



Forklift Operator Safety Course Outline

Prerequisites: This course shall have no formal pre-requisite.

Course Length: 3-4 hours – Course length shall vary depending on the number of delegates. Total course time includes breaks.

Class Size: The maximum number of delegates that may be trained and tested per instructor shall be thirty-five (35) in the classroom session and thirty-five (35) in the practical session.

Course Objective

- Provide delegates assigned to operate industrial Forklift/Lift Truck the necessary skills to safely perform their jobs.
- Provide delegates with recommended practices and guidelines to perform safely while working with Forklift/Lift Trucks.
- Delegates should be able to demonstrate the necessary skills during practical examination and demonstrate knowledge during written examination.

Course Design

- Power Point© / Lecture / Audio Video / Visual Aids
- Practical Exercises

Successful Course Completion

- Requires a minimum score of 75% or better.
- Grades shall be calculated by dividing the number of questions answered correctly by the total number of exam questions.
- Delegates will have no more than thirty (30) minutes to complete the exam.
- Successful completion of practical session is mandatory.

Course Content Summary

- Classroom
- Practicals

Breaks: 10 minutes (approximately every hour)

Lunch: 1 Hour (if applicable)

Course Outline

About Forklifts

- Why is Training Necessary?
- Regulation – OSHA 29 CFR 1910.178
- Purpose of Training

Forklift Operator Safety Course Outline

- OSHA Statistics
- Types of Forklifts
 - Diesel
 - Gasoline
 - Liquid Propane
 - Electric
- Lift Truck Characteristics
- Major Components
- Gauges/Instruments

Forklift Inspection

- Pre-Use/Daily Inspection
- Safety Equipment
- Operational Equipment
- Operator Responsibilities

Forklift Capacity

- Forklift Physics
 - Teeter-Totter Principle
- Stability Triangle
 - Center of Gravity
- Forward Tipping
- Side Tipping
- Data Plate
- Inch Pound Equation
 - With Example
- Load Position
- Multiple Load Position
- Boom Angles (Boom Type Forklifts)

Forklift Operations

- Basic Operational Items
 - Steering Wheel
 - Pedals
 - Directional Controls
 - Horn
 - Parking Brake
- Rear Wheel Steering
 - Turning Arc
 - Turning Radius
- Tire Types

Forklift Operator Safety Course Outline

- Hydraulic Lift Controls
- Lift System Components
- Control Movement
 - Feathering Technique
- Forklift Travel
- Carrying Loads
- Carrying Large Loads
- Traveling on Inclines/Declines
- Traveling Surfaces
 - Gravel, Sand, Mud, Dirt, Tracks, etc...
- Loading Docks
- Loading/Unloading Trailers
- Forklift Parking

Forklift Safety

- Operator Safety
 - Safety features to guard against a roll over
 - Seat Belt, Overhead Guard, Etc...
- General Safety
 - Do's and Don'ts
 - Alarms
 - Warning Lights
- Forklift Refueling/Recharging
 - Gasoline/Diesel Refueling Procedures
 - Propane Refueling Procedures
 - Battery Recharging
 - Changing Batteries

Practical Session

Practical training shall utilize a Forklift/Lift Truck similar to the type the employee will operate.

Practical shall verify the following:

- Select and wear appropriate PPE during practical training
- Conduct proper pre-use inspection of forklift and equipment
- Demonstrate ability to remove the forklift out of service if it is unsafe to operate
- Controls the forklift using smooth starts & stops
- Show ability to react to unusual or emergency situations
- Move material in a safe and controlled manner
- Travel at adequate speeds with load as low as possible
- Remain aware of surroundings and other workers while operating forklift



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Forklift Operator Safety Course Outline

- Demonstrate knowledge of safe parking
- Set parking brake before exiting the forklift
- Turn power off and remove the key before exiting forklift

Training Center Provided Material

- Course Materials
- PPE

Delegate Requirements

- PPE
- Onsite Forklift/Lift Truck

Reference Material / Documents

OSHA 29 CFR 1910.178