

Preparation

Objective: To reinforce knowledge of basic safety principles related to the preparation of forklifts

A forklift operator is in charge of the vehicle and is responsible for personal safety, vehicle operation, load handling, company property and equipment, and the safety of other employees or pedestrians. Only qualified drivers may operate forklifts, as determined by the supervisor based on training and/or licensing. It is the qualified driver's responsibility to assure that unauthorized persons **do not** operate the forklift.

Operator preparation:

- Familiarize yourself with the manufacturer's user instructions.
- Take all necessary training.
- **Operator certification** is required, and records must be available for inspection.
- Determine travel routes prior to operation, and notify the affected employees.

Vehicle preparation:

- Determine the capacity of the forklift and the size of the load prior to operation.
 - Complete a pre-operational equipment inspection checklist.
 - Take unsatisfactory equipment out of service.
 - Keep the owner's manual on the forklift at all times.
 - Rated limits must be visible on the lift. These must not be exceeded.
 - Assure that you are in the designated area for operating the forklift.
 - If indoors, assure that there is adequate ventilation for the use of an internal combustion engine.
 - Secure or tie down unstable loads before starting the vehicle.
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Your attitude and approach to forklift operation is the key to your safety and that of your fellow co-workers.

Preparation

This form documents that the training specified above was presented to the listed participants. By signing below, each participant acknowledges receiving this training.

Organization: _____ Date: _____

Trainer: _____ Trainer's Signature: _____

Class Participants:

Name: _____ Signature: _____

Name: _____ Signature: _____

Name: _____ Signature: _____

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Remember to document attendance in the Training Track application of the Risk Management Center.