



Training Solutions, Delivered!

SAFE USE AND OPERATION OF FORKLIFTS: OTHER SAFETY CONSIDERATIONS

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

Item Number: 5268
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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.

5268 SAFE USE AND OPERATION OF FORKLIFTS: OTHER SAFETY CONSIDERATIONS FACT SHEET

LENGTH: 1:09 MINUTES

PROGRAM SYNOPSIS:

In addition to driving safely, there are other safety considerations a forklift operator should be aware of. Things that we do while in our daily lives to keep ourselves safe, translates into being safe when it comes to forklifts. Common sense and awareness are keys to remaining safe while operating a forklift.

PROGRAM OBJECTIVES:

After watching the program, the participant should be able to explain the following:

- How to enter and exit the forklift safely;
- How to safely follow other forklifts;
- The best way to keep your forklift (and others) safe while it's not in use.

INSTRUCTIONAL CONTENT:

SAFE USE AND OPERATION OF FORKLIFTS: OTHER SAFETY CONSIDERATIONS

- In addition to driving safely, there are other safety considerations a forklift operator should be aware of.
- When entering and exiting the vehicle, be sure to maintain three points of contact with the lift at all times and proceed with caution.
- Always wear your seatbelt and keep your hands, arms and feet inside the protective area of the forklift at all times. Do not grip the outside of the safety cage while operating in reverse. This creates a serious crushing hazard should the lift collide with a fixed object.
- Maintain a safe following distance of at least three truck lengths between you and any other vehicles you may be following.
- If you must travel with a load that obstructs your forward view, drive in reverse with the load behind you.
- To prevent unauthorized operation of your forklift, remove the key and secure it according to your company's policies anytime you are going to be 25 feet or more away.

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ANSWERS TO THE REVIEW QUIZ

1. b

2. a

3. c

4. a

SAFE USE AND OPERATION OF FORKLIFTS: OTHER SAFETY CONSIDERATIONS
REVIEW QUIZ

Name _____ Date _____

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

1. When entering and exiting a forklift, be sure to maintain _____ of contact with the lift at all times.
 - a. 2 points
 - b. 3 points
 - c. 4 points

2. You should keep your hands, arms and feet inside the protective area of the forklift at all times.
 - a. True
 - b. False

3. Maintain a safe following distance of at least _____ between you and any other vehicles you may be following.
 - a. 1 truck length
 - b. 2 truck lengths
 - c. 3 truck lengths

4. If you must travel with a load that obstructs your forward view, you should drive in reverse with the load behind you.
 - a. True
 - b. False