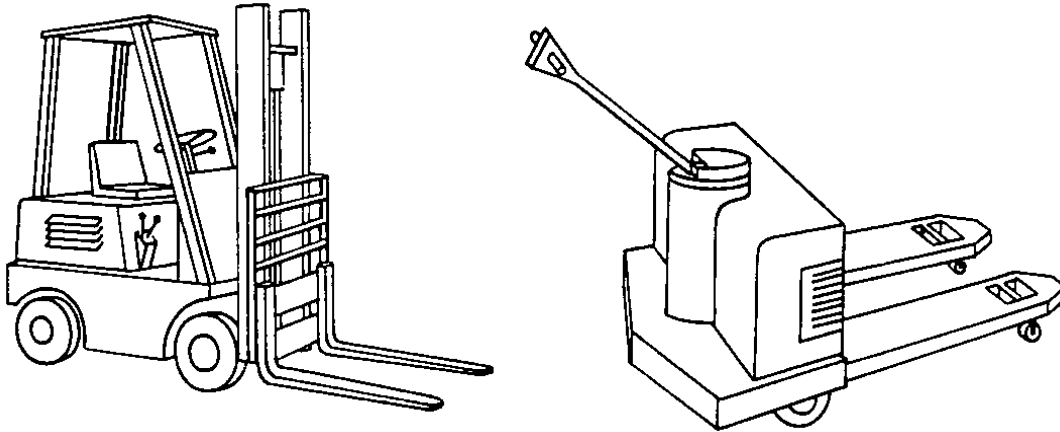


**Michigan Municipal Workers' Compensation Fund
Safety and Health Resource Manual**

**Powered Industrial Trucks
Operator Training
Program Implementation Requirements**



All newly hired and existing employees must receive training as MIOSHA Part 21. R408.12101-12193 requires.

In addition, employers should evaluate operators on their knowledge and performance as part of initial and refresher training, and at least once every three years.

New employees and employees reassigned to different departments and/or trucks will receive training before their assignment. Training will take the following into consideration:

- The operator's prior knowledge and skill,
- The types of powered industrial trucks the employee will operate in the workplace,
- The hazards present in the workplace, and
- The operator's demonstrated ability to operate a powered industrial truck safely.

If necessary, employees should receive refresher training. Conditions that require refresher training are:

- The operator has an accident or near-miss incident.
- The operator has been observed operating the vehicle in an unsafe manner.
- The operator has been determined during an evaluation to need additional training.
- Changes in the workplace have occurred that could affect the safe operation of the vehicle.
- The operator is assigned to operate a different type of truck.

Classroom Instruction

- Engineering principles of a forklift.
- Nomenclature of parts.
- Procedures for safe operation.
- Proper refueling, battery charge, etc., procedures.
- Methods to conduct daily inspections.

Michigan Municipal Workers' Compensation Fund

Safety and Health Resource Manual

[Name of Municipality] will use a written test to determine each operator's retention level. This test will be the same for all employees. Employees must successfully complete this test before they receive hand-on training and take the supervised training test.

Hands-On Training

In addition to classroom instruction, all new powered industrial truck operators will receive supervised training in operating the vehicle correctly. After completion of the training, operators must pass a supervised driving test.

The duration of the test will vary based on the operator's ability to operate the vehicle in a safe manner. Operators must demonstrate the following basic skills: vehicle inspection, turning, backing, loading, stopping and working with a raised load. Scoring procedures will be used to rate the operator's performance. Additional supervised hands-on training will be provided, if necessary, for the operator to develop the skills to operate the forklift safely.

Required Training Program Content

The employer must provide powered industrial truck operators with initial training in the following topics. This requirement applies unless the employer can demonstrate that the topics do not apply to the safe operation of the truck in the employer's workplace.

Truck related topics:

- Operating instructions and precautions for the types of truck the operator will be authorized to operate.
- Differences between the truck and the automobile.
- Truck controls and instrumentation: where they are located, what they do, and how they work;
- Engine or motor operation
- Steering and maneuvering
- Visibility (including restrictions to loading)
- Fork and attachment adaptation, operation, and use limitations;
- Vehicle capacity;
- Vehicle stability;
- Any vehicle inspection and maintenance the operator will be required to perform;
- Refueling and/or charging and recharging of batteries;
- Operating limitations;
- Any other operating instructions, warnings, or precautions listed in the operator's manual for the types of vehicle that the employee is being trained to operate.

Workplace-related topics:

- Surface conditions where the employee will operate the vehicle;
- Composition of loads to be carried and load stability;
- Load manipulation, stacking, and unstacking;
- Pedestrian traffic areas where the vehicle will be operated;
- Hazardous (classified) locations where the vehicle will be operated;
- Ramps and other sloped surfaces that could affect the vehicle's stability;
- Closed environments and other areas where insufficient ventilation or poor vehicle maintenance could cause a buildup of carbon monoxide or diesel exhaust;
- Other unique or potentially hazardous environmental conditions in the workplace that could affect safe operation.