

Powered Industrial Trucks / Forklift Fundamentals - Employee Handout

KEY DECISIONS TO REMEMBER

Forklifts are not cars

Rear-wheel steering changes how the back end swings.

Pre-use inspection

Inspect tires, forks, mast, chains, hydraulics, controls, horn, brakes, lights and safety devices as applicable.

Load handling

Know capacity plate limits and attachments.

Travel and visibility

Look in the direction of travel; travel in reverse when the load blocks the view unless site rules specify another safe method.

Pedestrians, docks and trailers

Separate pedestrian routes where feasible.

Training and evaluation

Formal instruction must be combined with practical training and workplace evaluation.

STOP / ASK FOR HELP WHEN

- Capacity plate is unreadable or attachment changes capacity
- Load blocks view and operator continues forward blindly
- Pedestrian enters the truck path without eye contact or separation
- Truck has brake, steering, fork, tire or hydraulic defects

OUR SITE-SPECIFIC INFORMATION

- Train on each truck type actually used and manufacturer instructions
- Review traffic routes, pedestrian controls, ramps, docks, trailers and hazardous areas
- Conduct hands-on practice under qualified supervision
- Evaluate the operator in the actual workplace and document training/evaluation