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Stand-Up Reach Truck

INSTRUCTOR + PRINT PACKET

AUDIENCE	EST. TIME	REFERENCE
Reach-truck operators	30-40 min	29 CFR 1910.178(l)

IMPORTANT USE NOTE

Equipment-specific formal instruction. Practical training and workplace evaluation on the reach truck are required.

What is inside this packet

- Instructor quick-start and site-specific preparation checklist
- Slide-by-slide trainer guide with discussion prompts
- Employee handout / key takeaways
- Printable 10-question knowledge check
- Separate answer key and coaching notes
- Attendance record
- Practical / workplace evaluation checklist
- Certificate wording and completion record
- Primary regulatory/source reference

Run a strong session without overcomplicating it.

1. PREPARE	Review the deck and packet. Insert your procedures, equipment, routes, photos, emergency contacts and site rules.
2. PRESENT	Use the PowerPoint/PDF on a screen. Pause for discussion rather than reading every bullet.
3. CHECK	Give the knowledge check. Review missed items and coach to the expected decision.
4. VERIFY	Complete required hands-on or workplace-specific practice/evaluation with an appropriate trainer/evaluator.
5. DOCUMENT	Use the attendance record, evaluation and certificate only after required training elements are complete.

BEFORE EMPLOYEES WORK

Equipment-specific formal instruction. Practical training and workplace evaluation on the reach truck are required.

Learning objectives

- Recognize narrow-aisle and stand-up operator hazards
- Control travel, turning and load placement at height
- Use correct stance, body positioning and visibility practices
- Inspect and operate reach mechanisms safely

1. Reach-truck differences

- Narrow-aisle design changes visibility, steering feel and clearance needs.
- Stand-up operator position creates different egress and impact hazards.
- Reach mechanisms and high stacking require precise load control.

DISCUSSION PROMPT

Where could this fail here?

2. Operator position

- Stay within the protected operator compartment.
- Keep feet and body parts inside the truck profile.
- Use the manufacturer-prescribed stance and controls.

DISCUSSION PROMPT

What control do we use?

3. Narrow-aisle travel

- Control speed before entering turns and cross aisles.
- Account for rack uprights, end-of-aisle traffic and pedestrians.
- Travel in the direction that provides best safe visibility based on truck design and site rules.

DISCUSSION PROMPT

What would make you stop?

4. High stacking

- Square to the rack before raising.
- Verify rack capacity/condition and pallet integrity.
- Raise while stopped; use reach/tilt smoothly and watch overhead clearance.

DISCUSSION PROMPT

Where could this fail here?

5. Stability and loads

- Know capacity at lift height and load center.
- Avoid sudden steering, braking or mast movement with elevated loads.
- Do not travel with the load unnecessarily elevated.

DISCUSSION PROMPT

What control do we use?

6. Inspection and defects

- Inspect forks, mast, reach mechanism, chains, wheels, controls, battery, horn and safety systems.
- Remove the truck from service for conditions that affect safe operation.

DISCUSSION PROMPT

What would make you stop?

Stop-work / red-flag conditions

- Foot or leg extends outside the operator compartment
- Traveling with elevated load in a narrow aisle
- Racking is visibly damaged or pallet integrity is questionable
- Operator loses clear view of pedestrians at aisle ends

SCENARIO

A reach-truck operator has a pallet raised near the top rack and needs to reposition the truck sideways. What is the safe approach?

RECOMMENDED RESPONSE

Lower the load to a stable travel position before repositioning unless the manufacturer/site procedure specifically allows a controlled adjustment at height; avoid traveling with a high load.

Make it site-specific

- Truck-specific controls and emergency features
- Aisle widths, intersections, speed limits and pedestrian controls
- Rack inspection/damage reporting and pallet standards
- Hands-on high stacking and workplace evaluation

Stand-Up Reach Truck

KEEP THIS PAGE

Key decisions to remember

Reach-truck differences: Narrow-aisle design changes visibility, steering feel and clearance needs.

Operator position: Stay within the protected operator compartment.

Narrow-aisle travel: Control speed before entering turns and cross aisles.

High stacking: Square to the rack before raising.

Stability and loads: Know capacity at lift height and load center.

Inspection and defects: Inspect forks, mast, reach mechanism, chains, wheels, controls, battery, horn and safety systems.

Stop and get help when...

- Foot or leg extends outside the operator compartment
- Traveling with elevated load in a narrow aisle
- Racking is visibly damaged or pallet integrity is questionable
- Operator loses clear view of pedestrians at aisle ends

Our site-specific information

- ☐ Truck-specific controls and emergency features
- ☐ Aisle widths, intersections, speed limits and pedestrian controls
- ☐ Rack inspection/damage reporting and pallet standards
- ☐ Hands-on high stacking and workplace evaluation

Employee notes:

Stand-Up Reach Truck - Knowledge Check

Employee: _____ Date: _____

1. A stand-up reach truck operator should keep body parts:

- ☐ A. Inside the protected operator compartment
- ☐ B. Outside the truck for better visibility
- ☐ C. Against rack uprights
- ☐ D. On the load backrest

2. High stacking should be done with the truck:

- ☐ A. Stopped and squared to the rack
- ☐ B. Moving through the aisle
- ☐ C. Turning sharply
- ☐ D. On a slope

3. Traveling with a high elevated load:

- ☐ A. Increases instability and should be avoided
- ☐ B. Improves stability
- ☐ C. Is required in narrow aisles
- ☐ D. Eliminates blind spots

4. Before placing a pallet high in racking, verify:

- ☐ A. Pallet/rack condition and truck capacity at height
- ☐ B. Only the pallet label
- ☐ C. Only battery charge
- ☐ D. Only the aisle number

5. A narrow aisle requires extra attention to:

- ☐ A. Rack clearance, pedestrians and end-of-aisle traffic
- ☐ B. Open-road speed
- ☐ C. Trailer tire pressure
- ☐ D. Outdoor weather only

Score: _____ / 10 Passing requirement / retraining criteria:

6. Reach mechanism defects should result in:

- ☐ A. Truck removal from service until safe
- ☐ B. Slower operation only
- ☐ C. Higher travel height
- ☐ D. Use by experienced operators only

7. Sudden steering with an elevated load:

- ☐ A. Can destabilize the truck
- ☐ B. Improves steering response
- ☐ C. Increases capacity
- ☐ D. Is recommended

8. Operator stance should follow:

- ☐ A. Manufacturer design and employer training
- ☐ B. Personal preference only
- ☐ C. The same stance as a sit-down truck
- ☐ D. No specific guidance

9. Rack damage should be:

- ☐ A. Reported and controlled per site procedure
- ☐ B. Ignored if the pallet fits
- ☐ C. Covered with paint
- ☐ D. Used only for light loads

10. This course alone authorizes reach-truck operation.

- ☐ A. False
- ☐ B. True

Employee signature: _____

Answer key + coaching notes

1. **A - Inside the protected operator compartment** | A stand-up reach truck operator should keep body parts:
2. **A - Stopped and squared to the rack** | High stacking should be done with the truck:
3. **A - Increases instability and should be avoided** | Traveling with a high elevated load:
4. **A - Pallet/rack condition and truck capacity at height** | Before placing a pallet high in racking, verify:
5. **A - Rack clearance, pedestrians and end-of-aisle traffic** | A narrow aisle requires extra attention to:
6. **A - Truck removal from service until safe** | Reach mechanism defects should result in:
7. **A - Can destabilize the truck** | Sudden steering with an elevated load:
8. **A - Manufacturer design and employer training** | Operator stance should follow:
9. **A - Reported and controlled per site procedure** | Rack damage should be:
10. **A - False** | This course alone authorizes reach-truck operation.

COACHING RULE

Do not treat a passing written score as proof of hands-on competency. Retrain missed critical concepts and complete workplace-specific verification where required.

Attendance + completion record

Course: Stand-Up Reach Truck

Date: _____ Instructor: _____ Department / Location: _____

Employee Printed Name	Employee Signature	Job / Department	Date

Site-specific topics / notes:

Can the employee apply it?

Employee: _____ Evaluator: _____ Date: _____

Evaluation Item	Meets	Coach	N/A
Inspects reach mechanism and safety systems	☐	☐	☐
Maintains body position inside compartment	☐	☐	☐
Controls speed in narrow aisles	☐	☐	☐
Squares to racks before lifting	☐	☐	☐
Uses reach/tilt smoothly	☐	☐	☐
Places/retrieves load without rack contact	☐	☐	☐
Maintains safe travel height	☐	☐	☐
Parks/charges safely	☐	☐	☐

Comments / coaching:

Result: ☐ Competent for evaluated task (subject to employer authorization) ☐ More training/practice needed

Evaluator signature: _____ Employee signature:

CERTIFICATE OF TRAINING

This certifies that

completed the formal / awareness training portion of
Stand-Up Reach Truck

Date: _____ Instructor: _____
Employer / Location: _____

Equipment-specific formal instruction. Practical training and workplace evaluation on the reach truck are required.

Regulatory / source reference

Primary reference: 29 CFR 1910.178(l)

<https://www.osha.gov/etools/power-industrial-trucks/workplace/narrow-aisles>

Before delivery

- Confirm current OSHA and applicable state-plan requirements
- Confirm manufacturer instructions and employer procedures
- Insert workplace-specific hazards, controls, emergency contacts and rules
- Use competent/qualified trainers or evaluators where required
- Complete practical/workplace training and authorization requirements where applicable
- Retain training records according to employer and regulatory requirements

FINAL REMINDER

Equipment-specific formal instruction. Practical training and workplace evaluation on the reach truck are required.