



# 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) Class i-vii
- b) Standards
- c) Why Training

### 2) Anatomy & Inspection

- a) Operator's Manual
- b) Capacity Plate
- c) Decals & Warning Labels
- d) Exterior Check
  - i. Chassis & Frame
  - ii. FOPS & ROPS
  - iii. Forks & Attachments
  - iv. Boom
  - v. Chains
  - vi. Personnel Work Platforms
  - vii. Entry Gate & Railings
  - viii. Fall Protection
  - ix. Harnesses
  - x. Lanyards
  - xi. Tiller & Pump
  - xii. Tires
  - xiii. Steer Wheels
  - xiv. Rollers
  - xv. Stabilizers
  - xvi. Mast
  - xvii. Hydraulic Components
  - xviii. Counterweight
  - xix. Lights
  - xx. Engine Compartment
  - xxi. Internal Combustion



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- xxii. Battery
- xxiii. Fuel
- xxiv. Liquid Propane
- xxv. Gas or Diesel
- xxvi. Controls
- xxvii. Hand Operated PITs
- xxviii. Mirrors
- xxix. Fire Extinguisher

## e) Interior Check

- i. Warning Labels
- ii. Cab & Floor
- iii. Seatbelt & Seat
- iv. Controls
- v. Emergency Reverse Button
- vi. Horn
- vii. Brake
- viii. Steering Minor Repairs & Maintenance

## 3) Stability

- a) Balance
- b) Center of Gravity
- c) Stability Pyramid & Stability Triangle
- d) Securing the Load
- e) Dynamic Conditions
- f) Slopes or Inclines

## 4) Safe Operations

- a) Training
- b) Pre-Shift Inspections
- c) Operator's Manual
- d) PPE
- e) Know Your Machine
  - i. Mounting & Dismounting
  - ii. Ergonomics
  - iii. Load Handling
  - iv. Load Capacity
  - v. Stacking & Preparing Loads
  - vi. Personnel Work Platforms
  - vii. Fall Protection
  - viii. Passengers



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- ix. Batteries
- x. Battery Replacement
- xi. Battery Top Off
- xii. Hazardous Materials
- xiii. Horseplay
- f) Know Your Worksite
  - i. Pedestrians
  - ii. Other Machines or Vehicles
  - iii. Driving Considerations
  - iv. Docks & Ramps
  - v. Trailers
  - vi. Elevators
  - vii. Steering
  - viii. Safe Driving
  - ix. Traveling
  - x. Braking
  - xi. Parking
  - xii. Air Quality
  - xiii. Communication
  - xiv. Fatigue
  - xv. Emotional & Physical Health
  - xvi. Distractions
  - xvii. Hazards
  - xviii. Caught In or Between
  - xix. Struck By
  - xx. Hit by Falling Load
  - xxi. Tip Over
  - xxii. Elevating Personnel

## 5) Conclusion