



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

2) Anatomy & Components

- a) Single Engine

- b) Twin Engine

- c) Paddle Wheel

- d) Pull Type

- e) Interior

- i. Operator's Manual

- ii. Cab Floor & Seat

- iii. Safety Devices

- iv. Interior Cab Decals

- v. Controls

- vi. Custom Hitch

- vii. Lockout Switch

- viii. Parking Brake

- ix. Backup Alarm

- x. Horn

- xi. Air, Heat & Others

- xii. Interior Mirrors

- xiii. Glass

- f) Exterior

- i. Capacity & Labels

- ii. Chassis, Frame

- iii. Body

- iv. Protective Structures

- v. Lights

- vi. Tires

- vii. Gooseneck

- viii. Draft Arms



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- ix. Cutting Edge
- x. Three Piece Cutting Edge
- xi. Auger
- xii. Elevator
- xiii. Bowl
- xiv. Apron
- xv. Ejector
- xvi. Push Block
- xvii. Spill/Overflow Guard
- xviii. Rear Bogie
- xix. Attachments
- xx. Couplers
- xxi. GPS Based Systems
- xxii. Engine Check

3) Stability

- a) Dynamic Conditions
- b) Ground Conditions
- c) Slopes

4) Safe Operations

- a) Know Your Machine
 - i. Training
 - ii. Operator's Manual
 - iii. Mounting & Dismounting
 - iv. Transmission
 - v. Steering & Controls
 - vi. Hydraulic Arms
 - vii. Work Cycle
 - viii. Loading
 - ix. Hauling
 - x. Spreading/Unloading
 - xi. Returning to the Cut
 - xii. Wet/Sticky Material
 - xiii. Sand/Loose Gravel
 - xiv. Large Objects
 - xv. Slope Work
 - xvi. Traveling
 - xvii. Seatbelts
 - xviii. Personal Protective Equipment



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xix. Shutting Down

b) Know Your Worksite

i. Pedestrians

ii. Traffic

iii. Parking

iv. Other Site Conditions

v. Ramps/Trailers

vi. Communication/Hand Signals

vii. Emergency Stop

5) Hazards

a) Struck by Machine

b) Rollover

c) Maintenance

d) Distractions

e) Fatigue

f) Weather, Heat, and Cold

g) Emotional/Physical Health

6) Conclusion