



M&A Safety Services

512 Viaulet Road
Youngsville, Louisiana 70592
Main: 337-451-4685
Fax: 337-451-5847
www.masafetyservices.com

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

Course Content Summary

-) Classroom
-) Practicals

Breaks: 10 minutes (approximately every hour)

Lunch: 1 Hour (if applicable)



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Course Outline

About Forklifts

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

Forklift Inspection

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

Forklift Capacity

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

Forklift Operations

-) Basic Operational Items
 - o Steering Wheel
 - o Pedals
 - o Directional Controls
 - o 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:

-) Select and wear appropriate PPE during practical training
-) Conduct proper pre-use inspection of forklift and equipment
-) Demonstrate ability to remove the forklift out of service if it is unsafe to operate



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-) Controls the forklift using smooth starts & stops
-) Show ability to react to unusual or emergency situations
-) Move material in a safe and controlled manner
-) Travel at adequate speeds with load as low as possible
-) Remain aware of surroundings and other workers while operating forklift
-) Demonstrate knowledge of safe parking
-) Set parking brake before exiting the forklift
-) Turn power off and remove 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