

Trainee Name: _____

Trainer Name: _____

Company: _____

Company: _____

Date: _____

Forklift Type: _____

Training Program Content: Forklift operators shall receive initial training on the following topics, except those topics which the employer can demonstrate are not applicable to safe operation of the truck in the employer’s workplace. Please initial all that have been completed.

TRUCK	INITIAL	WORKPLACE	INITIAL
Operating instructions, warnings, and precaution for the types of truck the operators will be authorized to operate.		Surface conditions where the vehicle will be operated.	
Differences between truck and the automobile.		Composition of loads to be carried and load stability.	
Truck controls and instrumentation, where they are located, what they do, and how they work.		Load manipulation, stacking, and unstacking	
Engine or motor operation.		Pedestrian traffic in areas where the vehicle will be operated	
Steering and maneuvering.		Narrow aisle and other restricted places where the vehicle will be operated.	
Visibility (including restrictions due to loading).		Hazardous (classified) locations where the vehicle will be operated.	
Fork and attachment adaption, operation, and use limitations.		Ramps and other sloped surfaces that could affect the vehicles stability.	
Vehicle capacity and stability and operating limitations.		Closed environments and other areas where insufficient ventilation or poor vehicle maintenance may cause buildup of carbon monoxide or diesel exhaust.	
A vehicle inspection and maintenance that the operator will be required to perform. Refueling and/or charging and recharging of batteries.		Other unique or potentially hazardous environmental conditions in the workplace that could affect safe operation.	
Any other operating instructions, warnings, or precautions listed in the operator’s manual for the types of vehicle that the employee is being trained to operate.			

Forklift Training Exercise General Instructions: The order of these exercises is not mandatory, but you must complete all exercises. Monitor closely, avoid distraction, and try to not assist the trainee as much as possible. Once the exercises are complete, record the necessary information on the front side of this form.

Supplies Needed: Ten cones and four pallets.

FORKLIFT TRAINING EXERCISES	INITIAL
<p>Exercise #1 – Traveling without cargo Operator will show how well they can control the movement of the forklift in both directions without cargo.</p> <p>Watch for: Improper reversing, controlling forks near ground, speed management, passing through obstacles easily, does not bump obstacles.</p>	
<p>Exercise #2 – Traveling with cargo Operator will go through the same course as above, in the same fashion but with cargo.</p>	
<p>Exercise #3 – Stacking a load Have the operator perform stacking a load of cargo. As a practice example, have the operator pick up four pallets, one at a time and stack them.</p>	
<p>Exercise #4 – Putting down a pallet Taking one or more of the pallets just stacked, have the operator pick up, move, and put down the load.</p>	
<p>Exercise #5 – Loading a trailer Have the operator load a trailer/truck.</p> <p>Watch for: Visually inspecting restraint warning light systems. Check chocks. Checking condition of floor. Using jack stands if suitable. Smooth surfaces. Examines dock plate, weightier loads on bottom, and loads distributed evenly.</p>	
<p>Exercise #6 – Working in narrow aisles Have operator travel from point a to point b in a narrow aisle. If none available, create one with cones.</p> <p>Watch for: Operator does not move, turn, or steer the truck into place with forks lifted. Leaving the coned areas. Operator keeps body parts inside the truck at all times.</p>	

Trainee Signature

Trainer Signature