Course Start-up -

Give your training credentials and experience. Explain the reason for the training course (e.g. accident prevention, OSHA compliance etc.). Your training course must focus on the type of forklift utilized by your workers. The material contained in this program satisfies OSHA requirements for forklift training.

Purpose of Class - Overall Safety Aspects

* Discuss the importance of a safety program.
* Explain that OSHA has concluded that forklifts are very dangerous if not operated properly.
* Most of the injuries associated with a forklift ‘accident’ happen to someone other than the operator.

New OSHA Standard:

*Hand out copy of OSHA “training” standard (optional).

This is a sample of an Instructor’s Manual.

1. **INTRODUCTION**

New Standard, OSHA Powered Industrial Truck Operator 1910.178

Requires employers to develop a training program specific to the type of truck (forklift) to be driven and the working conditions encountered. Employers must certify and provide documentation that each forklift operator has received proper training and evaluation from a competent Powered Industrial Truck trainer. The certification must include the name of the operator, the date of training, the date of evaluation, and the identity of the person conducting the training. An evaluation of each trained operator must be conducted during the initial training, at least once every three years, and after refresher training.

**Powered Industrial Truck** – 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.
*Earthmoving and over-the-road hauling trucks are not included in the definition.
*Equipment that was defined to move earth but has been modified to accept forks is not included in the definition.

Go over the 7 different classes of forklifts. Explain which class (type) your company uses in the workplace. Your training will focus on that type of forklift.

**Classes of Forklifts:**

Class 1  Electric motor, sit down rider, counter balanced truck (solid or pneumatic tires)
Class 2  Electric motor, narrow aisle trucks (solid tire)
Class 3  Electric motor hand trucks or hand rider trucks (solid tires)
Class 4  Internal combustion engine trucks (solid tires)
Class 5  Internal combustion engine trucks (pneumatic tires)
Class 6  Electric and internal combustion engine tractors (solid or pneumatic tires)
Class 7  Rough terrain trucks (pneumatic tires)

2. **SAFETY ASPECTS**

Manually

All forklifts should be equipped with Operator’s Manual(s). Read the manuals before operating any forklift. If the manuals are missing, contact a supervisor, equipment dealer, or the manufacturer directly for additional copies.

Hand out a copy of the Operator’s Manual from the company forklift. Allow the trainees to look through the manual while you explain its importance.

Discuss the information on ID plates.

A manufacturer’s identification plate mounted on the forklift contains relevant information.

The ID plate can contain: Load capacity  Type designation
Serial number  Engine information
Weight of machine

Recognize safety decals:

Make sure the trainees understand the significance of safety decals and safety symbols located on the forklift.

And safety symbols:

Explain the meaning of the words, highlight “Danger.”

DANGER  This signal word indicates an imminently hazardous situation which, if not avoided, will result in death.
WARNING  This signal word indicates a potentially hazardous situation which, if not avoided, could result in death or serious injury.

CAUTION  This signal word indicates a potentially hazardous situation which, if not avoided, may result in minor or moderate injury.

Workers shall wear proper protective clothing and personal safety devices. PPE is generally ‘site-specific.’ Listed below are types of PPE:

*Hard hat   *Safety gloves  *Safety glasses and hearing protection
*Safety shoes  *Reflective clothing

-Always know where to get assistance in case of an emergency.
-Know where to find a fire extinguisher and first aid kit.
-Be familiar with all site-specific safety markings and posted signs.
-Make sure all parties involved in the forklift’s operation are familiar with basic hand signals.

3. **AUTOMOBILE VS. FORKLIFT**

Although forklifts and automobiles operate similarly, they are invariably different.

Differences:

**Automobile**                      **Forklift**

*70+ Mph                           *Max 10-20 Mph
*Prepared roads                     *Varied terrain
*Transport people                   *Transport materials
*One or more occupants              *Operator only
*Relative comfort                   *Functional seating
*Maximum visibility                 *Visibility obscured
*Limited turning radius             *Tight turning radius

Forklifts generally weigh two to three times more than an automobile and can be much more dangerous!

4. **PRE-OPERATIONAL**

**Site Inspection**
Before operating any forklift, learn as much about the work area as possible. Walk around the worksite and inspect for environmental hazards. Note the hazards which may affect your tasks.
Look for potential hazards such as:
- Slippery surfaces
- Confined areas
- Water hazards
- Underground utilities
- Holes
- Speed considerations
- Overhead hazards
- Moving equipment
- Slopes
- Scattered materials
- Deep ditches
- Pedestrian traffic
- Obstructed vision
- Deep mud
- Narrow aisles
- Oil spills

Site inspections must be done before each shift. Also, inspect the site when conditions change (e.g. weather, pedestrian movement, equipment movement, etc.)

**Explain the importance of a worksite inspection before operating any forklift. OSHA does not require documentation of the inspection.**

After the site inspection is completed, begin the equipment inspection. Stress to the trainees that the forklift must be inspected before each shift. Only damage-free forklifts shall be operated.

**Forklift Inspection**

Before each shift, the operator should always inspect for problems.

The following are areas that warrant attention:

- Hydraulic fluid levels
- Tires
- Horn and alarms
- Frame components
- Safety equipment
- Steering
- ROPS
- Forks and mast
- Brakes
- Fuel level
- Battery level
- Hoses, belts and cables

If your inspection reveals a problem, **DO NOT** operate the forklift. Tag it ‘out of service’ until it has been repaired.

**Gauges & Controls**

Review the function of the gauges and controls with the trainees.

<table>
<thead>
<tr>
<th>Gauges</th>
<th>Volt meter</th>
<th>Hour meter</th>
<th>Controls</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fuel gauge</td>
<td>Oil pressure</td>
<td>Speed/Gear ranges</td>
<td>Mast/Fork movement</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Frame leveling</td>
<td>Steering</td>
</tr>
</tbody>
</table>

Always familiarize yourself with all of the gauges and controls located on the forklift. Manuals are excellent sources of information.

**5. OPERATION**

**Read the steps of “Operation” aloud, focusing on your workplace conditions.**

**General Safety Rules**

- Never attempt to operate a forklift unless trained and authorized
- Never modify a forklift without the manufacturer’s written approval
- Familiarize yourself with the operator’s manual before operating the forklift
- Do not allow riders on forklifts (operators only)
- Be aware of the forklift’s capacity and/or load rating
- No person shall be allowed to stand or pass under the elevated portion of any truck
- Perform “site” and “forklift” inspections before each shift
- Avoid operating the forklift on sloped surfaces