



Check List for Training

When Training Customers

- ☐ 1) Pass around the sign in sheet.
- ☐ 2) Watch DVD.
- ☐ 3) Write out the training cards and laminate.
- ☐ 4) Have customers take the test then review them.
- ☐ 5) Do the walk-around and hands-on for the equipment.
- ☐ 6) Hand out the Cards.

When you get back to the office, scan them into the copy machine

- ☐ 1) Press "Auto Store".
- ☐ 2) Press "Risk Management".
- ☐ 3) Press "Safety Training Log".
- ☐ 4) Enter the Date, Customer and your Location.
- ☐ 5) Recycle the Tests.

When Training Employees

- ☐ 1) Pass around the sign in sheet.
- ☐ 2) Watch DVD (you can watch the DVDs through the company Intranet by clicking on Safety, then Equipment Safety, and they will be listed.
- ☐ 3) Write out the training cards and laminate. Then make a Copy of the Cards.
- ☐ 4) Have employees take the tests then review them.
- ☐ 5) Do the walk-around and hands-on. NOTE: Must do the Forklift checklists.
- ☐ 6) Send all copies to Rob Mortimer at: robdm@ahern.com.
(Send: Sign in sheet, copy of the cards, copy of the tests and copy of the hands on checklist.)