

Company Name:	Type of Equipment: Lift truck Make: Nissan 60 Optimum Model: Year: Use: Move products within warehouse and from warehouse to carrier system
Mine Name:	
Date of Analysis:	

Pre-Assessment:

Pre-requisites:

Knowledge of:

- Mine hand signals
- Use of fire extinguishers
- Personal protective equipment (hard hat, safety glasses, steel toed boots, gloves, hearing protection)
- Safety symbols located on machine
- Traffic patterns within the work areas
- Product locations
- Truck loading patterns
- Back safety and proper lifting techniques

Duty 1: Before shift preparations/readiness for work

Objective: The learner will explain the importance of pre-shift preparation. The learner will explain and interpret information received from preshift communications to the instructor.

<p>Job Steps</p>	<p>Importance Narrative (Consider Safety, Production and Maintenance)</p>	<p>Importance ranking: 1=important 2=very important 3=critical</p>	<p>Satisfactory Or Needs Work</p>	<p>Procedures/Risk resolution/ Notes/Comments</p>
<p><i>Individual fitness for work</i></p>				
<p><i>Communication with prior shift</i></p>				
<p><i>Check PPE</i></p>				
<p><i>Visually check and walk around forklift</i></p>				

Duty 2: Pre-Operational Inspection

Learner will demonstrate how to conduct a safe and thorough pre-operational inspection. Learner will also demonstrate and explain job steps, why they are conducted, any associated risk, and how to implement appropriate controls. A thorough pre-operational inspection includes the following job steps:

Job Steps	Importance Narrative (Consider Safety, Production and Maintenance)	Importance ranking: 1=important 2=very important 3=critical	Satisfactory Or Needs Work	Procedures/Risk resolution/ Notes/Comments
Obtain checklist <ul style="list-style-type: none"> • Mark hour meter reading 				
Power off checks (walk around inspection) <ul style="list-style-type: none"> • Engine Oil • Hydraulic oil • Radiator coolant • Fuel level • Fire extinguisher • Tires • Check safety latch on fork and chain • Climb on machine 				
Power on checks <ul style="list-style-type: none"> • Check horn • Adjust seat • Check seatbelt • Start engine 				

Job Steps	Importance Narrative (Consider Safety, Production and Maintenance)	Importance ranking: 1=important 2=very important 3=critical	Satisfactory Or Needs Work	Procedures/Risk resolution/ Notes/Comments
<ul style="list-style-type: none"> • Test hydraulic controls 				
<p>Operation check</p> <ul style="list-style-type: none"> • Test steering • Brake tests <ul style="list-style-type: none"> ○ Service ○ Parking <ul style="list-style-type: none"> • Incline test 				
<p>Workplace examination</p> <ul style="list-style-type: none"> • Work area clean? 				

Duty 3: Fueling

Learner will demonstrate how to fuel the lift truck. Learner will also demonstrate and explain job steps, why they are conducted, any associated risk, and how to implement appropriate controls. Fueling the lift truck includes the following job steps:

Job Steps	Importance Narrative (Consider Safety, Production and Maintenance)	Importance ranking: 1=important 2=very important 3=critical	Satisfactory Or Needs Work	Procedures/Risk resolution/ Notes/Comments
<i>Electronic devices off (Cell phone, radio, beepers off?) - Not within 50 ft.</i>				
<i>Park truck, turn off engine, set park brake</i>				
<i>Ensure others are at a safe distance while fueling</i>				
<i>Put on rubber gloves and face shield</i>				
<i>Remove bottle from forklift</i>				
<i>Use hand truck to carry bottle</i>				
<i>Place bottle in wooden box for filling</i>				
<i>Attach static line</i>				
<i>Open bottle bleed valve</i>				
<i>Attach fill nozzle to bottle</i>				

Job Steps	Importance Narrative (Consider Safety, Production and Maintenance)	Importance ranking: 1=important 2=very important 3=critical	Satisfactory Or Needs Work	Procedures/Risk resolution/ Notes/Comments
<i>Close bleeder valves on nozzle</i>				
<i>Open valve to storage tank</i>				
<i>Open valve to fill nozzle</i>				
<i>Fill bottle. When full</i>				
<i>Close bleed valve on the bottle</i>				
<i>Close fill nozzle valve</i>				
<i>Close storage tank valve</i>				
<i>Open fill nozzle bleed valve</i>				
<i>Disconnect fill nozzle, replace caps</i>				
<i>Close fill nozzle bleed valve</i>				
<i>Remove static line</i>				
<i>Point nozzle in safe direction and vent pressure</i>				
<i>Place bottle on forklift</i>				
<i>Check gasket in the coupler and hand tighten fuel line</i>				

Job Steps	Importance Narrative (Consider Safety, Production and Maintenance)	Importance ranking: 1=important 2=very important 3=critical	Satisfactory Or Needs Work	Procedures/Risk resolution/ Notes/Comments
<i>Open fuel valve to the bottle and check for leaks</i>				
<i>Use hand truck to return bottle (about 55 lbs.)</i>				

Duty 4: Operate Lift Truck

Learner will demonstrate and explain how to safety and productively operate the lift truck. The learner will demonstrate other job duties as listed and explain why they are conducted. Learner will also explain any associated risks and how to implement appropriate controls. Operational job steps include the following:

Job Steps	Importance Narrative (Consider Safety, Production and Maintenance)	Importance ranking: 1=important 2=very important 3=critical	Satisfactory Or Needs Work	Procedures/Risk resolution/ Notes/Comments
<i>Plan your route</i>				
Lift a load <ul style="list-style-type: none"> • Clear area • Never exceed forklift capacity • Lift load/tilt load back • Never leave suspended load unattended 				
Carry a load <ul style="list-style-type: none"> • Carry forks low to the ground (4-8 inches above ground) • Clear visibility 				
Place load <ul style="list-style-type: none"> • Proper clearance • Position load 				

Duty 5: Loading Trucks

Learner will demonstrate how to safely and productively load trucks. Learner will demonstrate and explain job steps, why they are conducted, any associated risk, and how to implement appropriate controls. Operational job steps include:

Job Steps	Importance Narrative (Consider Safety, Production and Maintenance)	Importance ranking: 1=important 2=very important 3=critical	Satisfactory Or Needs Work	Procedures/Risk resolution/ Notes/Comments
<i>Obtain loading instructions (specific to the van or flatbed)</i>				
<i>Check truck position</i> <ul style="list-style-type: none"> • Backed in properly? • Wheels chocked? • Engine off/turn in keys 				
<i>Open loading screen</i>				
<i>Install dockplate</i>				
<i>Check trailer for cleanliness</i>				
<i>Load according to pattern</i>				
<i>Remove dockplate</i>				
<i>Install screen</i>				

Duty 6: Other operations with a lift truck

Objective: Learner will demonstrate and explain other operations with the lift truck. Learner will demonstrate other job steps as listed and explain why they are conducted. Learner will also explain any associated risks and how to implement appropriate controls. Other operational job steps include the following:

Job Steps	Importance Narrative (Consider Safety, Production and Maintenance)	Importance ranking: 1=important 2=very important 3=critical	Satisfactory Or Needs Work	Procedures/Risk resolution/ Notes/Comments
<p><i>Load (pallet) preparation</i></p> <ul style="list-style-type: none"> • Stacks blocks, bags or cartons onto pallets • Applies and removes protective plywood onto pallet loads 				
<p><i>Moving super sacks, other equipment, hoppers</i></p> <ul style="list-style-type: none"> • Check condition of hopper • Check safety chains/latches on hoppers • Hook hopper chain before dumping 				
<p><i>Cleaning warehouse</i></p>				

Duty 7: End of Shift Procedures

Objective: Learner will demonstrate and explain end of shift activities. The learner will demonstrate other job steps as listed and explain why they are conducted. Learner will also explain any associated risks and how to implement appropriate controls. End of shift job steps include the following:

Job Steps	Importance Narrative (Consider Safety, Production and Maintenance)	Importance ranking: 1=important 2=very important 3=critical	Satisfactory Or Needs Work	Procedures/Risk resolution/ Notes/Comments
<i>Lower forks</i>				
<i>Set parking brake</i>				
<i>Shut off engine</i>				
<i>Clean machine</i>				

Duty 8: Abnormal/Emergency Procedures/ Unusual events

Objective: The learner will explain, and when possible, safely demonstrate the emergency procedures needed to respond to an emergency situation (after the learner feels comfortable with necessary operating skills).

Job Steps	Importance Narrative (Consider Safety, Production and Maintenance)	Importance ranking: 1=important 2=very important 3=critical	Satisfactory Or Needs Work	Procedures/Risk resolution/ Notes/Comments

Job Steps	Importance Narrative (Consider Safety, Production and Maintenance)	Importance ranking: 1=important 2=very important 3=critical	Satisfactory Or Needs Work	Procedures/Risk resolution/ Notes/Comments
<i>Equipment problems/tagout procedures</i>				
<ul style="list-style-type: none"> • Remove key 				
<ul style="list-style-type: none"> • Write out and place tag 				
<ul style="list-style-type: none"> • Notify foreman 				
<i>Responding to fire</i>				
<ul style="list-style-type: none"> • Lower forks to ground 				
<ul style="list-style-type: none"> • Turn off engine if equipment fire 				
<ul style="list-style-type: none"> • Remove fire extinguisher and put out fire (if possible) 				
<i>Contain hydraulic oil / coolants</i> <ul style="list-style-type: none"> • Shut down forklift • Contain oil spill • Contact foreman 				
<i>Exposure to</i> <ul style="list-style-type: none"> • Propane, engine oil, hydraulic oil 				
<i>Warehouse evacuation</i> <ul style="list-style-type: none"> • Fire • Chemical, weather, other 				

