



# 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) Anatomy & Inspection

- a) Operator's Manual
- b) Exterior
  - i. Chassis & Frame
  - ii. Protective Structures
  - iii. Warning & Capacity Labels
  - iv. Tires
  - v. Hydraulics
  - vi. Fuel System
  - vii. Proper Fueling
  - viii. Fluids
  - ix. Battery
  - x. Engine
  - xi. Propane Powered Machines
  - xii. Mirrors & Glass
  - xiii. Lights
  - xiv. Tow Hitch
- c) Interior
  - i. Cab Floor
  - ii. Seat & Seatbelt
  - iii. Controls
  - iv. Steering & Drivability
  - v. Backup Alarm
  - vi. Brakes
  - vii. Parking Brake
  - viii. Horn
  - ix. Fire Extinguisher



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- x. Maintenance
- xi. Minor Repairs & Maintenance

## 3) Safe Operations

- a) Stability
  - i. Capacity
  - ii. Stability & Balance
  - iii. Tipping Capacity
  - iv. Traversing Grades
  - v. Material Handling
  - vi. Trailers
- b) Know Your Machine
  - i. Training
  - ii. Operator's Manual
  - iii. Pre-Shift Inspections
  - iv. Mounting & Dismounting
  - v. Ergonomics
  - vi. Seatbelts
  - vii. Cargo
  - viii. Dump Bed Operations
  - ix. Operating in Reverse
  - x. Passengers
  - xi. Horseplay
  - xii. Transporting
  - xiii. Parking
- c) Know Your Worksite
  - i. Pedestrians
  - ii. Other Machines or Vehicles
  - iii. Driving Considerations
  - iv. Elevators
  - v. Communication
  - vi. PPE

## 4) Hazards

- a) Speed
- b) Overloading
- c) Load Instability
- d) Collision
- e) Mechanical Failure
- f) Unsafe Operations



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- g) Distractions
- h) Fatigue
- i) Emotional & Physical Health
- j) Case Studies

## 5) Conclusion