



Introduction

Forklifts, also known as powered industrial trucks, are an important part of material handling in many industries. Forklifts are also a source of serious accidents in the workplace. Injuries and/or fatalities indicate that many workers and employers are not using or may be unaware of the correct forklift safety procedures.

The goal of this guide is to assist workplace instructors with forklift safety-training programs. This guide does not presume to cover every forklift safety hazard or situation and should be used as a supplement to the manufacturer's provided forklift-operating manual. Cal/OSHA regulations state that the employer is responsible for ensuring that each forklift operator is competent to operate a forklift safely. The employer is also responsible for certifying that each forklift operator is trained and evaluated, in accordance with Cal/OSHA regulations, before operating a forklift.

Training the Trainer

Cal/OSHA regulations require forklift safety instructors to possess a certain level of competency, experience, and forklift knowledge. Cal/OSHA's General Industry Safety Order (GISO), Section 3668 states, that:

"All operator training and evaluation shall be conducted by persons who have the knowledge, training, and experience to train powered industrial truck operators and evaluate their competence."

Some things to consider when deciding who will conduct training include having a forklift safety instructor who:

1. **Communicates effectively.**
2. **Has completely reviewed and understands all of the applicable forklift safety regulations.**
3. **Is knowledgeable about different forklift designs, their uses in the workplace and experienced in operating them.**
4. **Is familiar with the conditions and hazards that are inherent in the workplace.**
5. **Is familiar with the safe operational procedures and activities that are associated with operating a forklift in the workplace. These procedures and activities include:**
 - **Battery-charging practices.**
 - **Fueling the forklift.**
 - **Lifting and transporting cargo.**
 - **Working in enclosed spaces.**
 - **Operating forklifts in loading dock areas.**
6. **Is able to objectively evaluate a forklift operator's performance in the workplace.**

This product was developed for you by State Fund, your partner in loss prevention. We recognize that your loss prevention efforts can affect the frequency and severity of illnesses and injuries in your work environment. Our experience shows that with informed planning and education, workplace injuries and illnesses can be reduced or eliminated. We are committed to the belief that a safe workplace can increase worker productivity and lower your workers' compensation costs. The safety and well-being of our insured employers and their employees is the primary concern of State Fund. We know you will find this information helpful in educating and encouraging your employees to establish and maintain a safe working environment.

Section 1: Forklift Safety Training Program

An effective, compliant forklift safety training program must consist of a combination of formal instruction, practical instruction, and an evaluation of the forklift operator's performance in the workplace.

Formal Instruction (Classroom)

The formal instruction portion of the safety training should include a combination of various training methods—lectures, question and answer sessions, videos, and written materials. All training, written and spoken, must be presented in a language understood by all trainees. Formal instruction should also include a complete review of the Cal/OSHA forklift regulations that apply to the worksite. Classroom instruction includes:

1. **Reviewing the applicable forklift regulations.**
2. **Presenting an appropriate forklift safety video or another type of training medium (computer program, audio/visual program, written material).**
3. **Conducting a question and answer session regarding forklift safety.**
4. **Administering a written forklift safety test.**

Practical Instruction (Hands-On)

Practical or "hands-on" training is required by Cal/OSHA to certify forklift operators. This component, according to Cal/OSHA GISO Section 3668, must consist of "demonstrations performed by the trainer and practical exercises performed by the trainee." Not all situations or procedures are covered in this guide. The instructor should modify the training program to address the conditions found in the workplace, including the types of forklifts the trainee will be operating. The instructor must perform demonstrations for the trainees on all of the topics listed below. A verbal review neither conforms nor complies with the regulations. Hands-on instruction includes:

1. **Training on the forklift safety check process. Each trainee should conduct a forklift safety check.**
2. **Erecting a forklift driving course. The instructor should observe each trainee completing the course, take observation notes, and review the notes with each trainee.**
3. **Training that covers the specific hazards and conditions present in the workplace. Examples include lockout/tagout, battery charging, fueling, operating forklifts in enclosed spaces, carrying loads, and elevating employees using a forklift.**

Workplace Performance Evaluation

After the formal and hands-on instruction, the instructor must evaluate the operator's performance in the workplace.

The instructor must observe each trainee performing normal workplace forklift duties, write down notes during the observation, and then review the notes with the employee.

Several sample training forms are included in this guide to assist with documentation and record keeping efforts. The employer must maintain the documents for at least three years after the date of the training.

Each forklift operator's performance must be evaluated at least once every three years. Under certain conditions, refresher training must be provided more frequently. Requirements are detailed in Cal/OSHA's GISO Section 3668.

The effective forklift safety instructor combines different training activities into the formal and practical components of the program as well as the workplace performance evaluation. Listed below is information regarding various safety-training activities that should be used to supplement the Cal/OSHA forklift regulations. This portion of the training guide is not comprehensive and not all situations or procedures are covered.

Video Training

People learn by different methods of instruction, including discussion, written materials, videos, and hands-on activities. Videos are versatile in that they include both audio and visual formats—some are even interactive. Showing a video about forklift safety helps maintain interest and capture attention. If possible, the instructor should select a video that uses a setting similar to the workplace.

Written Forklift Safety Test

A forklift instructor needs to know if the trainees understand the information and can apply it to their work duties. One way to assess this is to administer a written test. A sample forklift safety test is included in this guide. When the trainees have completed the test, the instructor should review the answers with the group then keep the completed test for training documentation.

Conducting a Forklift Safety Check

Cal/OSHA regulations mandate that before each shift, the forklift operator must check the forklift for safety deficiencies. The instructor must give "hands-on" instruction to trainees on how to conduct a proper and thorough forklift safety check.

Forklift Driving Test

Forklift trainees must demonstrate a basic understanding of forklift operation as well as competent forklift driving skills. By observing a forklift operator navigating a planned driving course, the instructor can verify that the operator has the skills necessary to safely operate a forklift. The instructor should then record the trainee's performance on the enclosed sample Forklift Operator Performance Test form, or a similar form.

Forklift Driving Course

The forklift driving test must be conducted on a forklift driving course, as required by Cal/OSHA regulations. A sample forklift driving course, which provides a variety of forklift operation activities, is included in this guide. The instructor should modify the course to simulate conditions the forklift operator may encounter in the workplace. Trainees should only attempt a forklift driving course after they have completed the formal and hands-on training segments. The employer is responsible for ensuring that each trainee is certified to operate every type of assigned forklift.

Section 2: Forklift Operation And Safety

In this section, various safety rules and operating procedures are reviewed. These rules and procedures, if applicable to the workplace, should be included in the forklift safety training program and are intended to supplement the Cal/OSHA forklift regulations. This section is not comprehensive and not all situations or procedures are covered. When preparing to conduct the forklift safety training, the instructor should consider additional hazards and safety rules that apply to the workplace.

Types of Forklifts

There are many different types of forklifts, which can vary in size, shape, and method of power. A forklift can be powered by an internal combustion engine using gasoline, diesel or propane gas (LPG) for fuel, or run on electricity from batteries. A forklift can have different attachments, depending on its specific use, such as fork extensions, drum clamps, lifting hooks, or a platform.

Forklift Stability

Forklifts are normally tall and narrow and may tip over easily, so operators must drive cautiously. Stopping a forklift is different from stopping a car. The two small wheels are the braking wheels, so forklifts do not stop quickly. The forklift is based on the concept of two weights being balanced on opposite sides of a pivot point with the forward wheels being the pivot point. This is the same concept as a teeter-totter. The load on the forks must be balanced by the weight of the forklift. Every time a forklift picks up a load; the truck and load have a new combined center of gravity. The stability of the

forklift is determined by the location of its center of gravity, or if the forklift is loaded, the combined center of gravity.

Forklift Limitations

Before driving a forklift, the operator must be aware of the load capacity the vehicle can safely accommodate and that the load center may change due to characteristics of the freight. This knowledge is critical because as the distance increases from the load center, the weight carrying load capacity of the forklift decreases. Before use, the forklift operator must also know the location of the forklift name plate, which lists its model number, load capacity marking, and type designation. The employer is responsible for maintaining these plates and ensuring that the information is legible.

Fueling

To prevent fire or explosion hazards, trainees must be instructed to:

- **Not fuel tanks while the forklift engine is hot, running or smoking.**
- **Keep fuels away from ignition sources.**
- **Never smoke when near a fuel source or while fueling the forklift.**
- **Always wear the proper personal protective equipment while fueling a forklift.**
- **Fuel forklifts in a location that has been designated as safe for fueling.**

When changing a liquid petroleum gas (LPG) tank, operators must relieve pressure in the line before disconnecting it by shutting off the tank and running the engine to empty the line.

Forklift Use in Enclosed Areas

Using gasoline or liquid propane gas forklifts in enclosed areas may lead to a build up of dangerous, potentially fatal, carbon monoxide gas. Carbon monoxide is a toxic gas, emitted in the forklift's exhaust. An individual who is exposed to unacceptable levels of carbon monoxide may become ill due to a lack of oxygen. Carbon monoxide gas is odorless, tasteless, and colorless, and is often not detected until the individual becomes sick. To avoid the possibility of carbon monoxide poisoning, the use of electric forklifts is recommended in enclosed work areas.

High Rack Storage

Freight stored on high racks can be 20 feet or more above the ground which presents special hazards. The lighting in high rack storage areas must be adequate, the floor surface must be smooth and free of cracks, and the forklift operator must

have ample space in which to maneuver the forklift. The loads must be balanced, stacked safely, and not tiered too high. The forklift operator must take extra care to maneuver the forklift safely and slowly while stacking or un-stacking freight stored on high racks. All forklifts that are used in high rack storage operations must be equipped with overhead protection.

Transporting Loads

Forklift operators should never move a loaded forklift if he or she cannot see in the direction of travel. Travel with the load trailing, if the load blocks the operator's front view. When traveling with a load, the forks should always be carried as low as possible. Operators must be aware of the height of the forklift mast and should watch for low-hanging lights, pipes, ducts, and doorways that could present a hazard. When ascending or descending inclines or ramps, operators should be instructed to drive the forklift slowly with the load upgrade. All employees should be reminded to never pass or stand under the elevated part of a forklift, even when it is unloaded.

Lockout, Tagout, and Blockout

Many workers are injured or killed by failing to lockout, tagout, and blockout the equipment they are operating. Forklift trainees should be given lockout/tagout safety training for cleaning, inspecting and repairing forklifts or when clearing it of obstructions. They should be taught to disconnect the battery during repairs to the primary electrical system and, if the forklift can store residual energy, to discharge the energy before beginning work on the electrical system. Trainees could be pinned or entangled in the equipment if the proper precautions are not taken.

Starting and Dismounting

Before starting the forklift engine, the operator should be seated in the forklift, with the seatbelt fastened. Operators should never start their forklift while standing to the side. Before dismounting, the forklift should be completely stopped with the controls in neutral, the parking brake engaged, and the forks fully lowered. When the operator travels more than 25 feet away from the forklift or if the forklift is out of the operator's sight, it is considered by Cal/OSHA to be "unattended." The power must be shut off with the controls in neutral, the parking brake set, and the forks fully lowered to the ground.

Elevating Employees Using A Forklift

Extra caution should be exercised when elevating other individuals with a forklift. A personnel platform, which is

secured to the forks or the mast of the lift, must be used. This platform must have proper guardrails, a toe board, and be of a sufficient size to accommodate the individual and the material being raised. The floor of the platform must be slip-resistant and free of holes that are larger than one inch in size. While the individual is elevated, the forklift operator must be at the controls and the forklift may only be moved to make minor positioning adjustments.

Workplace Conditions

Keep work environment as clean and hazard-free as possible. One way to help endure safe workplace conditions is to conduct safety inspections. An employee who has the authority to make corrections should conduct a safety inspection regularly. All floor-to-ground surfaces should be free of cracks, crumbling edges, and other defects. All workplaces should be well lit and free of clutter. If a blind corner is present, it should be eliminated if possible. When operating a forklift outdoors, operators should keep the forklift away from ditches, embankments, and holes.

Pedestrian Safety

Pedestrians and forklifts are a dangerous combination. If possible, forklift traffic areas should be separated from pedestrian traffic areas by a barrier. All employees should receive training about the dangers of working near forklifts. Forklift operators should use their horns to alert others when they are in the proximity of pedestrians. If the workplace noise level is high, forklifts should be equipped with flashing lights to alert others of their presence.

Battery Charging

Before charging batteries, check the forklift manufacturer's recommended charging instructions and wear the recommended personal protective equipment. Keep the battery charging area free from ignition sources that could present a fire hazard and well-ventilated so dangerous gases, fumes, and vapors do not build up.

Required Forklift Safety Postings

All forklift operators must be informed about required forklift safety posting regulations. Cal/OSHA GISO Section 3664 states that:

(a) *Every employer using industrial trucks or industrial tow tractors shall post and enforce a set of operating rules including the appropriate rules listed in Section 3650(s).*

Section 3: Forklift Safety Test

Written Forklift Safety Test

A forklift instructor needs to know if the trainees adequately understand the information presented and can apply it to their work duties. One way to assess understanding is to administer a written test. The instructor should administer either the sample forklift safety test included in this guide, or a similar test. The test should be modified so that it applies to the specific workplace needs. The instructor should review the answers with the group and keep the completed test for training documentation.

****The correct answers for the sample Forklift Safety Test are provided below****

| | | | |
|----|---|-----|---|
| 1. | d | 9. | a |
| 2. | d | 10. | b |
| 3. | b | 11. | c |
| 4. | d | 12. | d |
| 5. | c | 13. | b |
| 6. | c | 14. | a |
| 7. | a | 15. | c |
| 8. | a | 16. | d |



FORKLIFT SAFETY TEST

| | |
|-----------------|-------|
| Operator's Name | Date: |
|-----------------|-------|

Multiple Choice: Select the correct answer from the choices below

1. A forklift training program will help our company

- a. Reduce maintenance costs.
- b. Increase efficiency.
- c. Reduce accidents.
- d. All of the above.

2. The rated load capacity of the forklift may be exceeded when

- a. Additional center weighting is added.
- b. The load is more than 84 inches high.
- c. The forklift battery is fully charged.
- d. Load capacity should not be exceeded.

3. When taking a load down a ramp

- a. Drive forward.
- b. Drive backward.
- c. Reduce speed by zigzagging.
- d. Drive as fast as possible.

4. The information on the forklift nameplate consists of

- a. The maximum weight capacity of the forklift.
- b. The maximum height a load can be lifted.
- c. The load center.
- d. All of the above.

5. Forklifts must be inspected

- a. Weekly.
- b. Monthly.
- c. Before the start of each shift.
- d. When they start to develop trouble.

6. A forklift is considered "unattended" when

- a. The forklift driver is less than 20 feet from the lift.
- b. The forklift is turned off but the driver is seated inside the lift.
- c. The operator is more than 25 feet away from the forklift or the forklift is out of sight.
- d. The forklift driver dismounts from the lift.

7. When loading a highway truck or trailer

- a. It is the forklift operator's job to see that the wheels are chocked or blocked.
- b. It is the truck driver's job to see that the wheels are chocked or blocked.
- c. No chocks are needed because the truck driver says he set the parking brake.
- d. None of the above.

8. As a forklift operator it is

- a. Your job to watch for pedestrians.
- b. The pedestrian's job to get out of your way.
- c. Management's job to keep all pedestrians out of the way.
- d. More important to work quickly than safely.

9. The forklift horn should be used

- a. To warn pedestrians and other traffic at intersections and blind corners.
- b. To startle other employees when you get to close to them.
- c. To let your supervisor know that you are busy.
- d. To irritate a co-worker that you don't get along with.

FORKLIFT SAFETY TEST *Continued*

10. Employees should be elevated by forklifts

- a. By riding on the forks of the forklift.
- b. By riding on an approved, securely attached platform with fall protection.
- c. By riding on a pallet attached to the forks.
- d. Never.

11. The forklift operator should give another employee a ride on the forklift

- a. At the end of the workday to help out a buddy.
- b. On the forks of the lift, but drive slowly so the employee doesn't fall off.
- c. A forklift operator should never permit others to ride on the forklift.
- d. In the driver's seat of the forklift, but tell them to hang on.

12. When charging the batteries on the forklift

- a. An emergency eyewash/shower station must be located within a 10 second walk of the battery charging station.
- b. Proper personal protective equipment should be worn.
- c. The battery charging area should be well ventilated.
- d. All of the above.

13. From a safety standpoint, one of the most serious forklift defects is

- a. Chipped paint on the forks.
- b. Improperly functioning brakes.
- c. Being low on fuel.
- d. A small tear in the seat cushion.

14. Cal/OSHA requires that employers post and enforce

- a. A set of forklift operating rules including GISO 3650.
- b. The results of the last forklift rodeo held during training.
- c. The requirement to securely fasten your seat belt.
- d. That a seat belt is not necessary.

15. If the forklift has a Roll-Over Protective Structure (ROPS)

- a. Using your seat belt is optional.
- b. You should remove the ROPS if the forklift is missing a seat belt.
- c. You must securely fasten your seat belt.
- d. A seat belt is not necessary.

16. You should reduce your speed when

- a. Turning a corner.
- b. Crossing sloped or slanted surfaces.
- c. When traveling across rough, slick, or muddy surfaces.
- d. All of the above.

Section 4: Forklift Inspection

Conducting A Forklift Safety Check

To operate a forklift safely and effectively, the operator must be familiar with the operating controls, the limitations of the forklift, and the safety and warning devices. The safety checks should be documented and kept with other safety records. Cal/OSHA regulations mandate that before a forklift is operated, it must be checked for safety deficiencies. Cal/OSHA's GISO Section 3650(7) states that:

"Drivers shall check the vehicle at the beginning of each shift, and if it is found to be unsafe, the matter shall be reported immediately to a foreman or mechanic, and the vehicle shall not be put in service again until it has been made safe. Attention shall be given to the proper functioning of tires, horns, lights, batteries, controllers, brakes, steering mechanisms, cooling systems, and the lift systems for forklifts (forks, chains, cables, and limit switches)."

During the Safety Check

Forklift operators should read the operator's manual to help identify which conditions may make the forklift unsafe to operate. They should use a checklist specific to their workplace to document the safety check. When checking fluids under pressure and other systems, operators should use appropriate lockout, tagout, and blockout procedures and wear the appropriate personal protective equipment. All deficiencies should be reported to a foreman immediately, so they can be fixed.

Forklift Safety Checklist

Included in this guide is a sample checklist that can be used to help conduct a safety check on the forklift. The sample checklist includes the provisions of Cal/OSHA's GISO Section 3650. Additional items should be added to the checklist to meet the specific forklift safety needs of the workplace. All trainees should practice doing a safety check on the forklift they normally operate.



OPERATOR'S FORKLIFT SAFETY CHECKLIST

NOTE: *The forklift MUST be checked before the start of each shift*

| | | | |
|------------|--------------|----------|------------------------------|
| DATE/SHIFT | TRUCK NUMBER | OPERATOR | COMPANY/DIVISION OR LOCATION |
|------------|--------------|----------|------------------------------|

CODE: X = Satisfactory O = Attention needed U = Unsafe

| ELECTRIC FORKLIFT | | GAS, DIESEL OR LPG FORKLIFT | |
|-------------------|--------------------------------------|-----------------------------|--------------------------------------|
| | Horn | | Horn |
| | Steering | | Steering |
| | Brakes | | Brakes |
| | Parking brake | | Parking brake |
| | Seat brake | | Hydraulic controls |
| | Hydraulic controls | | Hour meter |
| | Hour meter | | Forks, chains, cable, limit switches |
| | Forks, chains, cable, limit switches | | Engine oil level |
| | Obvious damage or leaks | | Radiator/Cooling system |
| | Condition of tires | | Fuel level |
| | Headlights and tail lights | | Obvious damage or leaks |
| | Warning lights | | Condition of tires |
| | Battery plug connection | | Headlights and tail lights |
| | Battery discharge indicator | | Warning lights |
| | Seat Belt | | Seat Belt |
| | Gauges and instruments | | Gauges and instruments |

COMMENTS:

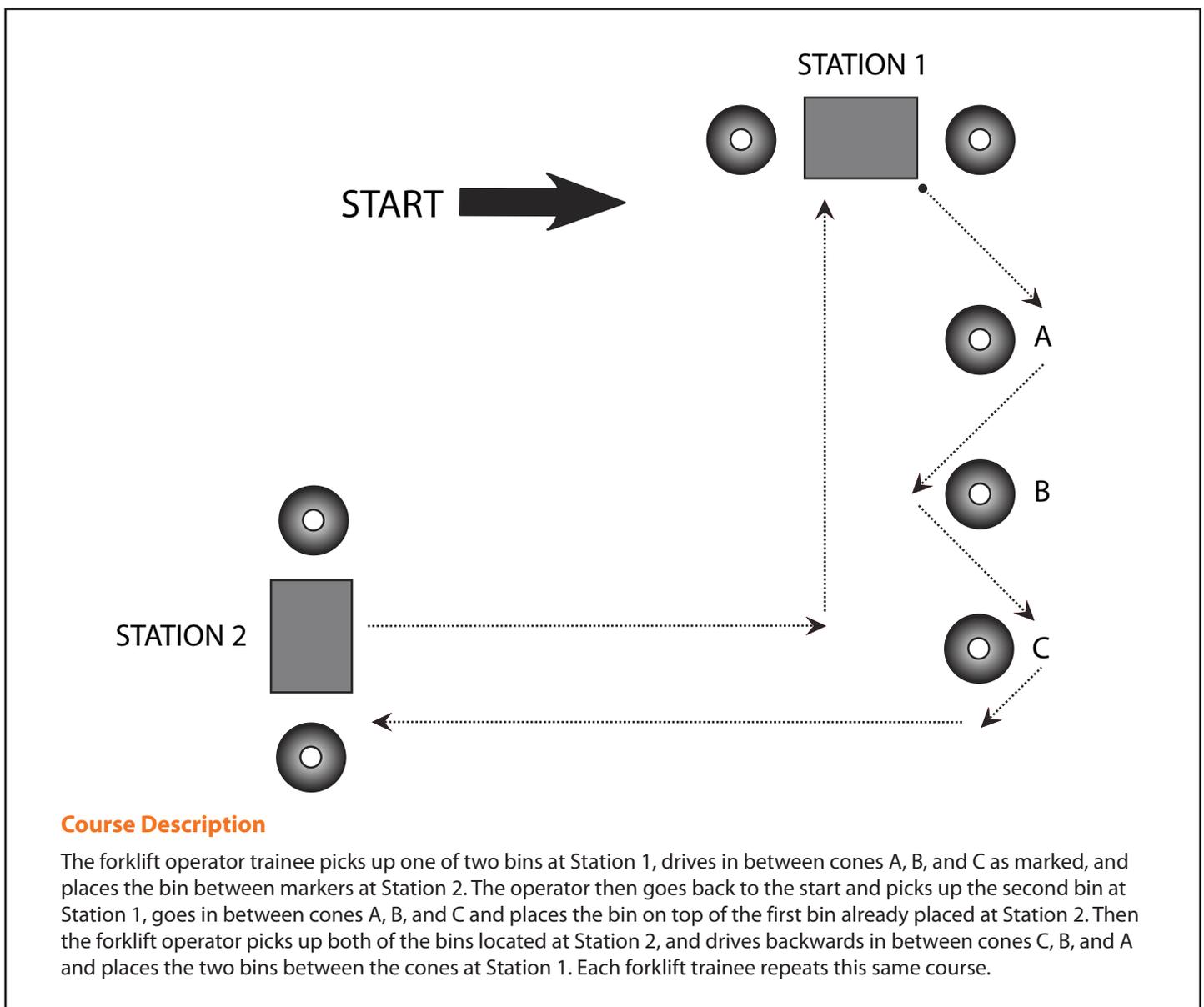
Section 5: Forklift Maneuvering

Forklift Operator Performance Test

The trainee needs to demonstrate competent forklift driving skills. Operating a forklift on a driving course is required by the Cal/OSHA regulations. A sample forklift operator performance test form is included in this guide to assist the instructor with practical training. The instructor should modify the form to reflect the forklift safety needs of the workplace.

Forklift Driving Course

By observing the trainee navigating the forklift driving course, the instructor can identify the basic skills the trainee needs to operate a forklift safely. Trainees should attempt a forklift driving course only after completing the formal and practical portions of the training. A sample forklift driving course included with this guide is to assist the instructor with practical training. The instructor should modify the course to simulate the conditions a forklift operator may normally encounter in the workplace.



FORKLIFT OPERATOR PERFORMANCE TEST

| | |
|------------------|-----------------|
| Operator's Name | Date of Test |
| Company/Division | Forklift Number |

| ACTIVITY OR SKILL | PASS | RE-TEST |
|--|------|---------|
| 1. Forklift Safety Check <ul style="list-style-type: none"> Uses safety checklist satisfactorily Conducts proper safety check | | |
| 2. Start-up Procedures <ul style="list-style-type: none"> Mounts truck properly (raised models) Fastens seatbelt Checks gauges Checks adjacent area for personnel and obstacles | | |
| 3. Use of Controls (Understands proper technique and proper direction of movement of controls to get desired result) <ul style="list-style-type: none"> Clutch operation (manual transmission) Inching control, forward/reverse (automatic transmission) Lift control, tilt control, shift control (sideways) Attachment controls (if applicable) | | |
| 4. Forklift Maneuvering <ul style="list-style-type: none"> Starts and stops smoothly Turns are smooth and controlled Operates at proper speed Looks in direction of travel Carries forks at proper level | | |
| 5. Load Management <ul style="list-style-type: none"> Selects proper load capacity for truck Selects proper load size for visibility and safe handling Maintains proper fork speed Carries load tilted back against back rest Carries load low (just high enough to clear floor obstacles) | | |

FORKLIFT OPERATOR PERFORMANCE TEST

| ACTIVITY OR SKILL | PASS | RE-TEST |
|---|------|---------|
| 6. Load Transport <ul style="list-style-type: none"> • Starts and stops smoothly • Maintains proper speed • Sounds horn when backing up, at blind intersections, and at corners • Travels at least three forklift lengths behind other vehicles • Travels with load trailing when forward view is obstructed • Ascends and descends ramps with load up grade | | |
| 7. Load Stacking <ul style="list-style-type: none"> • Approaches loads squarely • Stacks straight and does not tier too high • Deposits load flat (does not use excessive tilt action) • Uses proper fork spread for top load pickup | | |
| 8. Dock Safety <ul style="list-style-type: none"> • Checks bridge plates before entering trailer • Checks trailer for wheel chocking and proper jack installation • Checks rail freight cars for proper positioning and safe loads | | |
| 9. Parking <ul style="list-style-type: none"> • Lowers forks flat on floor • Sets parking brake • Dismounts truck carefully (raised models) | | |

| | |
|----------------|------------------------|
| PASS | Instructor's Name |
| RE-TEST | Instructor's Signature |

Section 6: Documentation

Recordkeeping

Throughout this guide there have been references to documentation that should be completed after certain safety training activities are conducted. Keeping a record of training activities serves several purposes:

1. It serves as proof that training was provided.
2. It establishes when the training was provided.
3. It tells what kind of training activity was conducted.
4. It identifies who presented the training.

Employers must keep a record of all forklift safety training provided to employees. This record serves as a time-line document and as proof that the training was conducted. It is important that a safety training record sheet is filled out and updated each time training is provided. A sample forklift safety training record form is included in this guide to assist the instructor with documentation.

After the formal and practical forklift training has been completed, the instructor should document the training that was conducted. Part of the documentation should include an acknowledgement form, which states that the applicable regulations have been presented to all forklift trainees. A sample forklift regulation acknowledgement form is also included in this guide.

Proper documentation of employee safety training is necessary in organizing and maintaining your safety program. It is also required by law. Cal/OSHA's GISO Section 3203 is very clear about the requirements for documenting employee safety training in the workplace. In part, the regulation reads as follows:

- (a) Effective July 1, 1991, every employer shall establish, implement, and maintain an effective Injury and Illness Prevention Program. The Program shall be in writing and, shall, at a minimum:
 - (7) Provide training and instruction:
- (b) Records of the steps taken to implement and maintain the Program shall include:
 - (2) Documentation of safety and health training required by subsection (a) (7) for the employee, including employee name or other identifier, training dates, type(s) of training, and training providers. This documentation shall be maintained for at least one (1) year.

Exception number 1: Employers with fewer than 10 employees can substantially comply with the documentation provision by maintaining a log of instructions provided to the employee with respect to the hazards unique to the employees' job assignment within first hired or assigned new duties.



FORKLIFT SAFETY TRAINING RECORD

| | |
|---------------------|--------------------------|
| Company Name: | Training Date: |
| Name of Instructor: | Signature of Instructor: |
| Name of Trainee: | Signature of Trainee: |

| LIST OF THE TYPES OF FORKLIFTS THAT WERE INCLUDED IN THIS TRAINING | | | | | |
|--|--|----|--|----|--|
| 1. | | 2. | | 3. | |

Check topics on which the trainee(s) was trained. The first 13 are "forklift" related; the final nine are "workplace" related. Training must be provided on all topics, unless it is not applicable to the workplace.

| | |
|--|---|
| | Operating instructions and precautions for the types of forklifts the trainee will be certified to operate |
| | Differences between the forklift and the automobile |
| | Forklift controls and instrumentation: where they are located, what they do, and how they function |
| | Engine or motor operation |
| | Steering and maneuvering |
| | Visibility (including restrictions due to load) |
| | Fork and attachment adaptation, operation, and use limitations |
| | Forklift capacity |
| | Forklift stability |
| | Forklift inspection and maintenance that the operator is required to perform |
| | Refueling and/or recharging of batteries |
| | Operating limitations |
| | Other operating instructions, warnings, or precautions listed in the operator's manual for the types of forklifts the trainee is being trained to operate |
| | Surface conditions where the forklift will be operated |
| | Composition and stability of loads to be carried |
| | Load manipulation, stacking, and unstacking |
| | Pedestrian traffic in areas where the forklift will be operated |
| | Narrow aisles and other restricted places where the forklift will be operated |
| | Hazardous (classified) locations where the forklift will be operated |
| | Ramps and other sloped surfaces that could affect the forklift's stability |
| | Closed environments and other areas where poor ventilation and/or poor vehicle maintenance could cause a build-up of carbon monoxide and/or exhaust fumes |
| | Other potentially hazardous environmental conditions that could affect safe forklift operation |

FORKLIFT REGULATION ACKNOWLEDGEMENT

(To be signed by each operator)

I, _____, acknowledge by my signature below, that I have read or my employer, _____, has reviewed Cal/OSHA General Industry Safety Order Sections 3650, 3653, 3657, 3658, 3659, 3660, 3661, 3662, 3663, and 3664 with me. If applicable, I also acknowledge that I have read or my employer has reviewed Cal/OSHA General Industry Safety Order Section 3654, 3655, 3656, and 3665 with me. I also acknowledge that I understand the information in the above-mentioned Cal/OSHA regulations.

Signature: _____ Date: _____

CERTIFIED FORKLIFT OPERATORS

As required by Cal/OSHA's General Industry Safety Order Section 3668, the employer shall ensure that each forklift operator is competent to operate a powered industrial truck safely and shall certify that each operator has been trained and evaluated, as required under this regulation. The following is a list of certified forklift operators for our company.

| | OPERATOR'S NAME | TRAINING DATE | FORKLIFT TYPE | INSTRUCTOR'S INITIALS | OPERATOR'S INITIALS |
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