



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) Interior

- a) Operator's Manual
- b) Capacity and Warning Labels
- c) Cab Floor
- d) Seat
- e) Safety Restraint
- f) Fire Extinguisher
- g) Controls
- h) Steering
- i) Parking Brake
- j) Horn
- k) Backup Alarm
- l) Windows
- m) Mirrors
- n) Heating and Air Conditioning
- o) Case Studies

3) Exterior

- a) PPE
- b) Engine Check
- c) LP Conversion
- d) Hoses and Wiring
- e) Chassis & Frame
- f) Protective Structures
- g) Glass
- h) Lights
- i) Tires
- j) Track Undercarriage



TRAINING OUTLINE

- k) Tracks
- l) Lugs & Chain Assembly
- m) Rollers
- n) Sprockets & Idlers
- o) Rock Guards
- p) Lift Arms
- q) Radial vs. Vertical Lift
- r) Bucket & Other Attachments
- s) Couplers
- t) Forks
- u) Excavator & Backhoe
- v) Water Tanks
- w) Stabilizers
- x) Unapproved Attachments
- y) Case Studies

4) Stability Principles

- a) Balance & Leverage
- b) Center of Gravity
- c) Stability Pyramid
- d) Capacity
 - i. Tipping Capacity
 - ii. Rated Operating Capacity
 - iii. Breakout Force
 - iv. Attachment – ROC
 - v. Struck Capacity
 - vi. Heaped Capacity
 - vii. Weight Distribution
 - viii. Attachments – COG
- e) Dynamic Conditions
 - i. Ground Conditions
 - ii. Slopes
 - iii. Weather
 - iv. Critical Lifts
- f) Case Studies

5) Safe Operations Begins with You

- a) Emotional & Physical Health
 - i. Fatigue
 - ii. Emotions



TRAINING OUTLINE

- iii. Physical Health
 - iv. Drugs & Alcohol
- b) General Distractions
- c) Horseplay
- d) Ergonomics
- e) Training
- f) PPE
- g) Appropriate Clothing
- h) Case Studies
- 6) Know Your Machine**
 - a) Operator's Manual
 - b) Mounting & Dismounting
 - c) Restraint Systems
 - d) Seatbelts
 - e) Lift Arms
 - f) Attachments
 - g) Case Studies
- 7) Know Your Worksite**
 - a) Communication
 - b) Pedestrians
 - c) Travel
 - i. With Loads
 - ii. Around Other Loaded Units
 - iii. On Public Roads
 - iv. Reversing
 - v. Parking
 - vi. Emergency Stop
 - vii. Load Handling
 - viii. Ramps & Trailers
 - d) Other Site Considerations
 - e) Case Studies
- 8) Conclusion**