

OSHA construction forklift training: General training for construction forklift operators – best-practices checklist

Employees who will operate forklifts must be trained. Their employers must develop and implement the training program as required in 1910.178, subpart N, Powered industrial trucks, based on the:

- general principles of safe truck operation;
- type of vehicle being used in the workplace;
- hazards of the workplace created by the use of the vehicle; and
- general safety requirements of the OSHA standard.

The following best-practices checklist is offered for employers to use during employee training.

Operator training checklist

Trainee name: _____

Trainer name: _____

Type of forklift trainee will operate, be specific: _____

The trainee must be trained on the forklift he or she will be using at the worksite where it will be operated.

Specifications

The employee must understand the specifications for the forklift and how each specification may affect its safe operation. Check each step when it has been completed.

Lifting performance			
	Maximum lifting capacity		Capacity at maximum forward reach
	Maximum lift height		Maximum below grade reach
	Maximum forward reach to load center		Attachments

Dimensions			
	Overall length		Overall height
	Overall width		Ground clearance

Instrumentation			
	All gauges		Running lights
	Monitoring lights		Visual indicators (if applicable, boom angle, etc.)

Safe operation

The trainee must understand how to safely operate the forklift. Check each step when it has been completed.

Operations			
	Steering		Applicable load chart – rated capacity
	Tires		Fuel
	Brakes		Hydraulics
	Horn		Controls – side shift, tilt, vertical lifting, extension
	Lights		Attachments – changing the operation of the forklift
	Forks		

Safe operation by trainee (trainer observes while trainee operates forklift)			
	Work zone ground conditions – rough terrain, wet surfaces, other		Traveling with loads on downhill grades
	Weight of load to be lifted – affect on center of gravity		Traveling at safe speeds for on-site conditions
	Centering load on forks – load balance		Traveling with load creating limited vision
	Work zone traffic – machines, crew members		Landing load area – placing loads safely
	Overhead obstructions – electrical wires, trees, other		

Approval

This trainee is capable of safely operating the forklift on the worksite.

Trainer's signature: _____ Date training completed: _____