

## **Forklift Operator Safety**

### Course Outline

**Prerequisites:** This course shall have no formal pre-requisite.

**Course Length:** 3-4 hours - Course length shall vary depending on the number of delegates.  
Total course time includes breaks.

**Class Size:** The maximum number of delegates that may be trained and tested per instructor shall be thirty-five (35) in the classroom session and thirty-five (35) in the practical session.

#### **Course Objective**

- Provide delegates assigned to operate industrial Forklift/Lift Truck the necessary skills to safely perform their jobs.
- Provide delegates with recommended practices and guidelines to perform safely while working with Forklift/Lift Trucks.
- Delegates should be able to demonstrate the necessary skills during practical examination and demonstrate knowledge during written examination.

#### **Course Design**

- Power Point© / Lecture / Audio Video / Visual Aids
- Practical Exercises

#### **Successful Course Completion**

- Requires a minimum score of 75% or better.
- Delegates will have no more than thirty (30) minutes to complete the exam.
- Grades shall be calculated by dividing the number of questions answered correctly by the total number of exam questions.
- Successful completion of practical session is mandatory.

#### **Course Content Summary**

- Classroom
- Practical's

**Breaks:** 10 minutes (approximately every hour)

**Lunch:** 1 Hour (if applicable)



## **M&A Safety Services**

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### **Course Outline**

#### About Forklifts

- Why Training...?
- Regulation – OSHA 29 CFR 1910.178
- Purpose of Training
- OSHA Statistics
- Types of Forklifts
  - Diesel
  - Gasoline
  - Liquid Propane
  - Electric
- Lift Truck Characteristics
- Major Components
- Gauges/Instruments

#### Forklift Inspection

- Pre-Use/Daily Inspection
- Safety Equipment
- Operational Equipment
- Operator Responsibilities

#### Forklift Capacity

- Forklift Physics
- Teeter-Totter Principle
- Stability Triangle
- Center of Gravity
- Forward Tipping
- Side Tipping
- Data Plate
- Inch Pound Equation
  - With Example
- Load Position
- Multiple Load Position
- Boom Angles (Boom Type Forklifts)

#### Forklift Operations

- Basic Operational Items
  - Steering Wheel
  - Pedals
  - Directional Controls
  - Horn



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- Parking Brake
- Rear Wheel Steering
  - Turning Arc
  - Turning Radius
- Tire Types
- Hydraulic Lift Controls
- Lift System Components
- Control Movement
  - Feathering Technique
- Forklift Travel
- Carrying Loads
- Carrying Large Loads
- Traveling on Inclines/Declines
- Traveling Surfaces
  - Gravel, Sand, Mud, Dirt, Tracks, etc...
- Loading Docks
- Loading/Unloading Trailers
- Forklift Parking

### Forklift Safety

- Operator Safety
  - Safety features to guard against a roll over
    - Seat Belt, Overhead Guard, Etc...
- General Safety
  - Do's and Don'ts
  - Alarms
  - Warning Lights
- Forklift Refueling/Recharging
  - Gasoline/Diesel Refueling Procedures
  - Propane Refueling Procedures
  - Battery Recharging
  - Changing Batteries

### Practical Session

Practical training shall utilize a Forklift/Lift Truck similar to the type the employee will operate.

Practical shall verify the following:

- Properly select and wear appropriate PPE during practical training
- Conduct proper pre-use inspection of Forklift and equipment
- Ability to remove the Forklift out of service if it is unsafe to operate



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- Effectively controls the Forklift using smooth starts & stops
- Ability to react to unusual or emergency situations
- Moves material in a safe and controlled manner
- Travels at adequate speeds with load as low as possible
- Aware of surroundings and other workers while operating Forklift
- Demonstrates knowledge of safe parking
- Sets parking brake before exiting the Forklift
- Turns power off and removes the key before exiting Forklift

### **Training Center Provided Material**

- Course Materials
- PPE

### **Delegate Requirements**

- PPE
- Onsite Forklift/Lift Truck

### **Reference Material / Documents**

OSHA 29 CFR 1910.178