



## **COURSE OUTLINE**

### **Safe Operation of Forklift Trucks**

#### **REFRESHER TRAINING**

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

### **Theoretical Part (approximately 1 hours 30 minutes per group)**

#### **Introduction**

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

#### **Test**

- Theoretical test to assess knowledge acquired during previous training courses.

#### **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;
- Presentation of the articles from the regulation and the standard on the mandatory wearing of seat belt;
- Reminder about daily inspection and explanation of the steps to follow;
- Reminder of the importance of the safety perimeter and measures to be taken;
- Reminder of the risks associated with carbon monoxide and measures to take when using propane-powered forklifts indoors
- Reminder of the concept of criminal negligence in the workplace under Canadian law C-21.

### **Forklift Characteristic**

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

### **Operation and Behavior**

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

### **Practical Part in the Workplace (2 hours 30 minutes 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.