



Training Solutions, Delivered!

SAFE USE AND OPERATION OF FORKLIFTS: LOADING DOCK AND TRAILER SAFETY

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

Item Number: 5269
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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.

5269 SAFE USE AND OPERATION OF FORKLIFTS: LOADING DOCK AND TRAILER SAFETY FACT SHEET

LENGTH: 1:48 MINUTES

PROGRAM SYNOPSIS:

A loading dock is an elevated platform designed to be level with the trailer of an 18-wheeler so forklifts can easily enter the trailer to load or unload materials. Trailers and loading docks present their own sets of hazards, especially if you're not thinking safely. Being aware of your surroundings and making sure safety measures are in place, will keep you safe while dealing with trailers and loading docks.

PROGRAM OBJECTIVES:

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

- How to secure a trailer to the loading dock;
- What safety measures are needed when a trailer is stand alone and not attached to a truck;
- How to safely enter a trailer with a load;
- How to make sure that all paths you are travelling are safe.

INSTRUCTIONAL CONTENT:

SAFE USE AND OPERATION OF FORKLIFTS: LOADING DOCK AND TRAILER SAFETY

- A loading dock is an elevated platform designed to be level with the trailer of an 18-wheeler so forklifts can easily enter the trailer to load or unload materials.
- Any time a trailer is not backed into a loading dock, there is potential for a forklift to fall off the edge and extreme caution must be used by the lift operator to stay a safe distance from the exposed edge.
- To prevent a trailer from rolling away from the dock while being loaded, the trailer's wheels must be securely chocked.
- Some facilities also utilize a mechanical trailer locking system. When this is the case, forklift operators must ensure the lock is engaged before entering the trailer.
- When trailers are not supported by an attached truck, a sturdy jack stand must be installed to prevent the trailer's support legs from collapsing under the added weight of the lift truck and load.
- Also, before entering any trailer with a forklift, the trailer's flooring must be inspected for any indication that it will not support the weight of the forklift.
- Do not drive a forklift into a trailer if there is anyone inside.
- When entering a trailer proceed slowly and be aware that your eyes may need time to adjust to the changing light conditions.
- Before driving over bridge plates or dock boards, make sure they are properly secured and rated to support the combined weight of the lift truck and load.
- Loading dock operations can be busy and crowded. Forklift operators must use extreme caution and stay alert for pedestrians and other forklifts at all times.

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ANSWERS TO THE REVIEW QUIZ

1. a

2. a

3. a

4. b

SAFE USE AND OPERATION OF FORKLIFTS: LOADING DOCK AND TRAILER SAFETY
REVIEW QUIZ

Name _____ Date _____

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

1. Before entering a trailer with a forklift, the trailer's wheels must be securely chocked.
 - a. True
 - b. False

2. If a mechanical trailer locking system is used to secure a trailer during loading, the forklift operator must ensure the lock is engaged before entering the trailer.
 - a. True
 - b. False

3. Before entering any trailer with a forklift, the trailer's flooring must be inspected for any indication that it will not support the weight of the forklift.
 - a. True
 - b. False

4. You should only drive a forklift into a trailer with people inside when they are aware of your intentions and have moved safely out of your path of travel.
 - a. True
 - b. False