Overhead guard | ok | other | _____ |
| e. Backrest | ok | other | _____ |
| f. Hydraulic system | ok | other | _____ |
| g. Tires | ok | other | _____ |
| h. Capacity name plate | ok | other | _____ |
| i. Hydraulic Fluid level | ok | other | _____ |
| j. Brake fluid level | ok | other | _____ |
| k. Oil level | ok | other | _____ |
| l. Coolant level | ok | other | _____ |

Start Forklift, check controls as you put it through normal maneuvers and check:

- | | | | |
|-------------|----|-------|-------|
| a. Lift | ok | other | _____ |
| b. Tilt | ok | other | _____ |
| c. Brakes | ok | other | _____ |
| d. Steering | ok | other | _____ |
| e. Lights | ok | other | _____ |
| f. Horn | ok | other | _____ |

General comments: _____

Name/Date/Initials: _____ / _____ / _____

If anything is out of line, turn off forklift, tag it with a "do not operate" tag, and report problems to your supervisor.

Lift operator Skills evaluation

Rev. 6/19/01

TRAINEE NAME: _____ Test Date_____

Facility/Location_____

Truck type: sit down stand up **Powered by** Electric Propane Diesel/gas

OTHER description_____