

Forklift Training Checklist

ABC COMPANY POWERED INDUSTRIAL TRUCK TRAINING CHECKLIST

PART 1: TRUCK-RELATED TOPICS

- Operating instructions, including any warnings and precautions for the type of truck the operator will be using
- The relevant differences between the industrial truck and an automobile
- Details about the truck's controls and instrumentation, including instrument location, functions and how they work
- Training on engine or motor operation
- Training on steering and maneuvering
- Training on visibility and any restrictions on visibility that may be caused by loading
- Instructions on forklift and attachment adaptations, operations and limitations on their use
- Information on truck stability and capacity
- Instruction on how to conduct any truck inspection and maintenance that the operator will be required to perform
- Directions about how to refuel the truck and charge or recharge the battery
- Instructions on any truck operating limitations and any other operating instructions, including any warnings or precautions listed in the truck's operator's manual

PART 2: WORKPLACE-RELATED TOPICS

- Details on the surface conditions where the truck will be operated
- Instructions on the loads to be transported, including load stability, handling the load and stacking and unstacking loads

[] Details on any restrictions or limitations in the area(s) where the truck will be operated, including any pedestrian traffic, narrow aisles or restricted or hazardous locations where the truck will be operated

[] Location(s) of any ramps or other inclined surfaces that might affect the truck's stability

[] Location(s) of any closed environments or other areas where insufficient ventilation or poor vehicle maintenance could cause the buildup of carbon monoxide or diesel exhaust

[] Instruction on any unique or potentially hazardous environmental conditions in your workplace that could affect the truck's safe operation

PART 3: OSHA REQUIREMENTS

[] Details on all other general requirements in OSHA's Powered Industrial Trucks Standard