OPERATOR TRAINING CHECKLIST

Powered Industrial Truck / Forklift • OSHA 29 CFR 1910.178(l)

TRAINEE & TRAINER INFORMATION

Trainee Name: _____ Employee ID: _____

Department: _____ Hire Date: _____

Trainer Name: _____ Training Date: _____

Training Type: ☐ Initial ☐ Refresher ☐ Remedial ☐ New Equipment

1 TRUCK-RELATED TRAINING TOPICS (OSHA 1910.178(l)(3)(i))

	COVERED	DEMO'D	N/A
• Operating instructions, warnings, and precautions	☐	☐	☐
• Differences between truck and automobile operation	☐	☐	☐
• Truck controls and instrumentation – location and function	☐	☐	☐
• Engine or motor operation and daily maintenance	☐	☐	☐
• Steering and maneuvering techniques	☐	☐	☐
• Fork and attachment adaptation, operation, and limitations	☐	☐	☐
• Vehicle capacity, stability, and load manipulation	☐	☐	☐

2 WORKPLACE-RELATED TRAINING TOPICS (OSHA 1910.178(l)(3)(ii))

	COVERED	DEMO'D	N/A
• Surface conditions where the truck will operate	☐	☐	☐
• Composition of loads and load stability	☐	☐	☐
• Pedestrian traffic in areas of operation	☐	☐	☐
• Narrow aisles, restricted areas, and hazardous locations	☐	☐	☐
• Ramps, grades, and other sloped surfaces	☐	☐	☐
• Closed environments and ventilation requirements	☐	☐	☐
• Other unique or potentially hazardous conditions	☐	☐	☐

3 PRACTICAL / HANDS-ON EVALUATION

	PASS	FAIL	N/A
• Pre-shift inspection – Completes per company procedure	☐	☐	☐
• Mounting / dismounting – Three-point contact maintained	☐	☐	☐
• Traveling – Proper speed, forks lowered, awareness of surroundings	☐	☐	☐
• Turning and cornering – Slows down, sounds horn at intersections	☐	☐	☐
• Load handling – Picks up, carries, and sets down loads safely	☐	☐	☐
• Stacking and unstacking – Proper mast tilt and fork positioning	☐	☐	☐
• Parking and shutdown – Forks flat, brake set, key removed	☐	☐	☐
• Ramp / incline operation – Load uphill, proper speed control	☐	☐	☐

4 PEDESTRIAN SAFETY & AWARENESS

	COVERED	DEMO'D	N/A
• Right-of-way rules and pedestrian zones in this facility	☐	☐	☐
• Horn use at intersections, blind corners, and doorways	☐	☐	☐
• Safe following distances and speed limits around pedestrians	☐	☐	☐
• Spotter use when visibility is obstructed by loads	☐	☐	☐
• Emergency stop procedures near pedestrian areas	☐	☐	☐

EVALUATION RESULT

RESULT: ☐ **PASS – Authorized to Operate** ☐ **FAIL – Retraining Required**

Trainer Signature: _____ Date: _____ License / Cert #: _____

Trainee Signature: _____ Date: _____ Supervisor Initials: _____

RECERTIFICATION & NOTES

OSHA requires evaluation at least every 3 years. Retraining is required after an accident, near-miss, unsafe operation, or assignment to a different truck type.

Next Evaluation Due: _____ Notes: _____

Training must be completed before unsupervised operation per OSHA 29 CFR 1910.178(l).

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