



Material Handling Safety Seminar: Lift Truck Operator Instructor Training Course

First Day

8:00 – 9:30

INTRODUCTION:

How to get everyone's attention.
Introductions, Class Schedule, and Pre-Test.
Brief History of Lift Trucks. (Video)
Is attitude important.
How to certify training has occurred.
Training Support Materials.

9:30 - 10:00

**CLARK Employer's Guide To Material Handling Safety Manual:
Employers Role.**

Occupational Safety and Health Act / Administration (OSHA):

- 1.) Why does OSHA exist?
- 2.) Who is OSHA?
- 3.) What does OSHA do?
- 4.) Training Records and an OSHA Inspection.

Other Research References.

10:00 – 10:15

BREAK.

10:15 – 11:30

Facilities Evaluation:

Facility Assessment.

- 1.) Facilities Assessment and

Lift Truck Application Survey Form.

Facilities.

Powered Industrial Truck Traffic Flow.

Pedestrian Traffic Flow.

Restricted Zones.

Traffic Control Signs.

Pedestrian Walkways / Crosswalks.

Pedestrian Barriers.

Safety Rules and Regulations.

Operating Surfaces.

Aisles.

Overhead Conditions.

Elevators.

Ventilation.

Lighting.

Plant Safety Equipment.

Exits.



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11:30 – 12:00 General Lift Truck Application:

U. L. (Underwriters Laboratories) and F. M. (Factory Mutual) Labeling.

- 1.) Hazardous and Classified Area's (Page 46).
- 2.) Lift Truck Designations (Page 46).

12:00 – 1:00 LUNCH.

1:00 – 3:00 General Lift Truck Application (continued):

Safety Devices: (Why's and Wherefores)

Driver Overhead Guards and Load Backrest Extensions.

Seat Belts:

- 1.) General Duty Clause, OSH Act Section 5(a)(1).
- 2.) Dale Butler: Living Proof. (Video)
- 3.) CFR29, SubpartN, Section 1910.178 (l)(3)(i)(M).

Parking Brakes.

Tethers.

Rear Posts.

Screens.

Emergency Battery Disconnects.

Emergency Reversing Buttons.

Warning Decals.

Operator's Manual.

Data Plates:

- 1.) Internal Combustion Truck Data Plates.
- 2.) Modifications and Attachments.
- 3.) Dual Rating Lift Trucks.
- 2.) Electric Truck Data Plates.

Truck Modifications and Attachments.

3:00 – 3:15 BREAK.

3:15 – 4:30 Lift Truck Maintenance:

Pre-Shift Inspection.

Planned Maintenance.

Trained Mechanics.

General Maintenance Area, Tools and Equipment.

Fork Inspection and Repair.

Lifting, Jacking, and Blocking.

Refueling and Fuel Storage.

Liquefied Petroleum Gas (LPG).

Compressed Natural Gas (CNG).

Battery Charging and Changing.

Repairs and Parts.



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4:30 – 5:00 **Material Handling Procedures:**
Trained Operator's Only.
Operator Selection.
General Lift Truck Operation.
Pedestrian and Machine Traffic.

END OF FIRST DAY.

SECOND DAY

8:00 – 9:30 **Material Handling Procedures (continued):**
Safety Recommendations for Pedestrians.
Eye Contact Rule.
Two – Foot Rule.
Dock Operations.
Personnel Elevator's.

9:30 – 10:00 **Training Development:**
Sections of Pages 20 – 35 will be discussed, in greater detail, as part of the appropriate Operator Training Manuals discussion, the subjects that will be discussed at this time are listed below.
Orientation.
Three – Point Mount / Dismount Rule.

10:00 – 10:15 BREAK.

10:15 – 10:30 **Equipment Design and Function.**
Lift Truck Configuration, Weight, and Capacity.
Visibility.

10:30 – 11:00 **Accessories:**
Accessories.
Attachments.
Pre – Shift Inspection.
Forks and Fork Retention.
Tires.



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- 11:00 – 11:45** **General Lift Truck Operation.**
Operators Instructions.
Stopping the Truck.
Plugging.
- 11:00 – 11:45** **General Lift Truck Operation.**
Load Handling.
Elevators.
Grades.
Hazard Avoidance Training.
Parking Lift Trucks.
Operation in a Confined Area by a Pallet Truck.
Grades, Ramps, Slopes, and Inclines.
Pedestrians.
Stand Up Rider Tip Over.
Carbon Monoxide and Fumes.
Operator Evaluation and Recurrent Training.
- 11:45 – 12:00** **Conclusion:**
Employer's Responsibility.
CFR 29, Subpart N, Section 1910.178.
Facilities Assessment and Lift Truck Application Survey Form.
- 12:00 – 1:00** **LUNCH.**
- 1:00 – 1:30** **Current Lift Truck Operator Training Regulations:**
ANSI B56.1, Powered Industrial Truck Operator Training Regulation.
New OSHA Powered Industrial Truck Operator Training Regulation.
CPL 02-01-028, Compliance Assistance for the Powered Industrial Truck
Operator Training Standards.
- 1:30 – 2:15** **Operator Training Reinforcement Hand-Out Material:**
Count The F's.
Reference Material.
Carbon Monoxide.
Calculating Ventilation Rates.
- 2:15 – 3:00** **Getting Everybody Involved:**
Near Miss Form.
The Byrd Triangle.
Conducting Pedestrian Training.
Pedestrian Rules of the Road.
Lift Truck Operator's Rules of the Road.



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- 3:00 – 3:15** **BREAK.**
- 3:15 – 3:30** **OSHA Interpretations and Directives:**
OSHA Interpretations for 1910.178, Powered Industrial Trucks,
1975 to 2006.
OSHA Directives for 1910.178, Powered Industrial Trucks.
- 3:30 – 3:45** **Training Aid Material:**
Hand-Out Material and How to use it Effectively.
Manufacturer’s Specification Sheets for the most commonly used
Lift Trucks.
Overhead Masters.
- 3:45 – 3:50** **Sit Down Rider Counterbalance Operator Training Manual.**
How to use the manual.
- 3:50 – 4:30** **Sit Down Rider Counterbalance Operator Training**
Instructor’s Guide Manual.
Introduction.
Objectives.
Your Presentation.
Course Outline.
Margin Notes.
Planning your Presentation.
Planning is the Key.
Teaching Aids.
Course Evaluations.
- 4:30 – 5:00** **Student Materials:**
Tests.
Grading Procedures.

END OF SECOND DAY.



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THIRD DAY

**Sit Down Rider Counterbalance Operator Training Instructor's Guide Manual
(continued).**

- 8:00 – 8:30** **Preliminaries:**
Before Class.
Welcome and Instructor / Participant Introductions.
- 8:30 – 8:45** **Introduction to the Course:**
About this Class.
About Safety.
Course Outline.
Course Overview.
Benefits of Operator Training.
The Occupational Safety and Health Act.
- 8:45 – 10:00** **About Lift Trucks:**
Components of a Lift Truck.
Operating Controls.
Characteristics of a Lift Truck.
Weight of a Lift Truck. (Using the Manufacturer's Specification Sheet)
1.) Differences between Sit Down Rider Counterbalance Units
and Narrow Aisle Units.

Tip Factor and Load Centers.
Stability Triangle / Pyramid.
- 10:00 – 10:15** **BREAK.**
- 10:15 – 10:30** **About Lift Trucks (continued):**
Rear Wheel Steering.
Speed of a Lift Truck.
Braking and Reaction Time.
The Three R's.
Data Plates and Decals.
- 10:30 – 12:00** **Handling Fuels, Batteries and Emergencies:**
Gasoline.
Diesel.
Liquefied Petroleum Gas (LPG).
Compressed Natural Gas.
Industrial Batteries.
- 12:00 – 12:30** **LUNCH.**



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12:30 – 1:00

Handling Fuels, Batteries and Emergencies: (continued)

Industrial Batteries.
Battery Charging and Changing.
Jump Starting Lift Trucks.
Handling Emergencies.

1:00 – 2:00

Fundamentals of Lift Truck Operation:

Basic Lift Truck Operation.
Load Handling.
Traveling.
Operating Lift Trucks in Confined Area's.
Operator's Daily Inspection.
Driving Tests (Evaluations).
Written Tests (Evaluations).

Operator Training Manual for Narrow Aisle Trucks, Very Narrow Aisle Trucks, Stand-up Counterbalance Trucks, and Pallet Trucks.

2:00 – 2:05

How to use the manual.

The Narrow Aisle, Very Narrow Aisle, Stand-up Counterbalance, and Pallet Truck Operators Manual contains information that has been previously discussed in the "Employer's Guide to Material Handling Safety" and in the "Sit Down Rider Counterbalance Operator Training Instructor's Guide" Manuals. Topics that have not yet been discussed, or differ when applied to the Lift Trucks listed in this manual will be the only subjects covered in the remaining portion of the course.

2:05 – 2:20

Know Your Lift Truck:

- 1.) Pallet Truck Componentry and Controls.
- 2.) Narrow Aisle Componentry and Controls.
- 3.) Orderpicker Componentry and Controls.
- 4.) Very Narrow Aisle Componentry and Controls.

2:20 – 2:30

Safety Equipment.

Pallet Walkie / Rider Trucks.
Stand-up Counterbalance and Narrow Aisle Trucks.
OP Trucks.

2:30 – 3:00

Characteristics of Narrow Aisle Lift Trucks:

Weight of Lift Trucks.
Tip Factor and Load Centers.
Stability Triangle / Pyramid.
Rear Wheel Steering.
Lift Truck Speeds.



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12:00 – 12:30

LUNCH.

1:00 – 3:00

(CONTINUED)

Lift Truck Operator Hands-On Work Environment Evaluations:

The Course Participants will be required to determine the correct Hands-On Evaluations for the Lift Truck Operator's in the present Facility using the "Facilities Assessment and Lift Truck Application Survey Form" they previously completed.

The Course Participants will Evaluate each other as they operate the different Classes of Lift Trucks available, performing the tasks they themselves determined were appropriate for the Work Environment as per they "Facilities Assessment and Lift Truck Application Survey Form".

3:00 – 3:15

BREAK.

3:15 – 4:30

Final Tests.

Review Answer Keys for all Written Tests.

END OF COURSE.



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**“The Material Handling Safety Seminar:
Lift Truck Operator Instructor Course”
is Four days in length and each Participant
receives a Starter Kit consisting of:**

Manuals:

CLARK Employers Guide to Material Handling Safety.
Instructor Manuals (Sit-Down Rider and Narrow Aisle).
Students Manuals (Sit-Down Rider and Narrow Aisle).

New Professionals Booklet.

Three (3) inch Binder of Rules, Regulations and
related material.

One (1) Model Lift Truck

Lift Truck Operator Training Microsoft PowerPoint
Presentation.

**One (1) complete video library consisting of
the following nine (10) DVD’s:**

*Safety Starts With You: Pedestrian Safety Training.

*Safety Starts With You: Sit-Down Riders.

*Safety Starts With You: Stand-Up Riders.

*Safety Starts With You: Pallet Trucks.

*Living Proof: The Dale Butler Story.

Safety Starts With You: Better Safe Than Sorry.

Fundamentals of Safe Lift Truck Operation .

Safe Handling of Industrial Batteries.

Safe Handling of I.C. Fuels.

CLARK Lift Trucks: A Brief History.

*** Indicates the DVD contains both the English and the Spanish Version.**