



# 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

- i. Standards
- ii. Why Training

### 2) Anatomy

- i. Inspections
  - a) Exterior Inspections
    - i. Engine
    - ii. Connections
    - iii. Fuel
    - iv. Chassis
    - v. FOPS & ROPS
    - vi. Lights
    - vii. Wheels & Tires
    - viii. Hydraulics
    - ix. Mast
    - x. Forks
    - xi. Chains & Binders
    - xii. Decals
    - xiii. Fire Extinguisher
  - b) Interior Inspections
    - i. Operator's Manual
    - ii. Warning Labels
    - iii. Capacity Plate
    - iv. Floor
    - v. Seat belt
    - vi. Controls
    - vii. Brakes
    - viii. Horn

### 3) Stability

- a) Center of Gravity



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- i. Stability Pyramid
- b. Dynamic Conditions
  - i. Momentum
  - ii. Stopping
  - iii. Weather Conditions
- b) Safety Begins with You**
  - a) Health
    - i. Physical Health
    - ii. Weather
    - iii. Ergonomics
    - iv. PPE
    - v. Mental Health
    - vi. License & Certification
    - vii. Refresher Training
  - c) Know Your Machine**
    - i. Inspections
    - ii. Getting In & Out
    - iii. Seat Belts
    - iv. ROPS & FOPS
    - v. Rollover
    - vi. Mounting & Dismounting
    - vii. Fuel Safety
    - viii. Attachments
  - d) Know Your Worksites**
    - i. Communication
    - ii. Pedestrians
    - iii. Struck-By Accidents
    - iv. Surroundings
    - v. Safe Driving
    - vi. Traveling with Loads
    - vii. Heights
    - viii. Loading Areas & Unloading Areas
    - ix. Ground Conditions
    - x. Reversing
    - xi. Parking
    - xii. Load Preparation
    - xiii. Engaging Loads
    - xiv. Load Handling



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- xv. Placing a Load
  - xvi. Special Considerations
  - xvii. Hazardous Material
- e) Conclusion