Section: Lift Truck Safety  
Purpose: To introduce trainees to basic lift truck safety procedures and equipment.

Screen 1 of 15  
Hand Points (w/ graphic)  
Watch where you place your hands and feet. Be aware of and stay clear of pinch points.

Screen 2 of 15  
Stay in Your Truck (w/ graphic)  
Stay under the overhead guard. It is designed to protect you while you operate the truck.

Screen 3 of 15  
Stay in Your Truck (w/ graphic)  
Staying in your truck includes your hands and feet.

Screen 4 of 15  
Don't Jump (w/ graphic)  
If your truck starts to tip over, DON'T JUMP!  
1. Stay in your seat, and go with the truck.  
2. Grip the wheel securely.  
3. Brace yourself with your feet.

Screen 5 of 15  
You Are Responsible for Others (w/ graphic)  
Operating your lift truck safely means you are not only responsible for your safety, but also for the safety of the other people around you. Always look out for others before moving your lift truck.

Screen 5 of 15  
Intersections (w/ graphic)  
As you drive, watch out for people walking, and at intersections, slow down, look for traffic, and sound your horn frequently. Remember, ways come to a complete stop before changing direction.

Screen 6 of 15  
Raised Forks (w/ graphic)  
Never let anyone, including yourself, walk or stand under the forks when they are raised.

Screen 7 of 15  
No Riders (w/ graphic)  
Keep in mind that you are a lift truck operator, not a taxi service. You should never allow anyone to ride on your lift truck.

Screen 8 of 15  
No Lifting (w/ graphic)  
You also do not operate an elevator service. Never attempt to lift anyone on your forks, without using a special basket designed for lifting people safely.

Screen 9 of 15  
It's Your Lift Truck (w/ graphic)  
Remember, it's your lift truck. Never let unauthorized personnel use it, and always remove the keys when you have to leave your lift truck unattended.

Screen 10 of 15  
Safety Devices (w/ graphic)  
Seat Belt - Most lift trucks are equipped with a seat belt. Use it!

Screen 11 of 15  
Safety Devices (w/ graphic)  
- Sound your horn.

* Before backing up  
* At intersections
* When traveling through doors
* Anywhere your vision is limited or blocked

**Screen 12 of 15**
Safety Devices (w/ graphic)
Backup Alarm - Some trucks are equipped with a backup alarm that warns others that you are backing up. Don't forget to turn around, look, and sound your horn whenever you backup.

**Screen 13 of 15**
Safety Devices (w/ graphic)
Warning Light - Some trucks are equipped with a yellow warning light that warns others that you are approaching, even at a distance.

**Screen 14 of 15**
Safety Devices
The most important safety device that is on your lift truck is YOU!
* Stay alert, watch out for others, as well as yourself.
* Monitor the condition of your truck and the area you are working in.
* Wear safety equipment when needed.
* Watch for NO SMOKING areas.
* Never use drugs or alcohol before coming to work or on the job.
* Be careful of over-the-counter or prescription drugs that may impair your ability to operate your lift truck safely.
* Remember that SAFETY is the most important part of your job when operating a lift truck.

**Screen 15 of 15**
End of Section Screen
You have completed the Lift Truck Safety section of the Forklift Operation and Safety Course.

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**Section: Maintenance**
Pose: To introduce trainees to the basics of lift truck maintenance.

**Screen 1 of 13**
Daily Inspection for All Lift Trucks (w/ graphic)
Begin your daily inspection by checking the safety equipment on your lift truck. The safety equipment you must inspect daily is listed below:
* Seat Belt
* Warning Light
* Backup Alarm
* Horn

**Screen 2 of 13**
Daily Inspection for All Lift Trucks (w/ graphic)
Steering - Feel the steering action for a minimum of freeplay. The freeplay in steering should not be more than one or two inches in either direction that you turn the wheel.

**Screen 3 of 13**
Daily Inspection for All Lift Trucks (w/ graphic)
Brakes - Test your brakes. They should depress smoothly and should not require excessive force to operate. When pressing the brakes, the pedal should not sink under continued pressure. When you drive your lift truck, the brakes should not grab or cause the truck to swerve. Brakes that make a grinding or screeching noise need immediate attention. Also, don't forget to check your parking brake.

**Screen 4 of 13**
Daily Inspection for All Lift Trucks (w/ graphic)
Upright - Look for any broken, chipped, misaligned, warped or worn parts in the chains, hydraulic cylinder, mast/upright or forks.
member, DO NOT PUT YOUR HANDS IN THE LIFT MECHANISM.

**Screen 5 of 13**
Daily Inspection for All Lift Trucks (w/ graphic)
Hydraulic Hoses - Visually examine the hydraulic hoses and connections. Look to make sure the hoses are in good condition. Check for leaks around fittings and connecting points.

Screen 6 of 13

Hydraulic Controls - The control levers should move smoothly and return to neutral when released. Feel for roughness in the action when the forks are raised or tilted. No slipping or moving of the forks or mast should occur when they are moved to a new position.

Screen 7 of 13

Tires and Wheels - Visually inspect the tires. Look for damage, wear, missing bolts, or other signs that a tire is not in good condition. From time to time, check the air pressure in pneumatic tires. Always use a long tire gauge and face the tread, not the side of the tire, when checking tire pressure.

Screen 8 of 13

Hour Meter - During your inspection, note the engine hour meter. It is important for scheduling maintenance to keep your truck in good working order.

Screen 9 of 13

Leaks - Look for leaks. Brake fluid, transmission oil, radiator coolant, battery acid (electrolyte), or fuel can leak from your lift truck. DO NOT DRIVE a lift truck that has a leak. Call maintenance immediately.

Screen 10 of 13

- Fuel Level - Oil Level and Pressure
- Water Level
- Fan Belt

You drive a lift truck which uses gasoline, LP, or diesel fuels, be sure to check the fuel level, oil level and pressure, water level, and fan belt.

Screen 11 of 13

- Battery plug connection
- Battery charge
- Battery load test

If you drive a battery powered lift truck, check the battery plug connection, battery charge, and load test the battery.

Screen 12 of 13

Daily Operator's Report (w/ graphic)
It is your responsibility as a lift truck operator to inspect your lift truck daily. Part of the inspection process is to complete a Daily Operator's Report. This report is used by your organization to schedule maintenance, document any problems, and is required by many insurance companies. Remember, it's part of your job to fill out this report.

Screen 13 of 13

End of Section Screen
You have completed the Maintenance section of the Forklift Operation and Safety Course.

Section: Refueling and Recharging

Purpose: To introduce trainees to basic lift truck refueling and recharging procedures and equipment.

Screen 1 of 5

Refueling and Recharging (w/ graphic)
The greatest danger involved with refueling or recharging your lift truck is with fire. As a lift truck operator, you have a responsibility to
refuel or recharge your lift truck safely. To safely refuel or recharge your lift truck, follow the steps listed below:

* Park your lift truck in a designated refueling / recharging area.
* Do not block doorways or access to production or emergency equipment.
  * Make sure that the area you are using is well ventilated.
* Check to see that there is a fire extinguisher nearby.

Screen 2 of 5
Refueling Gasoline and Diesel Lift Trucks (w/ graphic)
Whenever you refuel a gasoline or diesel lift truck:

* Turn off the engine and any lights that may be burning on the lift truck.
* Do not smoke; make sure there are no open flames near your lift truck.
* Be sure there is contact between the spout and the fill pipe before pumping.
* Try not to spill any fuel. If you do, clean it up.
* If you must use a can to refuel, make sure it is an approved container for fuels.

Screen 3 of 5
Refueling LP (Liquid Propane) Lift Trucks (w/ graphic)
Whenever you refuel an LP lift truck:

* Before replacing an LP gas tank, close the shut off valve and let the engine run until it stalls.
* Turn off the engine and any lights that may be burning on the lift truck.
* Check for damage to connections and look for leaks.
* WARNING: Since LP gas is heavier than air, make sure there is plenty of ventilation before changing or refilling LP tanks.
* Do not smoke; make sure there are no open flames near the lift truck.

Screen 4 of 5
Recharging Electric Lift Trucks (w/ graphic)
 Whenever you recharge an electric lift truck:

* Turn off the motor and any lights that may be burning on the lift truck.
* Do not smoke; make sure there are no open flames nearby.
* During the recharging process, batteries give off hydrogen gas. Make sure you recharge your battery in a well ventilated area.
* Be careful not to spill any battery acid (electrolyte). If you do, clean it up using an absorbent material.
* Because of the danger of electrical arcing, which will ignite hydrogen gas, keep tools and other metal objects away from the top of uncovered batteries. This includes rings and watches.
* Batteries, when they are recharging, produce heat. Be sure to keep the compartment lid open.
* Wear all prescribed safety equipment (face shield, rubber gloves, rubber apron, etc.).

Screen 4 of 5
Changing Batteries (w/ graphic)
If you are responsible for changing the battery on your lift truck, you should:

* Wear an apron, gloves, and face shield or goggles.
* Use a non-metallic boom or lift device to prevent sparking.
* Make sure there is an eye-wash station nearby.
* Securely strap the battery into place before operating the lift truck.

Screen 5 of 5
End of Section Screen
You have completed the Refueling and Recharging section of the Forklift Operation and Safety Course.

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Test Bank

The following questions are used in the course test.
Correct responses are bolded.
Anyone who has a valid driver's license can operate a lift truck.
1. True
2. False

Which of the following is NOT a type of lift truck?
1. Gasoline powered
2. Diesel powered
3. Air-cooled powered
4. Electric powered

The three major parts of a lift truck are the body (truck), overhead guard, and hydraulic lift.
1. True
2. False

The gauge on the right is an: (Illustration of a Temperature Gauge)
1. Gas gauge
2. Amperes gauge
3. Oil gauge
4. Total hour meter
5. None of the above

All industrial trucks (lift trucks) are equipped with a clutch.
1. True
2. False

All industrial trucks (lift trucks) are equipped with controls which allow you to raise / lower and tilt the forks.
1. True
2. False

The load capacity of a truck can be found on its data plate.
1. True
2. False

Lift trucks use a hydraulic cylinder attached to chains to raise and lower the forks.
1. True
2. False

Rear wheel steering is used on lift trucks because it gives the operator greater control when using the forks.
1. True
2. False

The front wheels of a lift truck serve as the ________________ between the weight of the truck and the weight of the load being carried.
1. Balance Point
2. Fulcrum Point
3. Center of Gravity
4. Seesaw Center

In order to solve an "Inch Pound Equation", you must use information provided on a truck's data plate.
1. True
2. False

Of the three load positions illustrated above, which is most stable? (Illustration of three tilt positions number 1, 2, and 3.)
1
2
3

When transporting a load, you should not raise your load more than 8" from the ground.
1. True
2. False
If the lift mechanism on your lift fails, you should try to repair the chains or hydraulic system yourself.
1. True
2. False

Wide and long loads are more unstable than other types of loads.
1. True
2. False

What is wrong with this illustration? (Illustration of an empty forklift driving down a ramp)
1. Driving in the wrong direction
2. Load is too high
3. Nothing

You can drive a lift truck over any type of surface.
1. True
2. False

Before loading or unloading a trailer at a loading dock, you should:
1. Inspect the floor of the trailer to ensure that it will support the lift truck and the load.
2. Chock the wheels of the trailer.
3. Make sure that dock plates, boards, and ramps are in place and secure.
4. All of the above.

When parking or leaving your truck, you should:
1. Park or leave your truck in a safe area away from traffic.
2. Lower the forks until they are flat on the floor.
3. Turn off the engine.
4. Set the parking brake.
5. Set the directional control to neutral.
6. All of the above.

You can place your hands and feet outside of the operator’s compartment, as long as your head and body are protected.
1. True
2. False

If your truck starts to tip over:
1. Don’t jump
2. Stay in your seat
3. Grip the wheel securely
4. Brace yourself with your feet
5. All of the above

You can stand under the forks, if the engine of the lift truck is turned off.
1. True
2. False

It is safe to give someone a ride on your lift truck.
1. True
2. False

The most important safety device on your lift truck is _________
1. Horn
2. Seat Belt
3. Warning Light
4. Backup Alarm
5. You

brake pedal that sinks to the floor under continued pressure is in good operating condition.
1. True
2. False
Always check the air pressure in tires from the side, not by facing the tread.
1. True
2. False

It is part of your job to complete a Daily Operator's Report after you have thoroughly inspected your lift truck.
1. True
2. False

Which of the following should NOT be allowed during the refueling or recharging process?
1. Park your lift truck in a designated refueling / recharging area.
2. Do not block doorways or access to production or emergency equipment.
3. Keep a flame burning nearby to burn off unwanted vapors or gases.
4. Check to see that there is a fire extinguisher nearby.

Score Keys - The following are score keys for each of the five (5) versions of the test.

Note: a=1 b=2 c=3 d=4 e=5

Score Key for Version #1

The following form contents were entered on
Date =
resulturl = http://www.free-training.com/osha/Soshamenu.htm
QuizVersion = Forklift Test #1
FirstName =
LastName =
NoQuestions = 28
rad1 = e
rad2 = a
rad3 = c
d4 = a
s = b
rad5 = b
rad7 = c
rad8 = a
rad9 = b
rad10 = a
rad11 = a
rad12 = e
rad13 = b
rad14 = b
rad15 = b
rad16 = e
rad17 = b
rad18 = e
rad19 = a
rad20 = a
rad21 = a
rad22 = b
rad23 = c
rad24 = b
rad25 = d
rad26 = a
rad27 = b
rad28 = a
score = 100

Score Key for Version #2

The following form contents were entered on
Date =
resulturl = http://www.free-training.com/osha/Soshamenu.htm
QuizVersion = Forklift Test #2
FirstName =
LastName =
TraineeID =
>Questions = 28

rad1 = a
rad2 = c
rad3 = b
rad4 = b
rad5 = e
rad6 = a
rad7 = b
rad8 = a
rad9 = a
rad10 = a
rad11 = e
rad12 = d
rad13 = b
rad14 = b
rad15 = a
rad16 = b
rad17 = a
rad18 = a
rad19 = a
rad20 = e
rad21 = c
rad22 = b
rad23 = b
rad24 = c
rad25 = b
rad26 = a
rad27 = e
d28 = b
re = 100

Score Key for Version #3

The following form contents were entered on
Date =
resulturl = http://www.free-training.com/osha/Soshamenu.htm
QuizVersion = Forklift Test #3
FirstName =
LastName =
TraineeID =
No:Questions = 28
rad11 = a
rad12 = b
rad13 = d
rad14 = b
rad15 = b
rad16 = c
rad17 = b
rad18 = b
rad19 = b
rad20 = a
rad21 = c
rad22 = a
rad23 = b
rad24 = e
rad25 = e
rad26 = b
rad27 = e
d28 = b
Score Key for Version #4

The following form contents were entered on
Date =
resulturl = http://www.free-training.com/osha/Soshamenu.htm
QuizVersion = Forklift Test #4
FirstName =
LastName =
TraineeID =
NoQuestions = 28
rad1 = b
rad2 = a
rad3 = a
rad4 = d
rad5 = b
rad6 = b
rad7 = c
rad8 = b
rad9 = a
rad10 = a
rad11 = b
d12 = b
d13 = a
d14 = c
rad15 = a
rad16 = b
rad17 = a
rad18 = e
rad19 = a
rad20 = e
rad21 = e
rad22 = a
rad23 = b
rad24 = b
rad25 = e
rad26 = a
rad27 = b
rad28 = c
score = 100

Score Key for Version #5

The following form contents were entered on
Date =
resulturl = http://www.free-training.com/osha/Soshamenu.htm
QuizVersion = Forklift Test #5
FirstName =
LastName = TraineeID =
NoQuestions = 28
d1 = b
d2 = b
d3 = b
d4 = a
rad5 = d
rad6 = e
rad7 = a
rad8 = b
rad9 = e
   = a
rad10 = a
rad12 = b
rad13 = e
rad14 = a
rad15 = b
rad16 = b
rad17 = e
rad18 = a
rad19 = a
rad20 = c
rad21 = b
rad22 = c
rad23 = a
rad24 = b
rad25 = a
rad26 = a
rad27 = c
rad28 = b
score = 100