



TRAINING OUTLINE

COURSE TITLE: _____ **DATE:** _____ **INSTRUCTOR:** _____

LOCATION: _____ **TIME:** _____ **COMPANY:** _____

Safety training was conducted on the above date by the instructor indicated. The following line items identify the topics covered during the training session.

SUMMARY OF TRAINING

- 1) Introduction
 - a) Standards
 - b) Why Training
- 2) Anatomy and Inspection
 - a) Operator's Manual
 - b) Capacity Plate
 - c) Decals & Warning Labels
 - d) Body
 - e) Tires
 - f) Mast
 - g) Hydraulic Components
 - h) Forks
 - i) Lights
 - j) Battery
 - k) Controls
 - l) Drivability
 - m) Brake
 - n) Emergency Reverse/Stop Button
 - o) Power Disconnect
 - p) Horn
 - q) Minor Repairs & Maintenance
- 3) Safe Operations
 - a) Know Your Machine
 - i) Training
 - ii) Operator's Manual
 - iii) Pre-Shift Inspection
 - iv) Stability
 - v) Load Capacity
 - vi) Center of Gravity
 - vii) Triangle of Stability



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- viii) Lift Height
- ix) Batteries
- x) Battery Replacement
- xi) Battery Top Off
- xii) Load Handling
- xiii) Traveling
- xiv) Braking
- xv) Parking
- xvi) Passengers
- xvii) Ergonomics
- xviii) Hazardous Materials
- xix) PPE
- xx) Horseplay

b) Know Your Worksite

- i) Pedestrians
- ii) Other Machines or Vehicles
- iii) Driving Considerations
- iv) Dock & Ramps
- v) Elevators
- vi) Communication

4) Common Hazards

- a) Struck By
- b) Running Off Dock
- c) Distractions
- d) Fatigue
- e) Emotional & Physical Health

5) Conclusion