



Training Solutions, Delivered!

HIGH-IMPACT FORKLIFT OPERATOR TRAINING *(Concise)*

**Leader's Guide, Fact Sheet
& Quiz**

Item Number: 3672
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This easy-to-use Leader's Guide is provided to assist in conducting a successful presentation.

PREPARING FOR THE MEETING

Here are a few suggestions for using this program:

- a) Review the contents of the Fact Sheet that immediately follows this page to familiarize yourself with the program topic and the training points discussed in the program. The Fact Sheet also includes a list of Program Objectives that details the information that participants should learn from watching the program.
- b) If required by your organization, make an attendance record to be signed by each participant to document the training to be conducted.
- c) Prepare the area and equipment to be used for the training. Make sure the watching environment is comfortable and free from outside distractions. Also, ensure that participants can see and hear the TV screen or computer monitor without obstructions.
- d) Make copies of the Review Quiz included at the end of this Leader's Guide to be completed by participants at the conclusion of the presentation. Be aware that the page containing the answers to the quiz comes before the quiz itself, which is on the final page.

CONDUCTING THE PRESENTATION

- a) Begin the meeting by welcoming the participants. Introduce yourself and give each person an opportunity to become acquainted if there are new people joining the training session.
- b) Introduce the program by its title and explain to participants what they are expected to learn as stated in the Program Objectives of the Fact Sheet.
- c) Play the program without interruption. Upon completion, lead discussions about your organization's specific policies regarding the subject matter. Make sure to note any unique hazards associated with the program's topic that participants may encounter while performing their job duties at your facility.
- d) Hand out copies of the review quiz to all of the participants and make sure each one completes it before concluding the training session.

**3672 HIGH-IMPACT
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FACT SHEET**

LENGTH: 8 MINUTES

PROGRAM SYNOPSIS:

Powered industrial trucks—they are rugged, powerful and indispensable. Because they work side by side with people in the plant, they present a constant potential hazard. As a forklift operator, it is your responsibility to always operate your vehicle in a safe manner that will protect you and your co-workers from accident and injury.

The three forklift accidents reenacted in this video will show viewers the life-threatening consequences of incorrect and unsafe lift truck operation. Topics include lift truck tip over, vehicle inspection, moving a load, driving safety and operation on and around trailers and loading docks.

PROGRAM OBJECTIVES:

After viewing the program, participants will have a basic understanding of the following:

- Common causes of forklift accidents and resulting injuries;
- Forklift stability and causes of tip over;
- Procedures for lifting and moving loads;
- What to look for when performing a pre-operational inspection.

INSTRUCTIONAL CONTENT

FORKLIFT TIP OVER

- Most fatalities involving forklifts occur when the lift truck overturns.
- When the center of gravity of a load moves outside the forklift's stability triangle, the vehicle will tip over.

Speeding and Instability Results in Tip Over and Operator Death

Dennis Hilton, in a hurry to leave the shift to go on vacation, climbed on his forklift and headed toward the ramp and loading dock. Traveling at a high rate of speed, he turned onto the ramp and the forklift overturned. His head struck the ground and then he was crushed by the cage of the forklift.

Safety Lessons:

- **Never use excessive speed when driving a lift truck.**
- **Don't allow haste to cause you to ignore proper operating procedures.**

Careening Load Strikes and Seriously Injures Pedestrian

In an attempt to hastily complete his workday, Gerald Wiendsdorf rushed toward an intersection with a loaded pallet on his lift. He had forgotten to lower the load. A co-worker who didn't work in the area on a regular basis was passing through the intersection. When Gerald spotted the pedestrian, he stopped abruptly. The load fell forward on top of the pedestrian's head.

Safety Lessons:

- **Always lower loads before traveling.**
- **Avoid sudden stops when driving forklifts.**
- **Slow down at blind intersections.**
- **Never allow hurrying to become more important than safety.**

VEHICLE INSPECTION

- Before beginning your work period, you should inspect the forklift and its equipment for safe operation.

- If you discover a malfunction, note it on the check out sheet, tag the vehicle out of service and notify your supervisor or other designated person.
- Never attempt to make repairs unless you are trained and authorized to do so by your company.

MOVING THE LOAD

- Before lifting a load, adjust the width of the forks for maximum stability.
- Drive the forks into the load to the correct depth. After engaging the load, tilt it back slightly to secure it against the mast.
- Before moving the load, make sure the surrounding area is clear of pedestrians and obstructions.
- If the load is to be stacked on a rack, first place the load at the correct height and then position it over the desired location.
- Tilt the load forward and lower the pallet onto the rack. Make sure it is in the correct position.
- Before backing out, make sure you have safe clearance behind and around the truck. If it is safe to move, lift the forks a little to clear the pallet and back out slowly.

DRIVING SAFETY

- When driving through an area, keep the load as low as possible so that it will clear obstructions. Typically, this is 6 to 12 inches.
- You must always face the direction in which you are driving. If the load blocks the forward view, you must drive and face rearward.
- Be sure to keep your hands and feet inside the cage area at all times.
- Never allow anyone to come between your moving lift truck and a fixed object.

TRAILERS AND LOADING DOCKS

Forklift Crashes to the Ground After Dock Plate Falls

Ralph had been ordered by his supervisor to stop loading one trailer and start loading another immediately. In an effort to quickly comply with the supervisor's directions, he neglected to secure the dock plate or chock the wheels of the trailer. As the forklift traveled in and out of the trailer, the trailer gradually moved away from the dock. Finally, the dock plate fell to the ground. At the same time, Ralph backed the lift truck out of the trailer and crashed on the concrete below.

Safety Lessons:

- **Always check to see that a trailer is safe before working it: wheels chocked or otherwise secured, floor sound and dock plate secured.**
- **Never let time pressure compromise your commitment to safety.**

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ANSWERS TO THE REVIEW QUIZ

1. c

2. d

3. a

4. b

5. c

**HIGH-IMPACT
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REVIEW QUIZ**

The following questions are provided to determine how well you understand the information presented in this program.

Name _____ Date _____

1. Most fatalities that involve forklifts occur when _____.
 - a. A pedestrian is ran over by a forklift
 - b. A co-worker falls from raised forks
 - c. A forklift overturns
 - d. A pedestrian is struck by a falling load

2. When you are inspecting the vehicle and discover a malfunction, you should _____.
 - a. Tag the vehicle out of service
 - b. Note the problem on your check out sheet
 - c. Notify your supervisor or other authority
 - d. All of the above

3. When driving the lift, you should always face the direction in which you are driving.
 - a. True
 - b. False

4. When driving through an area, you should keep the load _____.
 - a. As high as possible
 - b. As low as possible
 - c. About 3 feet off the ground
 - d. about 5 feet off the ground

5. What did the three accidents in the video all have in common?
 - a. The operator's view was obstructed
 - b. The operator wasn't trained and authorized
 - c. The operator was in a hurry