

## ***Lift Truck Operator Training***

### ***General Requirements***



29 CFR 1910.178 is the OSHA standard for powered industrial truck (forklift) training which requires that an employer provide training to anyone operating a lift truck on a variety of topics. It is a violation of Federal law for anyone under 18 years of age to operate a forklift or for anyone over 18 years of age who is not properly trained and authorized to do so.

Per OSHA standards, training shall consist of a combination of formal instruction (e.g., lecture, discussion, interactive computer learning, video tape, written material), practical training (demonstrations performed by the trainer and practical exercises performed by the trainee), and evaluation of the operator's performance in the workplace.

All operator training and evaluation shall be conducted by persons who have the knowledge, training, and experience to train powered industrial truck operators and evaluate their competence.

### **Formal Training (theory testing)**

Regulations require you have a written test on file for all authorized forklift operators. They only need to pass the written test once - no further theory testing is required.

Do not by-pass the written testing requirement. Regardless of prior experience they may have, or gained elsewhere, you must have a written test for each operator on file in the event of an OSHA inspection.

After completing the Foundation LMS Forklift Operator Training course, a certification of completion and copy of the operator's test may be printed for record keeping.

To print your documents:

1. Click on your completed courses.
2. Choose Forklift Operator Training.
3. Section 1 through 4 will be listed along with your Theory Test and Certificate.
4. Click the Theory Test and you will be given the option to print.
5. Same instructions for your Certificate.

### **Operator Skills Evaluations**

Operator evaluations must be specific to facility, equipment operated, and materials handled.

Per the regulations, an operator must be evaluated on each piece of equipment they will be required to operate. However, there is a clause that if equipment has the same controls, attachments and other options, then you do not have to take the driving test on each.

Provide instruction in a "safe" area to practice. Be sure to review unique hazards in your facility (overhead clearances, loading docks, ramps, uneven terrain, etc.)

\*\*Practice with materials that are not expensive or easily damaged.

In addition to operating skills, also include the Pre-Operational Inspection in your training and testing. It is part of the regulations and competency must be demonstrated during the driving skills evaluation.

Operators must be re-evaluated every 3 years (some companies require annually). The re-evaluation may be conducted by observing the operator in the normal course of daily duties.

Operators are also subject to re-evaluation for any of the following:

- If the operator has been involved in an accident or near miss.
- The operator has been observed operating the lift truck in an unsafe manner.
- The operator is assigned to drive a different type of lift truck.

### **Record Keeping**

- Prepare as if an inspector could walk in at any moment.
- Make certain your training files are current (written tests and operating skills evaluations)
- Maintain a listing of which forklifts operators are authorized to use.
- Maintain a calendar for planning the 3-year (or annual) driving skills evaluations.
- Keep Pre-Operational Checklists on file for a minimum of 90 days  
(not stated in regulation, but you may be asked for them during an inspection)

The Foundation LMS team is here to help. Please contact us if you have questions.

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