

# Welcome to the Hard Hat Training Series!



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Welcome to the Hard Hat Training Series. Today you will learn about principles of safe operation for pallet jacks, also called pallet trucks, pallet pumps, “walk behinds” or “walkie stackers”—to name a few specific types. We will strive to provide information that will increase your knowledge and help make you a better operator.

Pallet jacks are extremely useful tools designed to help you lift and move heavy loads stacked on pallets. As alluded to, there are many types of pallet jacks, though they are often broken down into two main categories: manual low lifts and electric or semi-electric. Among those considered electric, there are yet other types, including: walk behinds, riders, center riders, counterbalanced walkie stackers, and walkie straddle stackers.





No matter the type, though, pallet jacks are relatively simple machines designed, as the name implies, to aid workers in moving, lifting, and lowering loads secured to pallets. They are like small forklifts. In fact, pallet jacks are the most simple form of forklift, which is why electric pallet jacks fall under the powered industrial truck standard.



But in spite of their simplicity, they are powerful pieces of equipment that can very quickly lead to accident, injury and even death when not used properly. In an effort to help you prevent such an outcome in your workplace, today's course will cover safety principles for both manual low lift and electric pallet jacks, taking time to differentiate between types only as needed.



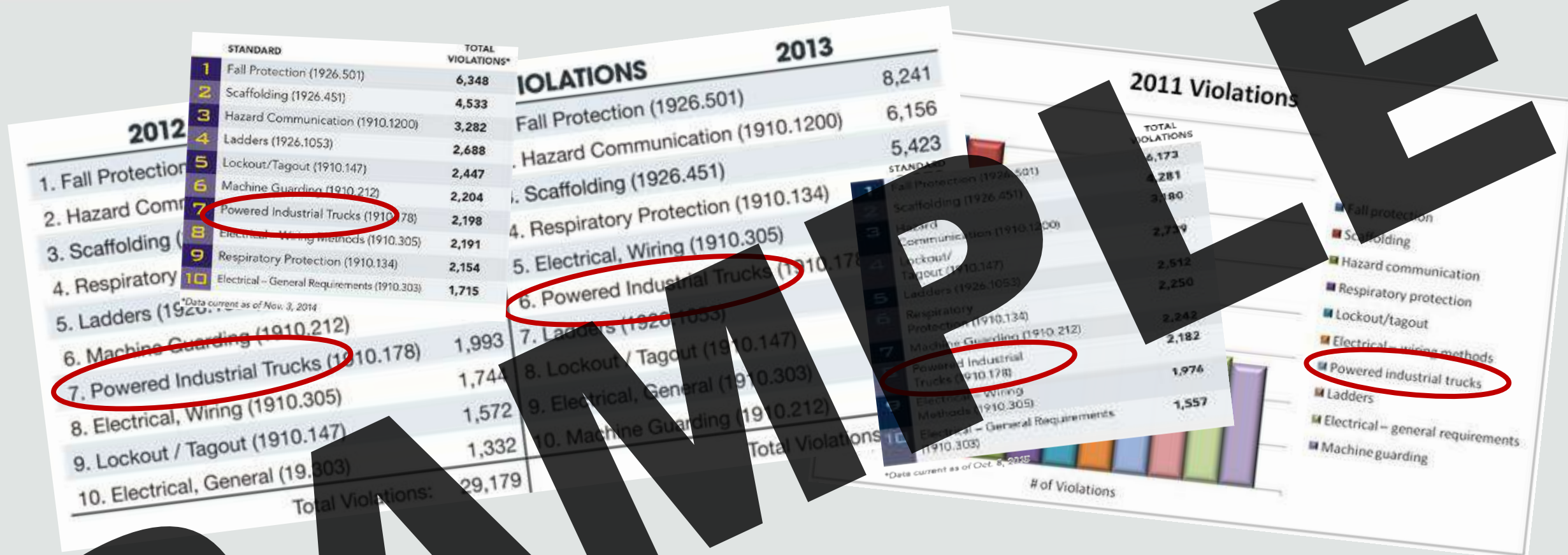


On that note, the following is a list of the OSHA's preliminary top-10 most frequently cited standards for 2015. OSHA publishes this list as a means of alerting the industry about these commonly cited standards. The hope then is that you take whatever steps necessary to both find and fix recognized hazards before they become a problem.



1. 1926.501- Fall Protection
2. 1910.1200- Hazard Communication
3. 1926.451- Scaffolding
4. 1910.134- Respiratory Protection
5. 1910.147- Lockout/Tagout
6. **1910.178- Powered Industrial Trucks**
7. 1926.1053- Ladders
8. 1910.305- Electrical -- Wiring Methods
9. 1910.212- Machine Guarding
10. 1910.303- Electrical -- General Requirements





Interestingly enough, these same hazards show up on these types of lists time after time. And year after year, injuries are sustained and lives are lost. Even worse, as far as powered industrial trucks are concerned, the number of violations are increasing. It is climbing the list toward the top. And Why? What is it going to take for workers to realize the task at hand is serious? And dangerous?



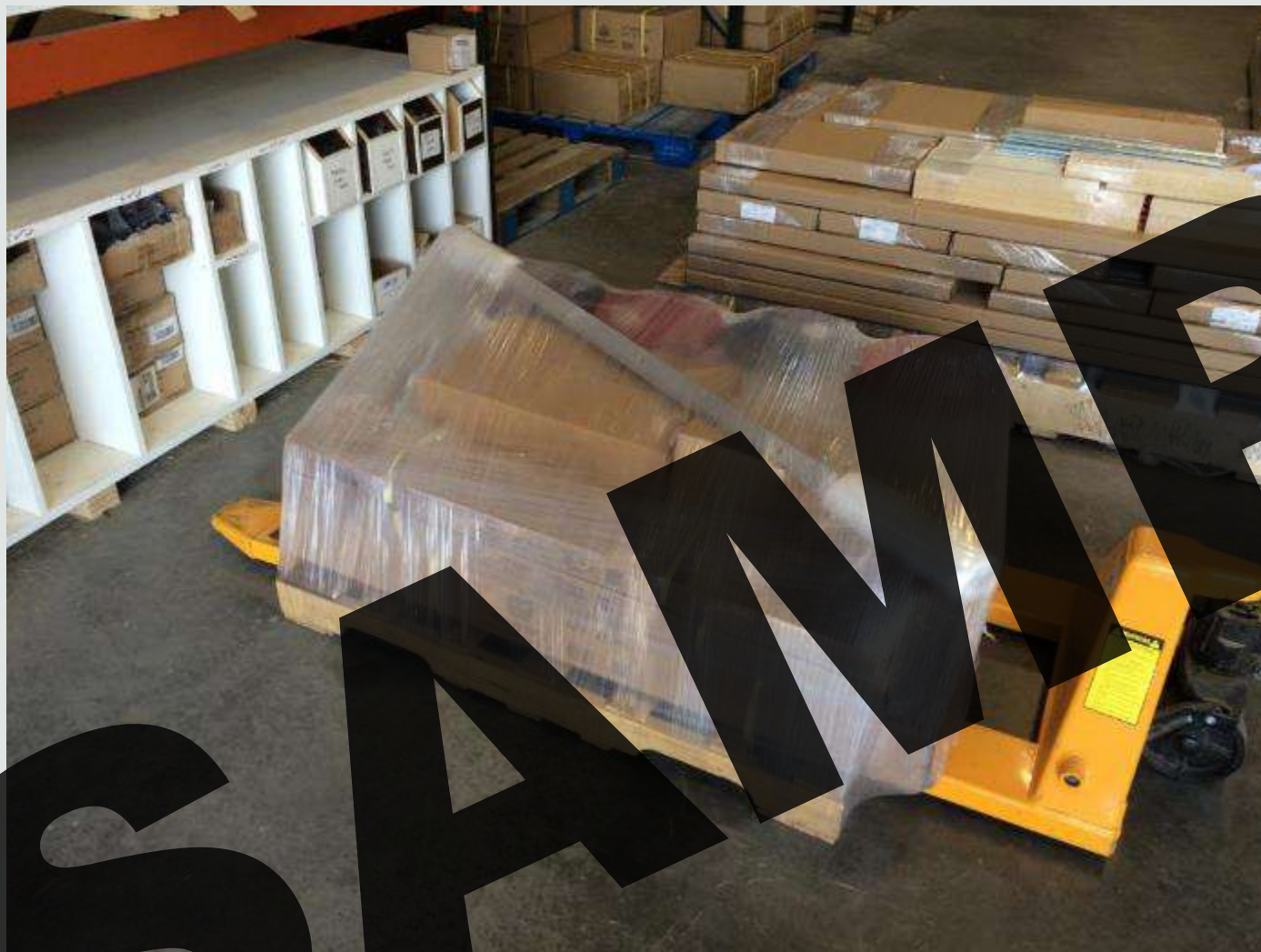


During this training we'll take a look at both electric and manual pallet jacks and their anatomy. We'll also show why it's important to conduct a thorough pre-shift inspection each day before putting them into service.

We will look at safe operation practices, pallet jack stability and the importance of knowing the equipment's capacity.







We will discuss safe operating and load handling principles, including best practices regarding load height and the securing of a load. We will also briefly cover battery care for electric lifts.



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# The Life & Times

Monday, September 18, 2014

Safety in the Workplace- A3

## Worker fatality, recent accident being investigated

Federal Way – Early in the morning last Saturday, local construction workers hired to install several utility poles were involved in an accident that killed two and injured four.

The horrific chain of events started with a relatively simply accident at 7 am during rush hour, when a car slammed into a worker. A barricade had not been erected, nor had the employees been specifically trained to do work in a high-traffic area.



Lastly, we will introduce some of the most common hazards associated with pallet jack operations and show you how to recognize, avoid, or minimize them.





## STANDARDS

29 CFR 1910.178, Powered Industrial Trucks, general standards

29 CFR 1926.602 Material Equipment and handling, requirements for powered industrial trucks

29 CFR 1915.120 Powered industrial truck operator training

29 CFR 1918.65 Mechanically powered vehicles used aboard vessels

OSHA Act of 1970, 5(a)(1): "each employer shall furnish to each of his employees... a place of employment which is free from recognized hazards that are causing or are likely to cause death or serious physical harm to his employees."

First and foremost, safety starts with a knowledge and basic understanding of the standards governing your specific industry and work situation. These are some of the main Powered Industrial Truck standards, but it is your responsibility to be familiar with and heed all standards specific to your industry, state, city and company.



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In 1999, OSHA updated its standards for powered industrial trucks, making it mandatory for employers to make sure anyone who operates a forklift receive specific training outlined in the standard prior to being allowed to operate on their own.





This certification process should include an in-class training portion, a written exam, and a practical evaluation through which the operator is observed inspecting the machine and safely operating it. An obstacle course can be a great way to observe these things. Both written and practical evaluations need to be kept on file to prove competency.

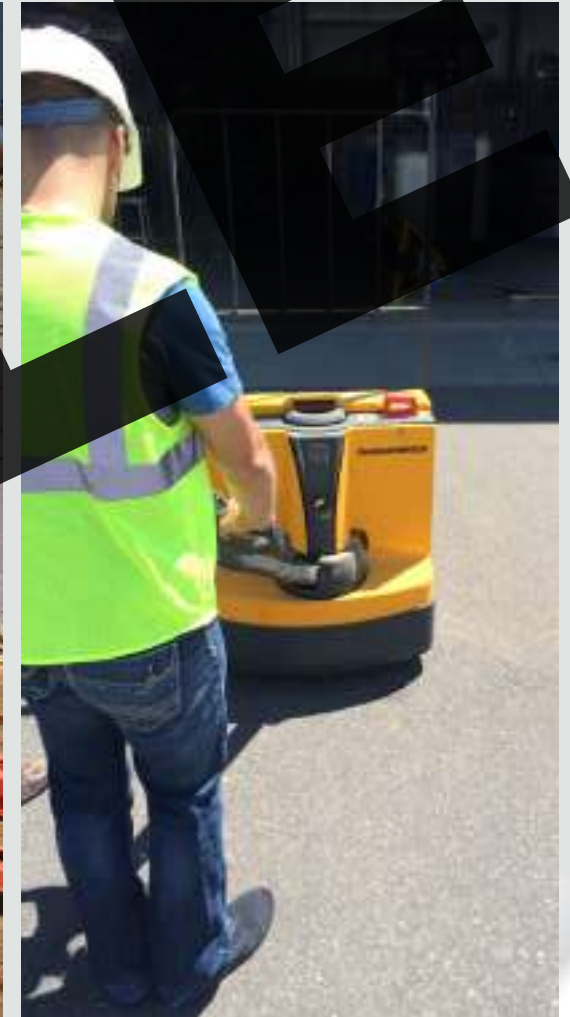


When it comes to refresher training, OSHA's standard in some instances (like forklifts) are very specific: operators must be re-evaluated every three years to see if they are still competent to operate the equipment. Best practices say to apply this same rule to all types of equipment. A so-called "free-pass" cannot be awarded based on experience, age, or time on the job. The extent of the evaluation is to be determined by the employer, but should include a written and practical examination that prove continued competency.





More specifically, as far as a change in the workplace or the truck type goes, if you have been operating a manual pallet jack and are then asked to operate an electric one, you will need to receive training specific to that type before you can inspect it and operate it. And if you have always operated in a warehouse, but a job suddenly requires you to operate outside of one, like on a dock, you again will need to receive additional training pertaining to working in that setting.



Machines differ in terms of control location and function, capacity, stability, and potential hazards. All of these things need to be covered in a refresher training class. The same goes for any accessories, like fork extensions, all-terrain wheels, or hoist attachments. Because add-ons can drastically alter the capacity of a pallet truck, operators not only need to be trained how to use them, but how to adequately inspect them, and how they affect stability.





The standard also says that every three years, each operator must be evaluated to see if they are still competent to operate the truck. This evaluation should also include a classroom refresher, a written exam and a practical observation.



As noted, the original training and any evaluations or refresher courses must be documented with the name of the person or persons who taught the class, the refresher course, or conducted the evaluation. Although wallet cards certifying that you are trained are not mandatory by OSHA, many companies and worksites do require onsite proof that you have been trained.





# Anatomy

# SAMPLE



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