

Safety Review

Objective: To review critical safety principles related to safe forklift operation

Points to emphasize:

- Current employer training and certification is required.
- Complete the pre-operational checklist.
- Know your travel route.
- Drive with loads down.
- Know and do not exceed your load and weight capacity.

Responsibilities:

- Follow all manufacturer, training and certification instructions.
- Take responsibility for the safety of yourself and pedestrians.
- Use the right forklift for the environment.
- Operate fork trucks only in designated areas with adequate ventilation. Use electric powered if needed.
- Secure unstable loads before starting the vehicle.
- Make sure that there is adequate clearance before passing under or between structures.
- Maintain indoor speed under 2 mph (8 km/hr) and outdoor speed under 15 mph (24 km/hr).
- Tilt the mast back slightly before traveling.
- When forward vision is obscured, break down the load or drive in reverse.
- Keep weight uphill.
- Stop at all blind spots.
- Turn slowly.
- Keep arms and legs in cab.
- Use your seatbelt.
- Park the truck in safe area with load down and break set.
- Turn in safe area and never on ramps.
- Do not allow riders.

Safety Review

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.