

## **Machinery Operation Training - Powered Industrial Truck (Forklift)**

Any employee responsible for operating a forklift for HRE must first undergo training in forklift operation. If an employee can demonstrate pre-existing competence in forklift operation, the trainer may choose to waive the training requirement for that employee.

HRE's forklift training is conducted by Steve Hatch who is certified as a forklift trainer. Other managers may also obtain forklift training certification and conduct forklift training.

### **Training Checklist**

The forklift trainer will cover the following topics with trainees:

#### *General Precautions*

- Do NOT operate forklifts for things beyond your capabilities. (For example, getting boats down from the shelves is a challenging task and should be left for only the most experienced operators.)
- Do NOT operate a forklift without a spotter in situation where a spotter is required.

#### *Forklift-related*

- Operating instructions, warnings, and precautions
- Controls and Instrumentation
- Engine or motor operation
- Steering and maneuvering, turning radius
- Visibility and restrictions due to loading
- Fork and attachment adaptation, operation, and use limitations
- Vehicle capacity
- Vehicle stability
- Vehicle inspection (only the part relevant to operators)
- Refueling - done by Steve, Parke, or Connie
- Operating limitations

#### *Workplace-related*

- Surface conditions where the vehicle will be operated
- Composition of loads to be carried and load stability
- Load manipulation, stacking and unstacking

## **Machinery Operation Training - Passenger Vans and Other Vehicles**

Only an employee with a valid driver's license may operate an HRE vehicle or undergo vehicle operation training. If an employee will be driving a standard vehicle with no trailer, no training beyond a valid driver's license is required.

Non-standard vehicles that some HRE employees may be required to operate and for which training is provided include:

- Passenger vans
- Pick up trucks with trailers

If an employee can demonstrate competence in the vehicle style they are required to operate, the Warehouse Manager may elect to waive vehicle operation training for that person.

### **Training Checklist**

An appropriate manager or other qualified employee will cover the following topics with trainees:

- Differences between driving a car and a van
- Recognizing potential and immediate hazards
- Avoiding collisions in a variety of driving conditions and environments
- Safety techniques including:
  - o Blind spots
  - o Cushions of safety
  - o Backing safely
  - o Following and stopping distances
- Distracted driving
- Collision reporting
- Trailer maneuvering

## **Machinery Operation Training - Overhead Hoist**

Any employee responsible for using the overhead hoist must first undergo training in its operation. If an employee can demonstrate pre-existing competence in hoist operation, the trainer may choose to waive the training requirement for that employee.

### **Training Checklist**

An appropriate manager or other qualified employee will cover the following topics with trainees:

#### *Hoist-related*

- Hoist operating instructions, warnings, and precautions
- Winch controls, mechanism, and safety precautions
- Inspection of hoist prior to use
- Inspection of spider harness prior to use
- Weight and other load-related limitations
- Properly securing, lifting, moving, and adjusting loads
- Removing spider harness from load after moved
- Returning hoist to safe position when not in use

#### *Workplace-related*

- Awareness of platform on which hoist is operated
- Safe places to stand and ways to move during hoist operation
- Communication with others in the workplace during hoist operation
- Proper safety gear