



Powered Industrial Truck Training Competency

Powered industrial trucks, which includes forklifts, platform lift trucks, motorized hand trucks, etc. are used in many industries, primarily to move materials. Powered industrial truck safety is extremely important in preventing crush or caught between incidents that can lead to fatal and life-changing (F&LC) injuries. Creating and/or verifying employee competency in using forklifts or other powered industrial trucks safely is a critical step in your safety processes.

Reviewing the specific powered industrial equipment your organization uses and educating employees on the processes and procedures of using these pieces of equipment correctly will help prevent F&LC injuries to your employees. The ultimate question is "Can the employee demonstrate the proper procedures and usage of the powered industrial equipment they will be using?" Below are several items that the employee should be able to demonstrate safely.



- Selecting the correct powered industrial equipment for the task
- Documenting pre-shift/pre-usage inspections
- Setting up the powered industrial equipment correctly and safely
 - Forks or lifting apparatus connected properly
 - Forks or lifting apparatus adjusted properly
 - Load is properly secured
 - Load is within the capacity of the powered industrial equipment used
 - Unique elements of the load have been addressed
 - Load is not inhibiting visibility
 - Seatbelt is in working order and used
 - Power source connected properly
- Pedestrian safety has been addressed

Below are examples that can be used to coach the employee through different scenarios that may apply to their work task. Your organization can also create your own scenarios that are specific to your operations. This practice is another means of confirming competency.



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Example #1 - Forklift

Scenario - An employee must unload a tractor-trailer on a loading dock.

Competencies to look for:

1. Pre-usage inspection of forklift
2. Confirmation trailer is secured at loading dock
3. Ensure front of trailer is properly supported to carry the additional weight of the forklift
4. Inside trailer flooring inspection
5. Dock plate is securely in place
6. Seatbelt is used
7. Load is properly picked
8. Proper safety procedures are used to signal exiting trailer
9. Load is properly set down and secured

Example #2 - Picker

Scenario - Employee must retrieve product from shelf at approximately 25 feet above the floor

Competencies to look for:

1. Pre-usage inspection of picker
2. Picker is properly positioned and set up correctly
3. Employee is properly within the confinement space of the picker
4. Employee has proper fall protection on and secured
5. Employee raises picker properly
6. Employee properly checks area below picker before lowering

Example #3 - Motorized pallet jack

Scenario - Employee must move pallet of product

Competencies to look for:

1. Pre-usage inspection of motorized pallet jack
2. Employee is properly and securely in/on/behind motorized pallet jack
3. Employee is aware of pedestrian traffic
4. Employee picks up load properly
5. Employee moves load at appropriate speed
6. Employee sets down and secures load properly