



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) Anatomy

- a) Operator's Manual
- b) Warning Labels
- c) Interior
 - i. Safety Devices
 - ii. Controls
 - iii. Parking Brake
 - iv. Backup Alarm
 - v. Horn
 - vi. Air Conditioning
 - vii. Visibility
 - viii. Mirrors
- d) Exterior
 - i. Capacity Labels
 - ii. Body
 - iii. Protective Structures
 - iv. Lights
 - v. Couplers & Hoses
 - vi. Engine Check
 - vii. Chassis & Frame
 - viii. Rotation Bearings
 - ix. Boom
 - x. Stick/Dipper
 - xi. Bucket
 - xii. Attachments
 - xiii. Slings & Lifting Gear
 - xiv. Dozer Blade



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- e) Track System
 - i. Track Undercarriage
 - ii. Tracks
 - iii. Lugs & Chain Assembly
 - iv. Rock Guards
 - v. Rollers
 - vi. Sprockets & Idlers
 - vii. Cleanliness
 - viii. Environmental Hazards

3) Stability

- a) Center of Gravity
- b) Balance & Leverage
- c) Lifting Capacity
- d) Load Capacity Chart
- e) Critical Lifts
- f) Slopes
- g) Dynamic Conditions

4) Safe Operations: Know Yourself

- a) Health
- b) Fatigue
- c) Emotions
- d) Medications
- e) PPE
- f) Weather
- g) Training
- h) Distractions

5) Safe Operations: Know Your Machine

- a) Operator's Manual
- b) Entering & Exiting
- c) Ergonomics
- d) Rigging
- e) Lifting Hardware
- f) Lifting Practices
- g) Safe Bucket Operations



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6) Safe Operations: Know Your Worksite

- a) Ground Conditions
- b) Assessing the Site
- c) Power Lines
- d) Daylight Conditions
- e) Communication
- f) Pedestrians
- g) Danger Area
- h) Approaching
- i) Traffic
- j) Demolitions
- k) Trenching
- l) Cleaning Out Cave-Ins
- m) Avoid Undercutting
- n) Transport
- o) Operator Responsibility

7) Conclusion