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) Pre-Shift Inspection
   a) Operator's Manual
   b) Capacity Plate
   c) Decals & Warning Labels
   d) Exterior Checks
   e) Chassis
   f) Body
   g) Protective Structures
   h) Lights
   i) Hydraulic Components
   j) Engine Check
   k) Wheels & Tires
   l) Track System
   m) Stabilizers
   n) Lift Arms & Digging Arms
   o) Buckets & Shovels
   p) Dozer & Grader Blades
   q) Dump Beds
   r) Roller Drums
   s) Trencher
   t) Ripper
   u) Winch
   v) Forks
   w) Other Attachments
   x) Rigging Gear
   y) Interior Checks
   z) Cab Floor & Seat

        aa) Seatbelt

        bb) Controls

        cc) Air Conditioning & Filters

        dd) Windows

        ee) Mirrors

        ff) Horn

        gg) Backup Alarm

        hh) Fire Extinguisher

        ii) Operator's Manual

        jj) Interior Cab Decals

        kk) Speed & Steering Controls

        ll) Parking Brake

        mm)   A Brief Reminder

3) Stability

        a) Balance & Leverage

        b) Breakout Force

        c) Center of Gravity

        d) Stability Pyramid

        e) Operating Capacity

        f) Stabilizers

        g) Dynamic Conditions

        h) Ground Conditions

        i) Slopes

4) Know Your Machine

        a) Training

        b) Operator's Manual

        c) Pre-Shift Inspection

        d) Mounting & Dismounting

        e) Ergonomics

        f) Seatbelts

        g) PPE

        h) Fatigue

        i) Emotional & Physical Health

        j) Distractions

        k) Steering & Controls

        l) Moving Parts

        m) Attachments

        n) Forks

5) Know Your Worksite
   a) Assessing the Site
   b) Ground Conditions
   c) Underground Utilities
   d) Lighting
   e) Pedestrians
   f) Other Machines & Vehicles
   g) Parking
   h) Traveling
   i) Ramps & Trailers
   j) Communication
6) Safe Earth-Moving Operations
   a) Bucket Operations
   b) Dumping
   c) Trenching
   d) Ripping
   e) Compacting
7) Conclusion