

# Powered Industrial Truck Training Resource



Organizations across many industries use powered industrial trucks for their material handling needs. Whether the company is a large warehouse utilizing many powered trucks or a small printing operation using a few powered pallet jacks, employees must receive training on the proper use and maintenance of the equipment. This document is designed to assist policyholders in developing powered industrial truck training programs.

A good resource for developing a training program is the [OSHA Powered Industrial Truck eTool](#).<sup>1</sup> This webpage details the types and fundamentals of powered industrial trucks and safe operations. The eTool also provides training assistance including information on training requirements, refresher training, certification, and developing a training program. OSHA's training requirements include:<sup>2</sup>

- Develop and implement a training program based on the general principles of safe truck operation, the types of vehicles being used in the workplace, the hazards of the workplace created by the use of the vehicles, and the general safety requirements of the OSHA standard.
- Trained operators must know how to do the job properly and safely, as demonstrated by workplace evaluation. Formal (lecture, video, etc.) and practical (demonstration and practical exercises) training must be provided.
- Employers must also certify that each operator has received the training and evaluate each operator at least once every three years. Prior to operating the truck in the workplace, the employer must evaluate the operator's performance and determine the operator to be competent to operate a powered industrial truck safely.
- Refresher training is needed whenever an operator demonstrates a deficiency in the safe operation of the truck.

The following documents are available to our policyholders who want to develop a training program. These documents are designed to be edited to meet the policyholder's needs and can be accessed by clicking the links below.

- A [Forklift Operation Program](#) outlines the rules and requirements for safe operation of powered industrial trucks.
- The [Forklift Operator Training PowerPoint](#) is a general training program which can easily be edited to meet a company's specific needs.
- The [Forklift Operator Training Quiz](#) assesses an employee's knowledge and can help determine if they need additional training. A training checklist should be used by a trainer when an employee is completing a required practical training session.
- The [Skills Test](#) evaluates a driver's practical skills when operating a powered industrial truck.
- The [Forklift Operation Evaluation](#) ensures safety procedures related to forklift operations are followed.
- The [Battery Changes Checklist](#) ensures safety procedures related to battery changes are followed.

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- The [Safe Fueling Checklist](#) ensures safety procedures related to refueling are followed.
- The [Forklift Operation Training \(Short\)](#) is a refresher training for experienced employees.

Forklifts should be checked by the operator each day before use. A sample of daily checklists is available at OSHA's website [www.osha.gov/training/library/powered-industrial-trucks/checklist](http://www.osha.gov/training/library/powered-industrial-trucks/checklist).

In addition to the training documents, a number of safety posters are also available on the following topics:

- [Prior to Operation](#)
- [Loading and Lifting](#)
- [Forklift Stability Pyramid](#)
- [Determining Load Weight](#)
- [Pedestrians and Employees](#)

## References

- 1 eTool: Powered Industrial Trucks (Forklift) - Operating the Forklift - Traveling & Maneuvering | Occupational Safety and Health Administration ([osha.gov](http://osha.gov))
- 2 OSHA's forklift/powering industrial trucks training requirements - <https://www.osha.gov/faq#v-nav-trainingcert>

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