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) Types of Machines
   b) Standards
   c) Why Training?
2) Anatomy & Inspection
   a) Inspection Records
   b) Inspection
   c) Operator's Manual
   d) Capacity Plate & Warning Labels
   e) Interior
      i. Cab Floor
      ii. Cab Seat
      iii. Seatbelt
      iv. Fire Extinguisher
      v. Controls
      vi. Parking Brake
      vii. Backup Alarm
      viii. Horn
      ix. Heating, Air Conditioning, Other
      x. Windshield & Wipers
      xi. Glass & Mirrors
   f) Exterior
      i. Body
      ii. Protective Structures
      iii. Lights
      iv. Couplers
      v. Engine
      vi. Hoses & Wiring
      vii. Hydraulic Cylinders
      viii. Cab Hydraulics

         ix.   Cab Access

         x.   Chassis, Frame

         xi.   Upper Structure

         xii.   Boom

         xiii.   Stick

         xiv.   Jib

         xv.   Attachments

         xvi.   Track System

         xvii.   Wheels, Tires

         xviii.   Outriggers

3) Stability

    a) Leverage

    b) Lifting Capacity

    c) Ground Conditions

4) Safe Operations

    a) Know Your Machine

        i.   Training

        ii.   Operator's Manual

        iii.   Pre-Shift Inspection

        iv.   Mounting & Dismounting

        v.   Controls

        vi.   Outriggers & Stabilizers

        vii.   PPE

        viii.   Load Handling

    b) Know Your Worksite

        i.   Ground & Site Conditions

        ii.   Site Setup

        iii.   Pedestrians

        iv.   Danger Area

        v.   Traffic

        vi.   Overhead Hazards

        vii.   Communication

        viii.   Raise/Lower the Load

        ix.   Move Load In/Out Horizontally

        x.   Raise/Lower the Boom

        xi.   Swing

        xii.   Stick Inward/Outward

        xiii.   Jib Inward/Outward

xiv. Turn

xv. Counter Rotate

xvi. Travel

xvii. This Far to Go

xviii. Move Slowly

xix. Stop

xx. Stop Engine

xxi. Emergency Stop

xxii. Transporting the Handler

5) Hazards

    a) Struck By

    b) Tip Over

    c) Power Lines

    d) Maintenance

    e) Distractions

6) Conclusion