

Notice to Forklift Operators and Employers

Congratulations for completing the Lift Truck Theory Program. The information provided in this document has been prepared to assist you in completing the requirements necessary at your individual workplace. In addition to safety training and the elements of this theory course, operators are required to be evaluated on the forklift they will operate in the workplace and with the loads normally to be applied.

According to the Code of Practice for the Safe Operation of Powered Lift Trucks:

1. Operators must be informed of the hazards associated with operating a powered lift truck in the workplace, including the hazards associated with the load, the design of the workplace and environmental conditions.
2. Operators must know how to protect him/herself and others from the hazards.
3. Operators must demonstrate to a designated skilled and experienced person that the skills and knowledge identified have been learned.

Even though training can be acquired from Safety Services Manitoba, employers must ensure employees are competent in their work environment with the equipment they must use and issue a certificate indicating this.

Once certificates are issued, the employer must develop an evaluation system to ensure ongoing competency of operators. This shall include, but not be limited to, testing on the operation of the powered lift truck, knowledge and skill level regarding the lift truck and company policy and procedure relating to its operation. This evaluation will assess the need for possible further training, updates, or refresher courses. Also, the CSA standard and Code of Practice requires that operators be refresher trained at least once every three years and re-evaluated halfway in between the 3 years.

The following checklist is to provide your workplace with guidance on how to meet these requirements:

- Operators must read and understand the specific lift truck operator manual(s) and capacity limitations as indicated by the manufacturer.
- Operators must review the physical workplace conditions and load characteristics to assess hazards as discussed in the theory course.
- Operators must review and understand any company policy regarding safe lift truck operations.
- Operators must be evaluated on the lift truck(s) they will operate, and a record of this evaluation must be kept (Evaluation to be performed in accordance with the Code of Practice and CSA B335-15). **See Note Below**

Operators' wallet certificate must be completed and signed off by the employer indicating that these requirements have been met.

Employer Options for Completing the Required Practical Driving Component

Option 1

An individual at your workplace conducts the lift truck operator's evaluation.

If your workplace does not have someone competent to evaluate the operator and sign off on the certificate, Safety Services Manitoba can train a designated individual in your workplace to carry out this function by attending our Lift Truck Train the Trainer Course; please contact Safety Services Manitoba for more information.

Option 2

Lift truck operator's evaluation is performed by a Safety Services Manitoba expert evaluator.

Safety Services Manitoba can provide customized lift truck evaluation services in your workplace. With each evaluation, employers receive both a verbal and written assessment of individual operator skills. Operator practical evaluations will be performed at company site locations after the operator successfully completes the SSM theory course and has gained a minimum of 8 hours of practical driving experience on the truck(s) the operator will be evaluated on. This approach is in accordance with the CSA Safety Standard for Lift Trucks (B335-15) as well as Manitoba's Code of Practice for the Safe Operation of Powered Lift Trucks.

In addition, SSM now offers a new hands-on only course entitled "Lift Truck (Forklift) Practical Training" for individuals who have successfully completed the theory program and need additional operational experience. Contact Safety Services Manitoba for more information.

*Note: for more information, please consult the **Safety Standard for Lift Trucks (B335-15) as well as Manitoba's Code of Practice for the Safe Operation of Powered Lift Trucks.***

The following resources have been included to assist with the completion of authorizing Lift Truck Operator's internally.

Page 3-5.....	Lift Truck Operator's Evaluation Form
Page 6-8	Lift Truck Classifications and Lift Codes
Page 9	Internal Lift Truck (Forklift) Evaluation Certificate

Lift Truck Operator's Evaluation

Forklift Operator's Name _____ Truck Type _____

Location _____ Date _____

Evaluator's Name _____

Rating Key: A = Acceptable, U = Unacceptable, N = Not Observed/Not Applicable

Pre-Starting	A	U	N
1. Conducts pre-shift inspections per operating manual and uses form.			
2. Reports any problems.			
3. Wears Personal Protection Equipment (PPE).			
Traveling Loaded or Unloaded	A	U	N
4. Wears safety belt.			
5. Keeps body within operator compartment.			
6. Looks in direction of travel before & while moving.			
7. Uses truck lighting in dark areas.			
8. Carries forks/load 4" to 6" above ground.			
9. Smooth starts, stops & direction changes.			
10. Sounds horn at blind corners - slows or stops as necessary.			
11. Appropriate speed, use of controls.			
Load Handling	A	U	N
12. Never handles loads in excess of truck capacity or load tiers above LBR height.			
13. Uses attachments properly (if necessary).			
14. Approaches load properly.			
15. Does not raise or lower forks while traveling.			
16. Does not turn with forks elevated.			
17. Keeps mast vertical (load level) when stacking.			
18. Enters & exits pallets properly (forks level & properly spaced).			
19. Travels in reverse when load partially obstructs visibility.			

20. Travels with loads 6"- 8" above the ground and tilted back to stabilize the load (if necessary)			
21. Aligns loads properly in racks or stacks.			
Truck/Pedestrian Issues	A	U	N
22. Slows, honks, and looks for pedestrians at corners and step outs.			
23. Allows no pedestrians near operating truck particularly in trailers or railcars.			
24. Watches for pedestrians in tail swing area.			
25. Honks before passing pedestrians.			
26. Allows no pedestrians beneath load or to ride on truck, forks, or pallet.			

Trailer & Railcar Loading ■	This section does not apply.	A	U	N
27. Trailer/railcar properly chocked - Jack stand used when needed.				
28. Inspects floor.				
29. Checks dock board capacity - installs correctly.				
30. Takes steps to prevent tractor-trailer pull-away.				
31. Uses lighting aids.				
32. Looks into trailer / railcar before entering with EACH load.				
Ramps/Inclines	This section does not apply. ■	A	U	N
33. Travels with load upgrade - Takes precautions for visibility.				
34. Travels empty with counterweight upgrade.				
35. NEVER turn on ramps or inclines.				
Parking		A	U	N
36. Lowers forks, sets brake, neutralizes transmission controls, chocks wheels on slope & shuts off LPG or disconnects battery when parking some time.				
37. Parks in location not blocking firefighting equipment, electrical panels, doorways, stairways ladders emergency exits or railroad tracks.				

Other	A	U	N
38.			
39.			
40.			
41.			

<input type="checkbox"/> Level 1	Demonstrates proficiency in all operating points of the evaluation
<input type="checkbox"/> Level 2	Demonstrates competency in all or most points of the evaluation
<input type="checkbox"/> Level 3	Competent with minimal experience' requires supervision while operating platform
<input type="checkbox"/> Fail	Does not demonstrate minimal required skill

Successful Unsuccessful

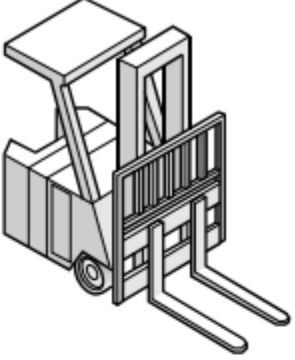
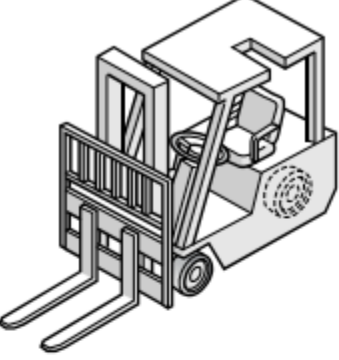
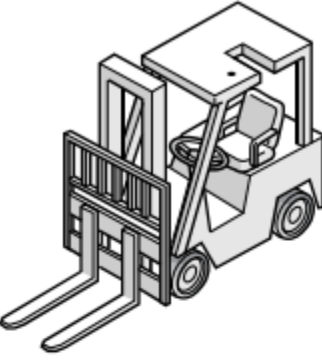
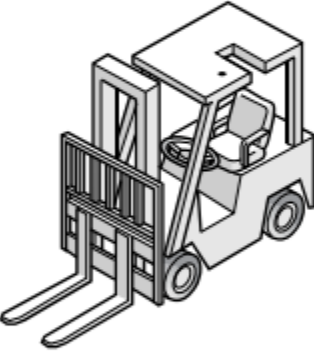
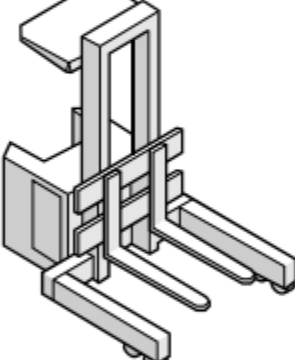
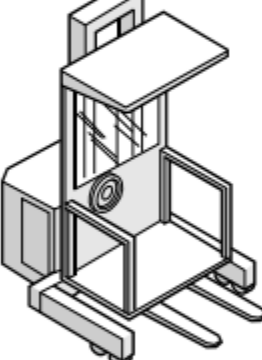
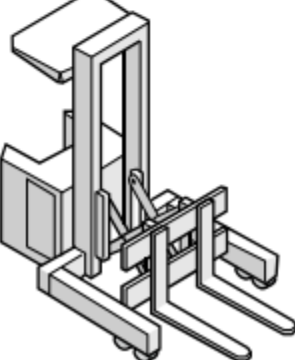
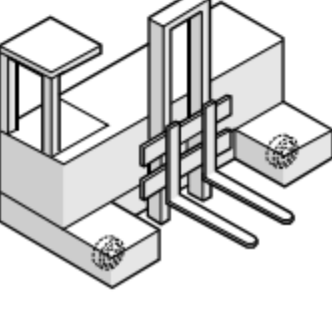
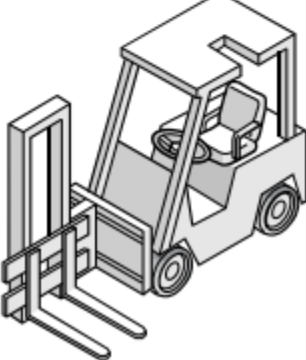
Student requires corrective lenses

Student struggled – caution advised

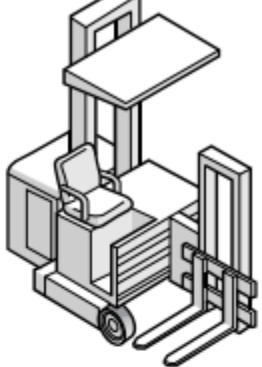
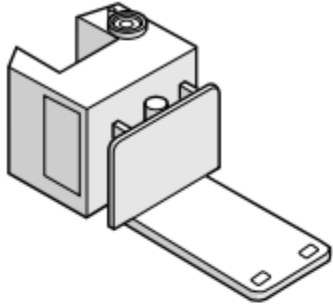
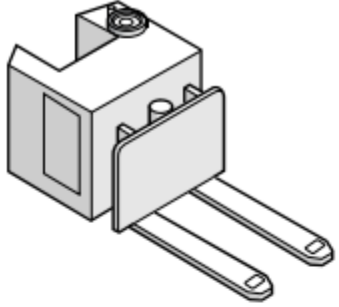
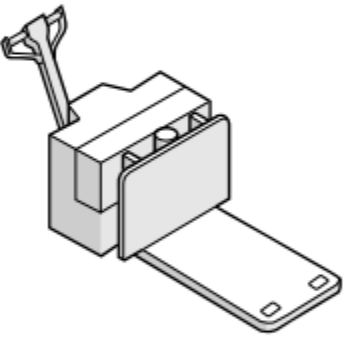
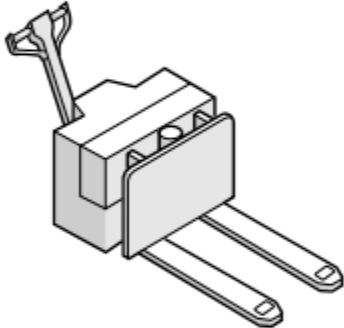
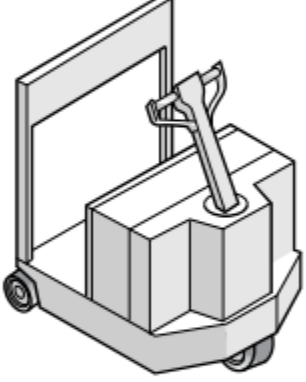
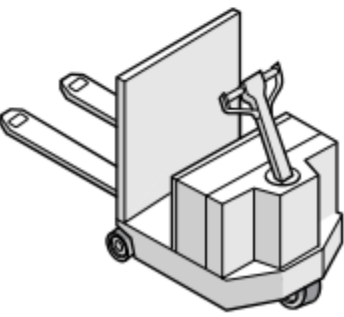
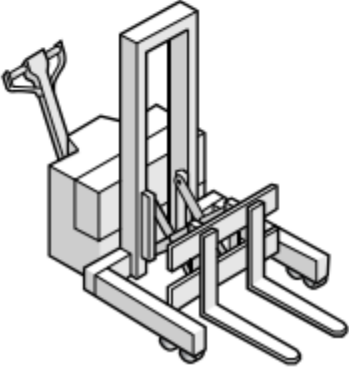
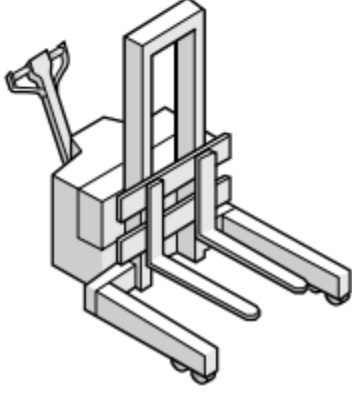
Evaluation stopped

NOTES:
Evaluator's Signature:

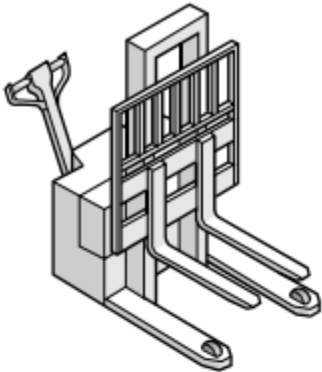
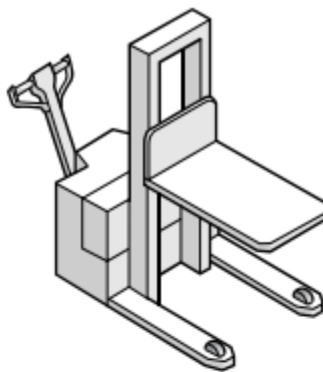
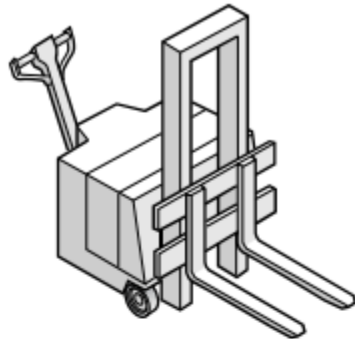
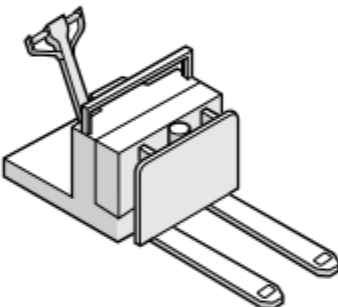
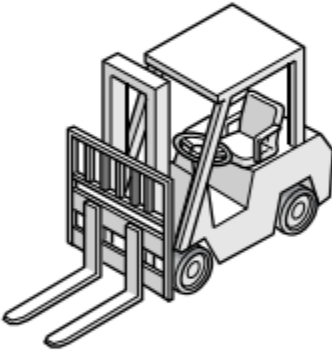
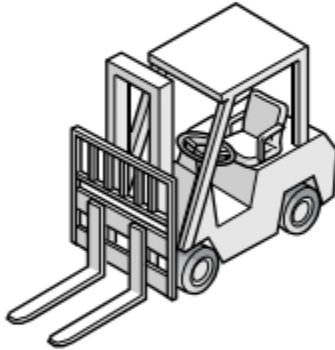
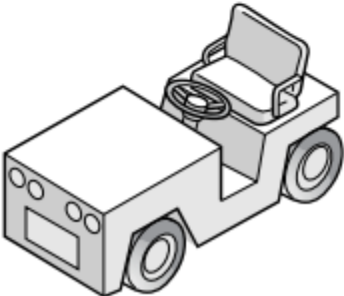
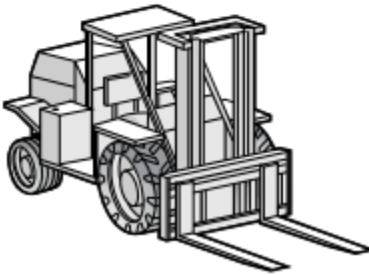
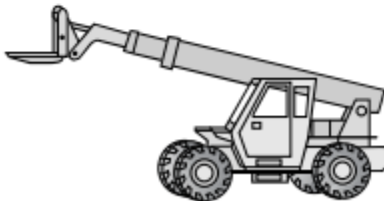
Lift Truck Classifications and Lift Codes

<p>Class I - Electric motor rider trucks Lift Code 1 - Counterbalanced rider, stand-up</p>  <p>Figure B.1.1</p>	<p>Class I - Electric motor rider trucks Lift Code 4 - Three wheel electric trucks, sit-down</p>  <p>Figure B.1.2</p>	<p>Class I - Electric motor rider trucks Lift Code 5 - Counterbalanced rider, cushion tire, sit-down</p>  <p>Figure B.1.3</p>
<p>Class I - Electric motor rider trucks Lift Code 6 - Counterbalanced rider, pneumatic tire, sit-down</p>  <p>Figure B.1.4</p>	<p>Class II - Electric motor narrow aisle trucks Lift Code 1 - High lift straddle</p>  <p>Figure B.1.5</p>	<p>Class II - Electric motor narrow aisle trucks Lift Code 2 - Order picker</p>  <p>Figure B.1.6</p>
<p>Class II - Electric motor narrow aisle trucks Lift Code 3 - Reach type outrigger</p>  <p>Figure B.1.7</p>	<p>Class II - Electric motor narrow aisle trucks Lift Code 4 - Sideloaders: platforms</p>  <p>Figure B.1.8</p>	<p>Class II - Electric motor narrow aisle trucks Lift Code 4 - Sideloaders: high lift pallet</p>  <p>Figure B.1.9</p>

Lift Truck Classifications and Lift Codes (continued)

<p>Class II - Electric motor narrow aisle trucks Lift Code 4 - Turret trucks</p>  <p>Figure B.1.10</p>	<p>Class II - Electric motor narrow aisle trucks Lift Code 6 - Low lift platform</p>  <p>Figure B.1.11</p>	<p>Class II - Electric motor narrow aisle trucks Lift Code 6 - Low lift pallet</p>  <p>Figure B.1.12</p>
<p>Class III - Electric motor hand trucks Lift Code 1 - Low lift platform</p>  <p>Figure B.1.13</p>	<p>Class III - Electric motor hand trucks Lift Code 2 - Low lift walkie pallet</p>  <p>Figure B.1.14</p>	<p>Class III - Electric motor hand trucks Lift Code 3 - Tractor</p>  <p>Figure B.1.15</p>
<p>Class III - Electric motor hand trucks Lift Code 4 - Low lift walkie/centre control</p>  <p>Figure B.1.16</p>	<p>Class III - Electric motor hand trucks Lift Code 5 - Reach type outrigger</p>  <p>Figure B.1.17</p>	<p>Class III - Electric motor hand trucks Lift Code 6 - High lift straddle</p>  <p>Figure B.1.18</p>

Lift Truck Classifications and Lift Codes (continued)

<p>Class III - Electric motor hand trucks Lift Code 6 - Single face pallet</p>  <p>Figure B.1.19</p>	<p>Class III - Electric motor hand trucks Lift Code 6 - High lift platform</p>  <p>Figure B.1.20</p>	<p>Class III - Electric motor hand trucks Lift Code 7 - High lift counterbalanced</p>  <p>Figure B.1.21</p>
<p>Class III - Electric motor hand trucks Lift Code 8 - Low lift walkie/rider pallet and end control</p>  <p>Figure B.1.22</p>	<p>Class IV - Internal combustion engine trucks Lift Code 3 - Fork, counterbalanced, cushion tire</p>  <p>Figure B.1.23</p>	<p>Class V - Internal combustion engine trucks — Pneumatic tires only Lift Code 4 - Fork, counterbalanced, pneumatic tire</p>  <p>Figure B.1.24</p>
<p>Class VI - Electric and internal combustion engine tractors Lift Code 1 - Sit down rider</p>  <p>Figure B.1.25</p>	<p>Class VII - Rough terrain forklift trucks Lift Code 1 - Vertical mast rough terrain fork lift truck</p>  <p>Figure B.1.26</p>	<p>Class VII - Rough terrain forklift trucks Lift Code 1 - Variable reach rough terrain fork lift truck</p>  <p>Figure B.1.27</p>

Internal Lift Truck (Forklift) Evaluation Certificate

(company Name)

Certifies That:

(Operators Name:)

Has been trained and successfully evaluated to operate the Class(s) ____, ____, ____, ____, ____,
powered lift truck(s)

Issue Date: _____

Signature of Evaluator: _____ Signature of Employer: _____