



# FORKLIFT

## Equipment Operator Safety Certification Course

**Target Audience:** This CEU-accredited course (#DS/DW/WW-02094008 at 0.7 CEU) is designed for DOT, municipal public works, parks, streets/roads, water, wastewater, distribution/collection and/or storm water utility workers or any other government entity employees who may be called on to operate this equipment.

**The course is also recommended for** emergency backup personnel who may be called on to use the equipment in special circumstances such as after a natural disaster or any other reason where no other operators are available. Other recommended participants are crew leaders, division supervisors, agency safety officers, department safety coordinators, general safety trainers and/or fleet team members.

**Additional applications would be** as an orientation for new operators and a good refresher for seasoned operators. As this course has a *Train the Trainer* component, it is also recommended for in-house assigned equipment trainers.

Trainees will receive a Training Certificate!



**For more information or to inquire about upcoming training dates:**

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**Website:** [WeTrainAmerica.com](http://WeTrainAmerica.com)

# Classroom Summary

**Introduction:** Why is operator safety certification advisable? When is a forklift a viable tool? These questions are answered along with a consideration of the OSHA forklift standard and city/county equipment accident case studies provided by the U.S. Department of Labor.



**Forklift Safety and Your Facilities:** Includes a discussion of warning signs, speed limits, use of fish-eye mirrors, overhead clearance warning bars, floor/pavement markings, dock boards, corner guards, adequate lighting, clear aisles, orderly stacking and other essential site safety practices.



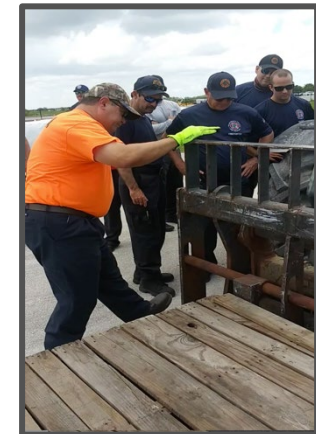
**Preferred Forklift Designs and Important Features & Accessories:** This is an introduction to the types of lift trucks, with a review of classes 1-7, different motors/engines, tires, widths and terrain capabilities. This part also includes the preparation for operation prior to use, highlighting pre-use inspection.



**Safe Forklift Operations:** An extensive list of general safe operation topics is reviewed, beginning with the contrasts between automobile and forklift characteristics. Additional topics:

Sizing up the job	Mounting/Dismounting	Use of seatbelts
Starting	Surface conditions	Clearances
Pedestrian workers	Riders	Braking
Horns & alarms	Intersections	Passing

**Traveling with Loads:** The position of forks, centering of loads, angle of elevator, height from ground, direction based on obstructed view, changing the center of gravity while braking, turning and accelerating are reviewed in this section.



**High Level Stowage:** This section reviews special hazards related to high level stowage (loading/unloading), safety drive-by, use of spotters, observance of rack movement, snagging etc.

**Inclines and Ramps:** Rules for inclines and ramps are discussed, including assessing proper direction of travel based on the load, acceptable approach angles, travel within delineated lines and the use of spotters.

**Loading Docks / Trucks / Trailers / Railcars:** This section reviews additional safety precautions, worksite engineering, delineation of drop-offs, bridge sides and other ledges, use of dock locks, landing gear supports, trailer capacity assessment, and truck driver rules.

**Special Hazard Areas / Unusual Circumstances:** Other special or unusual hazards and safe work practices are explained, including man-lifts, rigging attachments, use of industrial elevators, use of multiple forklifts for one object and contractor operations.

**Fueling & Charging:** Hazards and safe work practices related to propane, gas, diesel and battery powered (and battery charging) are covered.


# Hands-On Exercises

Each participant is graded on operating the machine in the presence of a grader and under the supervision of the instructor. In the *Train the Trainer* component, each student is also a grader, which hones observation skills using a *Forklift Field Proficiency Test Grading Form*.

- Machine operation prep
- Entry, startup, basic controls, exiting vehicle
- Fork elevator operation
- Travel with forklift
- Elevated loading
- Special tasks (attachments)
- Obstacle course test



Forklift Field Proficiency Test



Trainee Name: \_\_\_\_\_

Score Card	
<b>A - Machine Operation Prep</b>	
1	Pre-trip inspection completed thoroughly/properly?
2	Hazard Analysis
<b>B - Equipment Entry/startup/Basic Controls</b>	
1	3-point stance
2	Seat Belt
3	Seat adjust
4	Adjust mirrors
5	Neutral all controls/check park brake
6	Foot on brake – yell clear-start engine
7	Release park brake
8	Raise front forks to 2-4 inches
9	Transmission FNR /throttle/brake
10	Faced direction of travel
<b>C – Fork Elevator Familiarization</b>	
1	Raise up 2 ft., then lower 2 ft.
2	Raise to max height
3	Tilt forward, tilt back, return to level
4	Automatic fork spreader (optional)
5	Return to travel height
6	Other
<b>D – Travel</b>	
1	Travel 2-4-inch rule?
2	Used horn (intersection/pedestrian traffic/backing)?
3	Faced direction of travel/looked before backing?
4	Steering in tight spaces/navigated cones
5	Observed rear/front swing?
6	Yielded to pedestrians?
7	Slowed at intersection?
<b>E – Loading</b>	
1	Level forks mid pallet horizontal clearance
2	Approached racks slowly/adjust tilt
3	Centered load
4	Load on back rest
5	Lift, tilt back, exit rack
6	Lower immediately once clear
<b>F – Special Attachments</b>	
1	
2	
3	
4	
5	
6	
<b>G - Exiting Vehicle</b>	
1	Forks down flat on ground
2	Neutral/Park Brake
3	Engine off
4	3-point stance exit
Points Total out of possible _____	
Item	Infraction

Grader Name: \_\_\_\_\_

Date Graded: \_\_\_\_\_