Questions for Written Evaluation

Name: ____________________________ Date: ____________

1. When must the operator complete the pre-shift safety checklist?
   a. At the end of the operators shift
   b. At the beginning of the operators shift and/or before operating the unit
   c. During a coffee break
   d. When you notice something is wrong with the forklift or pallet jack

2. What are the main points of the visual check of the forklift or pallet jack?
   a. Paint, braking, horn, load center
   b. Tires, battery, hoses, controls, general safety
   c. Controls, center of gravity, braking, load limits, steering
   d. Horns, steering directional/speed control, lift/lower system, braking

3. What is not part of the operational check of the forklift/pallet jack?
   a. Braking
   b. Travel/plugging
   c. Steering
   d. Safety guards and covers

4. What are you looking for when you check the battery? (Circle all that apply.)
   a. The battery gates are in place.
   b. The battery connectors are in good condition.
   c. The battery is charged for the day’s work.
   d. The vent holes in the battery caps are closed.

5. What should you do if you find any problems with the forklift during pre-shift safety Check?
   a. Tell the next operator.
   b. Leave a note for your supervisor and use the forklift/pallet jack.
   c. Report the problem to your supervisor and do not drive the forklift/pallet jack.
   d. Find another forklift/pallet jack to drive.

6. Who has the right-of-way in warehouses?
   a. Forklift operators.
   b. Pedestrians.
   c. Tractor trailer drivers.
   d. Managers and supervisors.

7. How long does it take to stop a forklift that is traveling at full speed?
   a. One full length of the lift truck
   b. Two lengths of the lift truck.
   c. About 3 feet.
   d. About 12 feet.
When you stop the forklift by “plugging”, you should:
a. Release the dead man pedal quickly.
b. Move the control handle through neutral to the opposite direction to slow the forklift, then release the dead man pedal to stop.
c. Release the control handle and coast to a stop.
d. Hit the battery disconnect.

When should you use “plugging” to stop the forklift/pallet jack?
a. When you leave the forklift/pallet jack on a ramp or incline.
b. When you want to stop smoothly and gradually.
c. Whenever you stop the forklift/pallet jack.
d. When you want to stop quickly.

Why should you travel with the forks of your forklift as low as possible?
a. So you don’t hit someone or something.
b. To keep the forklift as stable as possible.
c. Both A and B

d. Because the forklift will not travel with the forks elevated

When you stop a forklift by “braking”, you should:
a. Release the dead man pedal quickly.
b. Quickly turn the key to the off position.
c. Move the directional/speed control handle through neutral to the opposite direction.
d. Hit the battery disconnect that connects the battery to the forklift.

When should you use “braking” to stop the forklift?
a. When you want to stop the lift truck in an emergency.
b. When you have a load elevated.
c. When you want to stop smoothly and gradually.
d. When you leave the forklift parked on a ramp or Incline.

What should you do before exiting an aisle or driving through a blind Intersection?
a. Stop, then move slowly.
b. Sound the horn.
c. Stop, sound the horn, look both ways, then move slowly.
d. Move slowly.

What are the safety rules for parking the forklift? (Circle all that apply.)
a. Tilt the forks upward.
b. Park in a designated area.
c. Lower the forks to the floor.
d. Release the dead man pedal.

When you are driving in the “designated operating position”, you are:
a. Moving safely around debris in the aisle.
b. Keeping both hands on the directional/speed control handle.
c. Slowing down when approaching people near solid objects.
d. Staying within the confines of the forklift.

What should you check before lifting a load? (Circle all that apply.)
a. The weight of the load is within the forklift rated capacity.
b. The load is secure.
c. The load is light enough to travel at top speed.
d. The load is evenly distributed.

17 What will make the load more stable during travel? (Circle all that apply.)
   a. Forks are tilted until the load is slightly back.
   b. Forks are raised so operator can see under forks.
   c. Load is banded or shrink-wrapped.
   d. Forks are spread as wide as possible for the load and locked in place.

18 What should you do if a pedestrian walks under your elevated load?
   a. Nothing, because the pedestrian should know better.
   b. Offer the person a ride on your lift truck.
   c. Get off the lift truck, walk over to the person, and politely ask them to move.
   d. Stop moving and ask the pedestrian to move immediately.

19 What should you do before raising the forks or platform on your forklift?
   a. Make sure the forklift has stopped moving.
   b. Check above for sprinkler heads, light fixtures, or other obstructions.
   c. Step off the dead man pedal.
   d. Sound your horn and yell “Clear!”

20 How low should your forks generally be when you are carrying a load?
   a. About 1 inch from the floor.
   b. No less than 12 inches from the floor.
   c. No less than 24 inches from the floor.
   d. About 4 to 6 inches from the floor.

21 How can a forklift lose its balance or become unstable? (Circle all that apply.)
   a. The load is too heavy.
   b. The load is too far from the vertical face of the forks.
   c. The load is not evenly stacked.
   d. The load is elevated while traveling.

22 If you took a sharp left turn on your forklift/pallet jack, what effect would this have on the load?
   a. It would cause the load to shift to the right.
   b. It would cause the load to shift to the left.
   c. It would cause the load to shift forward.
   d. It would cause the load to shift backward.

23 What is the best way to minimize the effect of centrifugal force in a turn?
   a. Stop suddenly before entering the turn.
   b. Speed up when approaching the turn.
   c. Make the turn as sharply as possible.
   d. Make the turn slowly.

24 If you were traveling forks first and stopped your forklift/pallet jack suddenly, what effect would this have on the load?
   a. It would cause the load to shift to the right.
   b. It would cause the load to shift to the left.
   c. It would cause the load to shift forward (toward the forks).
   d. It would cause the load to shift backward (toward the back stop).
25 What is the best way to minimize the effect of momentum when starting & stopping a forklift?
   a. Accelerate as quickly as possible.
   b. Face away from the load.
   c. Lean towards the direction of travel.
   d. Avoid sudden starts or stops.

26 What is the forklift/pallet jack’s rated capacity?
   a. The number of passengers allowed on a unit.
   b. The distance between the load’s center of gravity and the face of the forks.
   c. The most weight you can safely handle at a given load center and elevated height.
   d. The maximum distance that a load can be can-led from the forklift’s center of gravity.

27 Where do you find the forklift/pallet jack’s specification plate?
   a. On the overhead guard.
   b. On the forks of the lift truck.
   c. On the Operator’s pre-shift safety checklist form.
   d. In or near the operator’s compartment.

28 What is the best way to handle an uneven load?
   a. Restack the load so that it is even.
   b. Drive with the load elevated.
   c. Lean towards the side of the load that is lightest.
   d. Tilt the forks down.

29 What should you do if a load blocks your view?
   a. Drive with the load elevated so that you can see under it.
   b. Face away from the load and drive in that direction.
   c. Drive only in familiar territory so that you do not need to see where you are going.
   d. Lean out of the side of the unit so that you can see around the load.

30 When should you travel through your facility with the load elevated?
   a. When there is no other vehicle traffic.
   b. When you have a load that is too tall to see over.
   c. Never travel with load elevated.
   d. When you are in the main aisle.

31 Why should you chock (block) the wheels of a tractor-trailer before loading or unloading?
   a. The trailer could move away from the loading dock.
   b. The dock board may not fit between the loading dock and trailer.
   c. The wheels do not need to be chocked.
   d. The lift truck could go through the floor of the trailer.

32 Why is it important to check the condition of the floor of a tractor-trailer before loading?
   a. To be sure there is enough room for the loads in the trailer.
   b. The floor could be unsafe and fail to support the forklift pallet jack.
   c. The trailer could move away from the loading dock.
   d. To be sure there is enough overhead clearance in the trailer.

33 How should you operate an unloaded forklift/pallet on a ramp?
   a. With the forks toward the downhill end of the ramp.
   b. With the forks toward the uphill end of the ramp.
   c. An unloaded lift truck should not be driven on a ramp.
   d. With the forks raised 24” from the surface of the ramp.
34. How should a loaded forklift/pallet jack be driven on a ramp?
   a. With tractor toward the uphill end of the ramp.
   b. With the load raised at least 24” from the ramp surface.
   c. With the load toward the uphill end of the ramp.
   d. With the load tilted down.

35. Why should a forklift/pallet jack not be turned on a ramp?
   a. Because the turning radius will not allow you to turn.
   b. Because the lift truck could tip over.
   c. Because the units are too big to turn on a ramp.
   d. Because the forks will drag on the surface of the ramp.

36. What do you use to neutralize a spill of battery acid?
   a. Salt
   b. Baking Soda
   c. Distilled Water
   d. Sulfuric Acid

37. Why should you replace the battery gates after changing a battery?
   a. The battery could fall out of the lift truck.
   b. The lift truck will not run unless the gates are in place.
   c. Someone could trip over the gates if they were in the way.
   d. They are important for the counterweight of the forklift/pallet jack.

38. Why should you wear gloves, apron, and eye protection when working with battery acid?
   a. Battery acid can cause serious burns.
   b. It helps keep your clothes clean.
   c. Your supervisor says you have to wear them.
   d. Protective clothing is not necessary with battery acid.

39. Why is smoking prohibited in a battery charging area?
   a. The battery charging area is not intended as a break area.
   b. Ashtrays are not provided.
   c. Explosive hydrogen gases may be present in the area.
   d. Smoking is not permitted on the job.

40. What do you use to check the electrolyte level in a lift truck battery?
   a. A candle
   b. A flashlight
   c. A match
   d. A lighter

Name of Test Reviewer __________________________________________ Score ______

Reviewer Comments: ____________________________________________

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   b. Move the control handle through neutral to the opposite direction to slow the forklift,
      then release the deadman pedal to stop.

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