

# POWERED INDUSTRIAL TRUCKS - INSTRUCTOR NOTES

## Training Objectives

- Review the Powered Industrial Truck program and train, evaluate and certify employees in proper facility procedures
- Train employees to understand that operating a powered industrial truck places the operator in the position of being responsible for her/his safety, the safety of others and prevention of damage to property.

## Before Training

- Read the OSHA standard and the model Powered Industrial Truck program
- Read and review all instructional information and operational and safety manuals and bulletins for the powered industrial trucks used in your facility
- Understand that this program is written to be used by a trainer that has some familiarity with powered industrial trucks and their operation. OSHA does not require that the trainer have any special designation or background, only that training is conducted by a person who has "the knowledge, training and experience to train powered industrial truck operators and evaluate their performance".
- Complete the power point presentation by adding any attachment used in your facility in slide number 11
- OSHA requires that operators be certified on each type of truck that will be operated. A "license" can be issued but is not required by OSHA. OSHA only requires that a written certification list be maintained and available to them.
- Employees who have never operated an industrial truck need significantly more time to learn the operation than employees who have driven powered trucks in the past
- New drivers must be given individual instructions by an experienced trainer in a **safe** location and given time to practice in a **safe** location (a safe location is one in which there is no danger to other people and little danger to the facility)
- A suggested driver course is described in the model program but you can choose to design your own as long as all basic operational skills are tested
- The hand out for Powered industrial trucks is longer than that for other topics. It contains important requirements for safe operation and should be reviewed by the student

## Introduction for Training

- Begin by stressing the overall importance of safety in your facility
- Review with students that each operator is responsible for her/his safety, the safety of others and prevention of damage to property. A responsibility not to be taken lightly!

- Inform students that they must be honest when informing you that they feel competent to take the operational test and ultimately when they feel confident to undertake driving
- Give examples of facility use of powered industrial trucks
- As a ground breaker, you can ask employees what experience they have had with powered industrial trucks

### **General Guidelines**

- Stress the importance of the bullet points on these slides
- Stress the importance of the individual employee being committed to his/her own safety
- Be sure to be open to questions or comments

### **Training Notes**

- Be sure that students have hands-on experience operating all the equipment that they will be assigned to operate
- If a student needs additional practice before taking the operation test arrange practice location, time and assign a mentor. Always evaluate the safety of the new operator, other people and the facility before allowing practice to be undertaken.
- When conducting the operational test evaluate safety. Be sure that pedestrians are not in the area, that the building and stock will not be damaged.

### **Conclusion**

- Review the importance of safety in your facility
- Review the handout as prompted to do on the "Conclusion" slide

### **Student Exercise**

- Conduct the operational test or provide the opportunity for additional practice and schedule the test after the student feels that's/he has had a sufficient amount of practice.