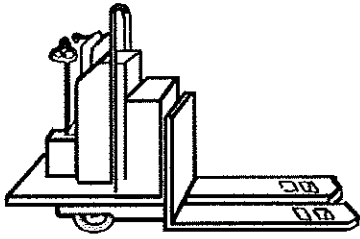


## Lesson Plan

**Course Title:** Forklift Training  
**Time:** Approximately 40 minutes  
**Objective:** To inform employees of the requirements of forklift use.

**Teaching Aids Required:** -Overhead Projector  
-Pointer  
-Access to forklift & forklift manuals

Slide #	Information	Time Per Area
1	<b>Forklift Driver Training</b>	1:00
2	<b>Introduction to Forklift Driving</b> Do I need a license to drive a forklift? Why is it important? My Background	5:00
3	<b>Operating Instructions</b> Warnings and precautions for the type and model of forklift Pre-startup check of forklift. Operation	5:00
4	<b>Operating Limitations</b> Capacity and stability Limitation of operating conditions What if a forklift is broken or defective?	5:00
5	<b>Discussion</b> Please share experiences you have had in this area. Give two examples of where you witnessed actions that put employees at risk. Why are these critical company rules? Who is ultimately responsible for effective use of forklifts?	5:00
6	<b>Play videotape "Forklift Operator Safety"</b>	16:00

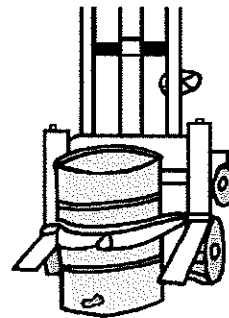


# Forklift Driver Training



## Introduction to Forklift Driving

- Do I need a license to drive a forklift?
- Why is it important?
- My Background



Do I need a license to drive a forklift?

-Yes, having a company licensing process insures that every forklift driver has had the proper training for safe and effective use and maintenance of the forklift.

Why is it important?

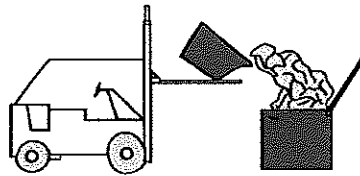
-It is important because a forklift is just like any other tool. If the forklift is used appropriately it can increase productivity and improve material handling. If it is used recklessly it can cause product damage, personal injury or even death.

My Background

- How long I have worked here
- My role and responsibilities
- How this impacts my job
- Personal reasons why this is important

## Operating Instructions

- Warnings and precautions for the type and model of forklift
- Pre-startup check of forklift.
- Operation



Warnings and precautions for the type and model of forklift.

- Discuss any unique attributes specific to this model and make of forklift.

Pre-startup check of forklift.

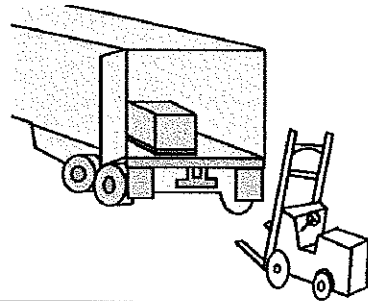
- This includes but may not be limited to checking the fluid levels, tire condition, looking for any fluid leaks, and inspecting operation of all controls including the emergency brake.

Operation

- Similarities and differences to an automobile.
- Controls and instrumentation location and operation.
- Power plant operation and maintenance
- Steering and maneuvering
- Visibility
- Load effect on visibility
- Fork and attachment adaptation, operation and limitations of their utilization

## Operating Limitations

- Capacity and stability
- Limitation of operating conditions
- What if a forklift is broken or defective?



### Capacity and Stability

- Vehicle capacity and stability
- refueling or charging, recharging batteries

### Limitation of operating conditions

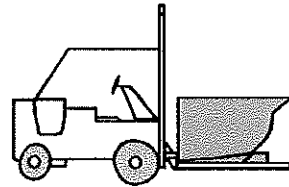
- operating limitations
- surface conditions where the vehicle will be operated
- composition of probable loads and load stability
- load manipulation, stacking and unstacking
- pedestrian traffic
- narrow aisles and other restricted place operation
- operating in other hazardous classified locations
- operating the forklift on ramps or other sloped surfaces
- other unique or hazardous environmental conditions that may exist in the facility
- hazards of operating the forklift in closed environments and other areas where insufficient ventilation could cause a build up of carbon monoxide or diesel exhaust.

### What if a forklift is broken or defective?

- don't use it until it is repaired.

## Discussion

- Please share experiences you have had in this area.
- Give two examples of where you witnessed actions that put employees at risk.
- Why are these critical company rules?
- Who is ultimately responsible for effective use of forklifts?



Please share experiences you have had in this area.

- close calls
- mishaps at other facilities
- news reports

Give two examples of where you witnessed actions that put employees at risk.

- driving recklessly
- driving with forks up

Why are these critical company rules?

- what makes this important
- what can happen if disregarded
- why is it just good business sense

Who is ultimately responsible for effective use of forklifts?

- each person at this facility
- we are all responsible