

DU-ALL SAFETY
FORKLIFT TRUCK OPERATORS TRAINING COURSE
WRITTEN TEST PART 1

OPERATOR'S NAME _____ **DATE** _____

MULTIPLE CHOICE (select the answer which is most correct and circle the letter.)

1. A lift truck training program will help us:
 - (a) Reduce maintenance costs.
 - (b) Increase efficiency.
 - (c) Reduce accidents.
 - (d) All of the above.

2. The rear-end steering of fork lift trucks:
 - (a) Causes the rear end to swing more than an auto.
 - (b) Is about the same as an auto.
 - (c) The rear end swings less than an auto.
 - (d) Allows the truck to take sharp turns at high speeds.

3. When traveling on a level surface the fork should be raised:
 - (a) At least 12 inches.
 - (b) Between 12 and 18 inches.
 - (c) No more than 6 inches.
 - (d) High enough so the operator can see under the load.

4. Lift trucks should be inspected:
 - (a) Weekly.
 - (b) Monthly
 - (c) By the first person that uses the forklift on each shift.
 - (d) When they start to develop trouble.

5. From a safety standpoint, one of the most serious truck problems is:
 - (a) Brake failure.
 - (b) Low fuel or battery charge
 - (c) Broken horn.
 - (d) Worn tires.

6. When following another truck it is best to keep behind:
- (a) About one truck length.
 - (b) About three truck lengths.
 - (c) About 10 feet to 12 feet.
 - (d) Close enough so the other operator can hear your horn.
7. The truck horn should be used:
- (a) To warn pedestrians and other traffic at intersections and blind corners.
 - (b) To make workers get out of your path when you get to close to them.
 - (c) To let your supervisor know that you are busy.
 - (d) To let everyone know you have the right of way.
8. If you have to leave a truck unattended, even with the power off, you should:
- (a) Ask someone to tell you if it starts to move.
 - (b) Be in clear view of it and no more than 25 feet away.
 - (c) Be no farther away than in the washroom.
 - (d) Be no farther than 45 feet away if you're helping load stock.

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WRITTEN TEST PART 2

OPERATOR'S NAME _____ **DATE** _____

TRUE OR FALSE (select T or F, whichever is more correct and circle.)

- T F 1. The maximum allowable load should be shown on the Data Plate of the truck.
- T F 2. It is okay to overload the truck by 25 percent if additional counterweights are used.
- T F 3. The load should not be handled if it is so unstable or so insecure that it might come loose while being moved.
- T F 4. It is good practice to keep the load back against the truck carriage/backrest as much as possible
- T F 5. When going down a 15 percent incline keep the load on the down side.
- T F 6. Violation of safety rules, near misses and occasional damage to stock probably indicates a high accident and maintenance rate.
- T F 7. Only persons trained and authorized to make them should make repairs to industrial trucks.
- T F 8. It is okay to run over a loose dock plate as long as the truck is not fully loaded.
- T F 9. If you see a loose object in your path it is better to remove it or avoid it than to run over it.
- T F 10. Slippery spots caused by oil and water may increase braking distance or cause loss of steering control.
- T F 11. If you are not able to see because of a large load in front of you, it is better to drive backwards than to try and see around it on one side.
- T F 12. If they ask, maintenance or a repair person may be lifted on the forks to reach their work.

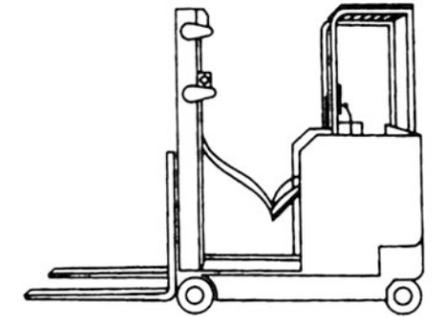
- T F 13. Under no condition should anyone be permitted under the elevated forks or loads.
- T F 14. When loading a highway truck or trailer, its wheels should be chocked or blocked even though the driver says they have set the brakes.
- T F 15. Railroad tracks should be crossed at an angle.
- T F 16. Smoking is okay in refueling areas provided you see no leaking fuel.
- T F 17. Parked trucks should never block fire equipment, fire doors or exits.
- T F 18. A careful driver may hang their legs outside the truck as long as they are protected by a wide load.
- T F 19. A good operator checks each load for stability before moving it.
- T F 20. Passing another truck in a narrow aisle is safe if it is going no more than 8 miles per hour.
- T F 21. When taking a load up a ramp with greater than 10 percent slope, the forks should be on the up side.
- T F 22. When going through doorways and under pipes, an operator must know clearance of large elevated loads.
- T F 23. A really good driver should demonstrate their ability by turning corners as quickly as possible.
- T F 24. It is okay to let another person operate your truck if they say they know how.
- T F 25. When traveling with a load the mast should be tilted back.



OPERATING RULES FOR INDUSTRIAL TRUCKS



Operating rules for industrial trucks contained on this poster are current through Register 2002, No. 22 California Code of Regulations (operative 6-27-2002). Other rules may also apply.



General Industry Safety Order 3664 Operating Rules (Part (a)).

- (a) Every employer using industrial trucks or industrial tow tractors shall post and enforce a set of operating rules including the appropriate rules listed in Section 3650(s).

General Industry Safety Order 3650 Industrial Trucks. General (Part(s)).

- (s) Industrial trucks and tow tractors shall be operated in a safe manner in accordance with the following operating rules:
- (1) Only drivers authorized by the employer and trained in the safe operations of industrial trucks or industrial tow tractors pursuant to Section 3668 shall be permitted to operate such vehicles.
 - (2) Stunt driving and horseplay are prohibited.
 - (3) No riders shall be permitted on vehicles unless provided with adequate riding facilities.
 - (4) Employees shall not ride on the forks of lift trucks.
 - (5) Employees shall not place any part of their bodies outside the running lines of an industrial truck or between mast uprights or other parts of the truck where shear or crushing hazards exist.
 - (6) Employees shall not be allowed to stand, pass, or work under the elevated portion of any industrial truck, loaded or empty, unless it is effectively blocked to prevent it from falling.
 - (7) Drivers shall check the vehicle at the beginning of each shift, and if it is found to be unsafe, the matter shall be reported immediately to a foreman or mechanic, and the vehicle shall not be put in service again until it has been made safe. Attention shall be given to the proper functioning of tires, horn, lights, battery, controller, brakes, steering mechanism, cooling system, and the lift system for fork lifts (forks, chains, cable, and limit switches).
 - (8) No truck shall be operated with a leak in the fuel system.
 - (9) Vehicles shall not exceed the authorized or safe speed, always maintaining a safe distance from other vehicles, keeping the truck under positive control at all times and all established traffic regulations shall be observed. For trucks traveling in the same direction, a safe distance may be considered to be approximately 3 truck lengths or preferably a time lapse--3 seconds--passing the same point.
 - (10) Trucks traveling in the same direction shall not be passed at intersections, blind spots, or dangerous locations.
 - (11) The driver shall slow down and sound the horn at cross aisles and other locations where vision is obstructed. If the load being carried obstructs forward view, the driver shall be required to travel with the load trailing.
 - (12) Operators shall look in the direction of travel and shall not move a vehicle until certain that all persons are in the clear.
 - (13) Trucks shall not be driven up to anyone standing in front of a bench or other fixed object of such size that the person could be caught between the truck and object.
 - (14) Grades shall be ascended or descended slowly.
 - (A) When ascending or descending grades in excess of 10 percent, loaded trucks shall be driven with the load upgrade.
 - (B) On all grades the load and load engaging means shall be tilted back if applicable, and raised only as far as necessary to clear the road surface.
 - (C) Motorized hand and hand/rider trucks shall be operated on all grades with the load-engaging means downgrade.
 - (15) The forks shall always be carried as low as possible, consistent with safe operations.
 - (16) When leaving a vehicle unattended (the operator is over 25 feet (7.6 meters) from or out of sight of the industrial truck), the brakes are set, the mast is brought to the vertical position, and forks are left in the down position, either:
 - (A) The power shall be shut off and, when left on an incline, the wheels shall be blocked; or
 - (B) The power may remain on provided the wheels are blocked, front and rear.
 - (17) When the operator of an industrial truck is dismounted and within 25 feet (7.6 meters) of the truck which remains in the operator's view, the load engaging means shall be fully lowered, controls placed in neutral, and the brakes set to prevent movement.

Exception: Forks on fork-equipped industrial trucks may be in the raised position for loading and unloading if the forks are raised no more than 42 inches above the level where the operator/loaders are standing, and the power is shut off, controls placed in neutral and the brakes set. If on an incline, the wheels shall be blocked.
 - (18) Vehicles shall not be run onto any elevator unless the driver is specifically authorized to do so. Before entering an elevator, the driver shall determine that the capacity of the elevator will not be exceeded. Once on an elevator, the industrial truck's power shall be shut off and the brakes set.
 - (19) Motorized hand trucks shall enter elevators or other confined areas with the load end forward.
 - (20) Vehicles shall not be operated on floors, sidewalk doors, or platforms that will not safely support the loaded vehicle.
 - (21) Prior to driving onto trucks, trailers and railroad cars, their flooring shall be checked for breaks and other structural weaknesses.
 - (22) Vehicles shall not be driven in and out of highway trucks and trailers at loading docks until such trucks or trailers are securely blocked or restrained and the brakes set.
 - (23) To prevent railroad cars from moving during loading or unloading operations, the car brakes shall be set, wheel chocks or other recognized positive stops used, and blue flags or lights displayed in accordance with applicable regulations promulgated by the Public Utilities Commission.
 - (24) The width of one tire on the powered industrial truck shall be the minimum distance maintained from the edge by the truck while it is on any elevated dock, platform, freight car or truck.
 - (25) Railroad tracks shall be crossed diagonally, wherever possible. Parking closer than 8 1/2 feet from the centerline of railroad tracks is prohibited.
 - (26) Trucks shall not be loaded in excess of their rated capacity.
 - (27) A loaded vehicle shall not be moved until the load is safe and secure.
 - (28) Extreme care shall be taken when tilting loads. Tilting forward with the load engaging means elevated shall be prohibited except when picking up a load. Elevated loads shall not be tilted forward except when the load is being deposited onto a storage rack or equivalent. When stacking or tiering, backward tilt shall be limited to that necessary to stabilize the load.
 - (29) The load engaging device shall be placed in such a manner that the load will be securely held or supported.
 - (30) Special precautions shall be taken in the securing and handling of loads by trucks equipped with attachments, and during the operation of these trucks after the loads have been removed.
 - (31) When powered industrial trucks are used to open and close doors, the following provisions shall be complied with:
 - (A) A device specifically designed for opening or closing doors shall be attached to the truck.
 - (B) The force applied by the device to the door shall be applied parallel to the direction of travel of the door.
 - (C) The entire door opening operation shall be in full view of the operator.
 - (D) The truck operator and other employees shall be clear of the area where the door might fall while being opened.
 - (32) If loads are lifted by two or more trucks working in unison, the total weight of the load shall not exceed the combined rated lifting capacity of all trucks involved.

FORKLIFT OPERATOR DAILY & WEEKLY INSPECTION REPORT FOR ELECTRIC FORKLIFTS IMPORTANT!

This check must be made by the forklift operator at the start of each shift. The weekly check must be completed on the last day of your work week.

Company Name _____

Shift 1st ____ 2nd ____ 3rd ____

Unit No. _____ Model No. _____

Serial/ID No. _____

Hour meter Reading (start of week) _____

Spec. Attachments _____

Inspection for week of (Date) _____

Operator's Signature _____

ITEMS TO BE CHECKED	Sunday		Monday		Tuesday		Wednesday		Thursday		Friday		Saturday	
	OK	Needs Attn.	OK	Needs Attn.	OK	Needs Attn.	OK	Needs Attn.	OK	Needs Attn.	OK	Needs Attn.	OK	Needs Attn.
1. Battery water level														
2. Battery cables and amp plug														
3. Battery charge indicator														
4. Check tires for foreign objects														
5. Check pressure on pneumatic tires														
6. Brake pedal travel & pedal switch operation														
7. Seat brake or switch operation														
8. Hydraulic lift & lift switch operation														
9. Creep speed control & high speed operation														
10. Operation of carriage, backrest, & mast condition of forks														
11. Check operation of safety equipment, horn, lights and fire extinguisher (optional)														
12. Check for fluids on floor & under forklift														
13. Damage to Forklift (Explain in remarks)														
14. Operate forklift - report unusual noises														

REMARKS: _____

WEEKLY CHECK:	OK	Needs Attn.		OK	Needs Attn.
1. Hydraulic Oil Level	_____	_____	4. Power Steering Oil Level	_____	_____
2. Check All Lines for Leaks	_____	_____	5. Lift Chain Adjustment	_____	_____
3. Battery Electrolyte Level	_____	_____	6. Tire Wear	_____	_____

REMARKS: _____

Operator's Signature _____

Date _____

FORKLIFT OPERATORS DAILY & WEEKLY INSPECTION REPORT FOR LP, GAS & DIESEL LIFTS IMPORTANT!

This check must be made by the forklift operator at the start of each shift. The weekly check must be completed on the last day of your work week.

Operator's Name _____
 Unit No. _____ Model No. _____
 Hour meter Reading (start of week) _____
 Inspection for week of (Date) _____

Shift 1st _____ 2nd _____ 3rd _____
 Serial/ID No. _____
 Spec. Attachments _____
 Operator's Signature _____

ITEMS TO BE CHECKED	Sunday		Monday		Tuesday		Wednesday		Thursday		Friday		Saturday	
	OK	Needs Attn.	OK	Needs Attn.	OK	Needs Attn.	OK	Needs Attn.	OK	Needs Attn.	OK	Needs Attn.	OK	Needs Attn.
1. Engine Oil Level-when oil must be added, show no. of quarts in Needs Attn. column														
2. Engine Oil Pressure (Report any abnormal pressure readings) Check all gauges														
3. Radiator Coolant Level (Add coolant, if required)														
4. Equipment secured under hood														
5. Brake Pedal Travel														
6. LP, Diesel, or Gasoline Leaks (Report all leaks immediately.)														
7. Fuel Level														
8. Check tires for foreign objects - Check Pneumatic Tire Pressure														
9. Operation of Mast & Carriage Condition of Forks														
10. Check operation of all safety equipment, horn, lights, fire extinguisher														
11. Check for oil or water on floor & under forklift														
12. Damage to Forklift Explain in Remarks														
13. Operate Forklift, Trans Shifting, Motor Response, Steering (Report unusual noises)														

REMARKS:

WEEKLY CHECK:

	OK	Needs Attn.		OK	Needs Attn.
1. Clean Air Filter	_____	_____	6. Oil Level Lines for Leaks	_____	_____
2. Hydraulic Oil Level	_____	_____	7. Battery Electrolyte Level	_____	_____
3. Oil Clutch Level	_____	_____	8. Power Steering Oil Level	_____	_____
4. Transmission Oil Level	_____	_____	9. Lift Chain Adjustment	_____	_____
5. Blow Off Radiator with Compressed Air	_____	_____	10. Steam or Pressure Wash Forklifts on Regular Basis (Note: Capture Residue)	_____	_____

Operator's Signature _____

Date _____