



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) Inspections
- b) Operator's Manual
- c) Capacity, Labels
- d) Controls
- e) Brake Controls
- f) Reverse Button
- g) Horn
- h) Frame, Forks
- i) Tiller, Pump
- j) Steer Wheels
- k) Rollers
- l) Stabilizers
- m) Accessories
- n) Batteries
- o) Charging
- p) Replacing Battery

3) Stability

- a) Balance, Leverage
- b) Center of Gravity
- c) Securing the Load
- d) Dynamic Conditions
- e) Slopes
- f) Other Conditions

4) Operations

- a) Operator's Manual
- b) Inspections



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- c) Personal Protective Equipment
- d) Capacity
- e) Pallet Condition
- f) Load Engagement
- g) Ergonomics
- h) Load Handling
- i) Ledges
- j) Pedestrians
- k) Traffic
- l) Parking
- m) Attended Parking
- n) Unattended Parking

5) Hazards

- a) Struck by Jack
- b) Tip Over
- c) Run Off Dock
- d) Other
- e) Distractions
- f) Fatigue
- g) Weather: Heat & Cold
- h) Emotional & Physical Health

6) Conclusion