Powered Industrial Truck Operator Training Certification

Name of Operator (Please Print): _______________________________ Date: ____________________

Complete the following information, as part of the training.

Industrial truck brand name: ________________________________

Model Number: ________________________________

Type: LPG / Battery / Diesel / ________________________________

Load Capacity: ________________________________

Elevation of Load (inches): ________________________________

Horizontal Load Center (inches): ________________________________

Vertical Load Center (inches): ________________________________

Pre-Operation Work Area Check

☐ High traffic area? (Take precautions to protect pedestrians, the operator, and other workers.)

☐ Determine where leading edges are located & make provisions to protect the industrial truck operator.

☐ Evaluate working surface conditions, and adjust operating speed accordingly.

☐ Prior to operation, remove any loose material or debris from the operating area.

☐ Prior to operation, secure or readjust loads to ensure they are stable for lifting and moving.

☐ Prior to operation, ensure that dock boards and bridge plates are secured in place.

☐ If entering a trailer, ensure that the trailer has been properly chocked, and the semi brakes are set.

☐ If the semi is disconnected from the trailer, ensure that the trailer has its’ trailer jacks set.

☐ Verify that the trailer floor will hold the industrial truck and load.

☐ Verify that the lift will have enough headroom for operation.

☐ Ensure that there is adequate lighting for operation (2 lumens per square foot).

Pre-Shift Industrial Truck Checklist

☐ A visual check of the truck is to be performed prior to each shift of operation.

Operation

☐ Industrial truck operators are to use seat belts, when furnished.

☐ Do not set a load down if someone you are working with has disappeared.

☐ Turn LP Gas off when the industrial truck is not in use.

☐ Do not horseplay while operating an industrial truck. (racing, poking people with forks, etc.)

☐ Do not carry passengers on an industrial truck, unless there is a seat designed for such purpose.

☐ Do not use forks to open or close doors.

☐ While traveling with a load, the load is to be raised just enough to allow safe travel.

☐ While the industrial truck is running, do not place appendages outside the operating cab area.

☐ Keep the load on the high side of the industrial truck, when traveling on a sloped surface.

☐ Avoid making turns while traveling sloped surfaces.

☐ When traveling faster than a slow pace, turn the wheel slowly to minimize shifting the center of gravity.

☐ If the load blocks the operators view, travel with the load trailing.

☐ Sound the horn at blind spots, intersections, and any other situation when vision is obstructed.

☐ Travel at a safe speed. Varies depending upon working surface conditions, weather, and # of people.

☐ Obey all traffic regulations.

☐ Do not pass other vehicles at intersections or blind spots.

☐ Do not drive the industrial truck up to anyone standing in front of a bench or other fixed object.

☐ A safe distance shall be maintained between two or more traveling industrial trucks (at least 3 truck lengths).

☐ Approach elevators slowly, and only enter after the elevator has stopped moving. Then, neutralize the industrial truck controls, shut the power off, and set the brake(s).

☐ Powered hand trucks are to enter elevators with the load in front of the operator.
### Maintenance

- When replacing an industrial truck battery, chock the wheels and set the brake.
- A hoist is to be used to replace large truck batteries.
- Batteries are to be charged in well-ventilated areas, designated for such a purpose.
- Prior to plugging into a battery charger, ensure the lift and the charger is turned off.
- Disconnect the battery prior to repairing components of the electrical system.
- Repairs are not to be performed in class I, II, or III locations.
- Repairs to the fuel ignition system are to be performed in a designated area (garage).
- If a truck overheats, it is to be removed from service until repaired.
- If the industrial truck is outfitted with pneumatic tires, deflate the tires prior to changing them.
- Change LPG tanks in designated area(s), & while the LPG / propane tank valves are in the closed position. University personnel should not fill LPG or propane fuel tanks.
- No smoking is allowed in refueling or recharging areas.

### Lifting Personnel

- Personnel are to be lifted using an approved platform that is equipped with a standard guardrail.
- The lifting platform shall be securely fastened to the forks or mast of the industrial truck.
- Means shall be provided whereby personnel on the platform can shut off power to the truck.
- When personnel are elevated above 4 feet in height, they shall utilize a full body harness and lifeline.
- The industrial truck is to remain stationary while personnel are occupying the lifting platform.
- When necessary, personnel being lifted shall utilize protection from falling objects.

### Other

- If non-electrical industrial trucks are to be operated in an enclosed space for an extended period of time, the space is to be provided with carbon monoxide alarms.
- Personnel are not allowed to pass or stand under an elevated load.
- When an industrial truck is left unattended (the operator is not within view, or is more than 25 feet away from the industrial truck) the load engaging means shall be fully lowered, operating controls shall be neutralized, power shut off, brakes set, and if necessary wheels chocked (if parked on a sloped surface).
- When an industrial truck remains attended, but the operator leaves the truck, the operator shall fully lower the load engaging means, neutralize the controls, and set the brakes prior to leaving.
- Do not alter an industrial truck. This includes but is not limited to adding counter weight(s), removing the manufacturer labeling, and drilling holes in the forks.
- Defective trucks, or trucks in need or maintenance shall not be operated, and shall be removed from service until the necessary repairs and / or maintenance has been performed.
- Industrial truck engines are to be shut-off while the truck is being fueled.
- Do not overfill the fuel tank. Spillage shall be cleaned off of the truck prior to starting the motor or engine.
- Industrial trucks are different than cars. They weigh 2 to 3 times as much as a car. Their weight makes them harder to stop & steer. And, they are more maneuverable than a normal car.

Practical should include:

- The location of the industrial truck controls and the function(s) of the controls.
- How to start and stop the engine.
- Predicting changes in lifting capacity of the truck, using load center (L). \( (L \times \text{Load Weight}) > \text{Capacity?} \)
- Identification of any areas where the industrial truck is not to be operated.
- How to perform the pre-operational check of the industrial truck (using the checklist).

Name of Person Performing Formal Training ____________________________

Name of Person Performing Practical Training (Please Print) ____________________________

Date of Formal Training ____________________________ Date of Practical Training ____________________________