

# Forklift and Pallet Jack Safety Program Refresher Training - SEPTEMBER

(Revised 5/10)

## Meeting Objectives (For All Forklift/PalletJack Operators)

To discuss how essential continuous training is to ensure the success of our operators and provide a safe work environment for all workers, customers and visitors.

## Materials Needed to Complete This Training

Conduct this meeting in an area where you can successfully complete the following training. This meeting can also serve as refresher training to help reduce the tracking requirement necessary to ensure that all operators provide with OSHA required refresher training (annually).

- \* Each operator has their forklift/pallet jack refresher certification form.
- \* View the Millard's forklift "Safety First" DVD's as well as the DVD applicable to the equipment the employee is authorized to operate.
- \* Pass the test with a minimum score of 70%.
- \* Review requirements for completing and documenting pre-shift inspections.
- \* Review requirements for dealing with equipment found to be unsafe in any way.
- \* Review forklift safety rules.
- \* Review battery changing procedures.
- \* Review site specific safety concerns.
- \* Discuss performance weakness noted (plant specific)
- \* Discuss facility specific accident history and the contributing factors.

## Documentation Requirements

The trainer must clearly print their name/title and date in the space provided on the refresher training form and the trainer must ensure the certification administrator receives the operator's signed refresher training form. Each Operator must sign and date the provided refresher training form for the personnel files.

## Definitions

Certification Administrator: Is the person that initiates certification process tracks the certification process through completion and maintains the certification files.

Trainer: A persons who have the knowledge, training, and experience to train operators and evaluate their competence to operate the forklift and pallet jack.

Operator: Is any person that is certified to operate a forklift or pallet jack.



### **Forklift and Pallet Jack Annual Refresher Certification Training - Form 3**

This training is vital to ensure continuous development in the current operator's performance and so the operators don't become complacent in their operating abilities.

Operator's Name/Title: \_\_\_\_\_ Date: \_\_\_\_\_  
(Print clearly)

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

**(List Topics below)**

\* \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

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