

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 | | |
| <input type="checkbox"/> | High traffic area? (Take precautions to protect pedestrians, the operator, and other workers.) | |
| <input type="checkbox"/> | Determine where leading edges are located & make provisions to protect the industrial truck operator. | |
| <input type="checkbox"/> | Evaluate working surface conditions, and adjust operating speed accordingly. | |
| <input type="checkbox"/> | Prior to operation, remove any loose material or debris from the operating area. | |
| <input type="checkbox"/> | Prior to operation, secure or readjust loads to ensure they are stable for lifting and moving. | |
| <input type="checkbox"/> | Prior to operation, ensure that dock boards and bridge plates are secured in place. | |
| <input type="checkbox"/> | If entering a trailer, ensure that the trailer has been properly chocked, and the semi brakes are set. | |
| <input type="checkbox"/> | If the semi is disconnected from the trailer, ensure that the trailer has its' trailer jacks set. | |
| <input type="checkbox"/> | Verify that the trailer floor will hold the industrial truck and load. | |
| <input type="checkbox"/> | Verify that the lift will have enough headroom for operation. | |
| <input type="checkbox"/> | Ensure that there is adequate lighting for operation (2 lumens per square foot). | |
| Pre-Shift Industrial Truck Checklist | | |
| <input type="checkbox"/> | A visual check of the truck is to be performed prior to each shift of operation. | |
| Operation | | |
| <input type="checkbox"/> | Industrial truck operators are to use seat belts, when furnished. | |
| <input type="checkbox"/> | Do not set a load down if someone you are working with has disappeared. | |
| <input type="checkbox"/> | Turn LP Gas off when the industrial truck is not in use. | |
| <input type="checkbox"/> | Do not horseplay while operating an industrial truck. (racing, poking people with forks, etc.) | |
| <input type="checkbox"/> | Do not carry passengers on an industrial truck, unless there is a seat designed for such purpose. | |
| <input type="checkbox"/> | Do not use forks to open or close doors. | |
| <input type="checkbox"/> | While traveling with a load, the load is to be raised just enough to allow safe travel. | |
| <input type="checkbox"/> | While the industrial truck is running, do not place appendages outside the operating cab area. | |
| <input type="checkbox"/> | Keep the load on the high side of the industrial truck, when traveling on a sloped surface. | |
| <input type="checkbox"/> | Avoid making turns while traveling sloped surfaces. | |
| <input type="checkbox"/> | When traveling faster than a slow pace, turn the wheel slowly to minimize shifting the center of gravity. | |
| <input type="checkbox"/> | If the load blocks the operators view, travel with the load trailing. | |
| <input type="checkbox"/> | Sound the horn at blind spots, intersections, and any other situation when vision is obstructed. | |
| <input type="checkbox"/> | Travel at a safe speed. Varies depending upon working surface conditions, weather, and # of people. | |
| <input type="checkbox"/> | Obey all traffic regulations. | |
| <input type="checkbox"/> | Do not pass other vehicles at intersections or blind spots. | |
| <input type="checkbox"/> | Do not drive the industrial truck up to anyone standing in front of a bench or other fixed object. | |
| <input type="checkbox"/> | A safe distance shall be maintained between two or more traveling industrial trucks (at least 3 truck lengths). | |
| <input type="checkbox"/> | 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). | |
| <input type="checkbox"/> | Powered hand trucks are to enter elevators with the load in front of the operator. | |

| Maintenance | |
|--------------------------|---|
| <input type="checkbox"/> | When replacing an industrial truck battery, chock the wheels and set the brake. |
| <input type="checkbox"/> | A hoist is to be used to replace large truck batteries. |
| <input type="checkbox"/> | Batteries are to be charged in well-ventilated areas, designated for such a purpose. |
| <input type="checkbox"/> | Prior to plugging into a battery charger, ensure the lift and the charger is turned off. |
| <input type="checkbox"/> | Disconnect the battery prior to repairing components of the electrical system. |
| <input type="checkbox"/> | Repairs are not to be performed in class I, II, or III locations. |
| <input type="checkbox"/> | Repairs to the fuel ignition system are to be performed in a designated area (garage). |
| <input type="checkbox"/> | If a truck overheats, it is to be removed from service until repaired. |
| <input type="checkbox"/> | If the industrial truck is outfitted with pneumatic tires, deflate the tires prior to changing them. |
| <input type="checkbox"/> | 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. |
| <input type="checkbox"/> | No smoking is allowed in refueling or recharging areas. |
| Lifting Personnel | |
| <input type="checkbox"/> | Personnel are to be lifted using an approved platform that is equipped with a standard guardrail. |
| <input type="checkbox"/> | The lifting platform shall be securely fastened to the forks or mast of the industrial truck. |
| <input type="checkbox"/> | Means shall be provided whereby personnel on the platform can shut off power to the truck. |
| <input type="checkbox"/> | When personnel are elevated above 4 feet in height, they shall utilize a full body harness and lifeline. |
| <input type="checkbox"/> | The industrial truck is to remain stationary while personnel are occupying the lifting platform. |
| <input type="checkbox"/> | When necessary, personnel being lifted shall utilize protection from falling objects. |
| Other | |
| <input type="checkbox"/> | 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. |
| <input type="checkbox"/> | Personnel are not allowed to pass or stand under an elevated load. |
| <input type="checkbox"/> | 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). |
| <input type="checkbox"/> | 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. |
| <input type="checkbox"/> | 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. |
| <input type="checkbox"/> | 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. |
| <input type="checkbox"/> | Industrial truck engines are to be shut-off while the truck is being fueled. |
| <input type="checkbox"/> | Do not overfill the fuel tank. Spillage shall be cleaned off of the truck prior to starting the motor or engine. |
| <input type="checkbox"/> | 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: _____