



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 Forklifts
- b) Standards
- c) Inspections

2) Anatomy & Components

- a) Anatomy
- b) Operator Manual
- c) Capacity Plate
- d) Forklift Body
- e) Tires
- f) Mast
- g) Forks
- h) Interior

3) Stability Principles

- a) Center of Gravity
- b) Stability Pyramid/ Stability Triangle
- c) Dynamic Conditions

4) Safe Operations

- a) Operation
- b) Parking
- c) Attended Parking
- d) Unattended Parking
- e) Loading, Unloading Trailers
- f) Elevating Personnel
- g) Personal Protective Equipment

5) Common Hazards

- a) Struck by a Forklift
- b) Hit by Falling Load
- c) Tip Over
- d) Elevating Personnel



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- e) Run Off Dock
- f) Maintenance Related
- 6) Conclusion