



COURSE OUTLINE

Safe Operation of Forklift Trucks

INITIAL TRAINING

Meeting the requirements of the Regulation Respecting Occupational Health and Safety (RROHS) and the Canadian Standard CSA B335

Theoretical Part (approximately 3 hours 30 minutes per group)

Introduction

- Introduction of the instructor;
- Explanation of the training process;
- List of course objectives.

Standards, Laws and Regulations

- Presentation of the classification of forklift trucks according to the Canadian Standard CSA B335;
- Presentation of the RROHS articles on the obligation to undergo training on the safe operation of forklifts;
- Presentation of the articles from the standard on the expiry of training courses, upgrade training and on the capability requirements for the forklift operator;
- Presentation of the articles from the regulation and the standard on the mandatory wearing of seat belt;
- Reminder of the concept of criminal negligence in the workplace under Canadian law C-21.

The Work Environment

- Workplace inspection and identification of risks and hazards;
 - High-voltage power lines, grounds, garage door, structures, shelves, pedestrians and other hazards.
- Importance of pedestrian safety and measures to be taken;
- Presentation of the risks associated with carbon monoxide and measures to take when using propane-powered forklifts indoors;
- Importance of the safety perimeter and measures to be taken;

Forklift Characteristic

- Presentation of the different safety elements and devices.
- Presentation of the limitations of forklifts related to their design (capacity and load center) according to the forklift's nameplate;
- Presentation of the importance of the load center and its effects on forklift stability;
- Presentation of the effect on the forklift stability when the boom is raised.

Operation and Behavior

- Presentation of procedures to follow for starting and parking;
- Presentation of the rules and practices to follow when travelling with a forklift;
- Presentation of the rules and practices to follow when travelling with a forklift on a slope;
- Presentation of the rules and practices to follow when the forklift operator must temporarily leave their post;
- Presentation of the rules and practices to follow when handling loads;
- Presentation of the rules and practices to follow when using attachments;
- Presentation of the rules and practices to follow when lifting a worker;
- Presentation of the rules and practices to be followed on loading docks.

Inspections

- The importance of inspections for both the operator and the owner of forklifts;
- Presentation of the daily inspection and explanation of the steps to follow;
- Presentation of the periodic inspection;
- Explanation of the steps to follow when a defective forklift is identified.

Test

- 30-minute theoretical test on the theoretical part (assessment of the participant's understanding).

Practical Part in the Workplace (4 hours per group)

Inspection of the forklift

- Visual and operational inspection;
- Testing the different functions and controls.

Maneuvering the forklift

- ▶ Learning about the different functions and characteristics of forklifts;
- ▶ Method for the safe operation of forklifts;
- ▶ Maneuverability and travelling exercises;
- ▶ Evaluation of inspection, learning of functions, travelling and maneuvers for each participant.