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<b>TITLE:</b> <p style="text-align: center;"><b>Forklift Safety</b></p>		

Employee's Name: \_\_\_\_\_

**TASK NUMBER AND DESCRIPTION**

- Subtask 1: Truck – related topics:
- Subtask 2: Workplace – related topics:
- Subtask 3: Refresher Training
- Subtask 4: Evaluation Procedure

**DOCUMENTS REFERENCED**

**INSTRUCTIONS FOR TRAINER**

Check off each subtask as the employee successfully completes the task. Fill in your initials, the date, and the conditions under which the employee performed the subtask. Place an "A" if the actual task was performed and an "S" if the task was performed in simulation.

**Subtask 1: Truck – related topics:**

Subtask 1 Validation – Acceptance Criteria Below Met

Date	Initial	Conditions
_____	_____	_____

- \_\_\_\_\_ 1. Operating instructions, warnings, and precautions for the types of truck the operator will be authorized to operate;
- \_\_\_\_\_ 2. Differences between the truck and the automobile;
- \_\_\_\_\_ 3. Truck controls and instrumentation; where they are located, what they do, and how they work;
- \_\_\_\_\_ 4. Engine or motor operation;
- \_\_\_\_\_ 5. Steering and maneuvering;
- \_\_\_\_\_ 6. Visibility (including restrictions due to loading);
- \_\_\_\_\_ 7. Fork and attachment adaptation, operation, and use limitations;
- \_\_\_\_\_ 8. Vehicle capacity;
- \_\_\_\_\_ 9. Vehicle stability;
- \_\_\_\_\_ 10. Any vehicle inspection and maintenance that the operator will be required to perform;
- \_\_\_\_\_ 11. Refueling and/or charging and recharging of batteries;
- \_\_\_\_\_ 12. Operating limitations;

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\_\_\_\_\_ 13. 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.

**Subtask 2: Workplace – related topics:**

Subtask 2 Validation – Acceptance Criteria Below Met

Date	Initial	Conditions
_____	_____	_____

- \_\_\_\_\_ 14. Surface conditions where the vehicle will be operated;
- \_\_\_\_\_ 15. Composition of loads to be carried and load stability;
- \_\_\_\_\_ 16. Load manipulation, stacking, and unstacking;
- \_\_\_\_\_ 17. Pedestrian traffic in area where the vehicle will be operated;
- \_\_\_\_\_ 18. Narrow aisles and other restricted places where the vehicle will be operated;
- \_\_\_\_\_ 19. Hazardous (classified) locations where the vehicle will be operated;
- \_\_\_\_\_ 20. Ramps and other sloped surfaces that could affect the vehicle's stability;
- \_\_\_\_\_ 21. Closed environments and other areas where insufficient ventilation or poor vehicle maintenance could cause a buildup of carbon monoxide or diesel exhaust;
- \_\_\_\_\_ 22. Other unique or potentially hazardous environmental conditions in the workplace that could affect safe operation.

**Subtask 3: Refresher Training**

Subtask 3 Validation – Acceptance Criteria Below Met

Date	Initial	Conditions
_____	_____	_____

- \_\_\_\_\_ 23. The operator has been observed to operate the vehicle in an unsafe manner;
- \_\_\_\_\_ 24. The operator has been involved in an accident or near-miss incident;
- \_\_\_\_\_ 25. The operator has received an evaluation that reveals that the operator is not operating the truck safely;
- \_\_\_\_\_ 26. The operator is assigned to drive a different type of truck;
- \_\_\_\_\_ 27. A condition in the workplace changes in a manner that could affect safe operation of the truck.

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**Subtask 4: Evaluation Procedure**

Subtask 4 Validation – Acceptance Criteria Below Met

Date	Initial	Conditions
_____	_____	_____

- \_\_\_\_\_28. Observe the powered industrial truck operator during normal operations to determine if the operator is performing safely;
- \_\_\_\_\_29. Ask pertinent questions to ensure that the operator has the knowledge or experience needed to operate a truck safely;
- \_\_\_\_\_30. Notify Public Safety of the evaluation date and results;
- \_\_\_\_\_31. Schedule and conduct refresher training if necessary.

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**Post Verification:**

Performance Standards

All forms, dates, and signatures required for these tasks must be thoroughly and accurately completed. End state conditions described in the procedure must be within acceptable ranges. All applicable standard operating procedures must be followed. All software security and guidelines, rules, or regulations must be observed.

Post Verification – Acceptance Criteria Below Met []

Date	Initial	Conditions
_____	_____	_____
_____	1.	All forms, dates, and signatures required for these tasks must be thoroughly and accurately completed.
_____	2.	End state conditions described in the procedure must be within acceptable ranges
_____	3.	All applicable standard operating procedures must be followed.
_____	4.	All software security and publishing guidelines, rules, or regulations must be observed.
_____	5.	Performed the task in a timely manner.

**QUALIFICATIONS RECORD**

***All Acceptance Criteria met and competency in the Task successfully demonstrated:***

Trainee \_\_\_\_\_ Trainer \_\_\_\_\_ Date \_\_\_\_\_