



## Forklift/Pallet Jack Re-training - Form 2

Re-training shall be provided to the operator when:

- 1) The operator has been observed to operate the vehicle in an unsafe manner.
- 2) The operator has been involved in an accident or near miss incident.
- 3) The operator has received an evaluation that reveals that the operator is not operating the truck safely.
- 4) The operator is assigned to drive a different kind of truck.
- 5) A condition in the workplace changes in a manner that could affect safe operation of the truck.

The following elements must be completed:

- a) View Millard’s forklift “Safety First” DVD as well as the DVD applicable to the equipment the employee is authorized to operate.
- b) Pass the test with a minimum score of 70%
- c) Review requirements for completing and documenting pre-shift inspections.
- d) Review requirement for dealing with equipment found to be unsafe in any way.
- e) Review forklift safety rules.
- f) Review battery changing procedures.
- g) Review site specific safety concerns

Trainers Name/Title: \_\_\_\_\_ Date: \_\_\_\_\_  
(Print clearly)

The trainer must submit all supporting documents to the Certification Administrator.

a) List the issue(s) requiring re-training: \_\_\_\_\_ Date: \_\_\_\_\_

b) List the relevant topics of training provided and discussed to prevent future recurrence.

- \*) \_\_\_\_\_
- \*) \_\_\_\_\_
- \*) \_\_\_\_\_
- \*) \_\_\_\_\_

The undersigned does agree that the above training was provided to them during the course of their re-training training session.

Operator Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Sign clearly)