



Operator Training for Warehouse Forklifts

Trainee Name _____

Employer _____

In the Classroom:

☐ Classroom training, including video, discussion, tests Trainer _____ Date _____

- ☐ Operating instructions, warnings, precautions
- ☐ Differences between forklift and automobile
- ☐ Forklift controls
- ☐ Engine operation
- ☐ Steering and maneuvering
- ☐ Visibility

- ☐ Fork operation and limitation
- ☐ Vehicle capacity
- ☐ Vehicle stability
- ☐ Inspection and maintenance
- ☐ Refueling and/or battery charging
- ☐ Operating limitations

On the Equipment

☐ Pre-operation inspection Trainer _____ Date _____

☐ Pre-function test Trainer _____ Date _____

☐ Evaluation of trainees ability to operate equipment Trainer _____ Date _____

- ☐ Enters forklift with 3 point method
- ☐ Fastens seat belt
- ☐ Checks parking brake, controls in neutral before starting
- ☐ Familiarizes with controls before moving
- ☐ Checks surroundings for hazards, obstacles, or personell before moving
- ☐ Can maneuver forklift around obstacles
- ☐ Picks up load correctly. Inserting forks all the way, using tilt to secure load.
- ☐ Deposits load smoothly, backs out forklift.
- ☐ Proper shut down method, lowers forks, sets parking brake, shuts off engine
- ☐ Exits forklift with 3 point method

For the Employer

☐ Ensure that the operator is competent to operate a forklift Supervisor _____ Date _____

☐ Train operator on company forklift policies Supervisor _____ Date _____

☐ Familiarize operator on specific equipment used Supervisor _____ Date _____

☐ Ensure that the operator is retrained when deficiencies are found or new equipment is introduced Supervisor _____ Date _____