

CLSI Forklift Training Course

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Date: 04-May-04

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REVISION HISTORY

<i>Revision</i>	<i>Date</i>	<i>Description</i>	<i>Author</i>
A	04-Apr-21	First draft	Allen Hodges
0	May 4, 2004	Comments incorporated and issued for use.	Allen Hodges

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1.0 PURPOSE

To provide the appropriate training to staff that operates the forklift in accordance with Saskatchewan Occupational Health and Safety Regulations.

2.0 INFORMATION

The Saskatchewan Occupational Health and Safety Regulations state that only competent persons are permitted to operate powered mobile equipment. The training course is based on OSHA standards for forklift operation. The training consists of 2 parts. The first part is the review of a training module from "free-training.com". It is made of an interactive slide show and a questionnaire. Part 2 is the driving portion. This part consists of the familiarization with the controls, completion of the checklist and a practical driving session.

3.0 REGULATORY REQUIREMENTS

Saskatchewan OH&S Regulation (154) – "An employer shall ensure that only competent workers are required or permitted to operate powered mobile equipment."

The forklift at the CLS falls into this category.

"Competent" – means possessing knowledge, experience and training to perform a specific duty

4.0 COURSE CONTENT

4.1 PART 1

The first part is an online training module from located in the HSE directory. The course is based on the OSHA standards for forklift operation. This training consists of 6 modules which include:

1. Introduction
2. Know your Lift Truck
3. Lift Truck Physics
4. Lift Truck Safety
5. Maintenance
6. Refueling and Charging

At the end of the training modules there is a test given based on the information presented in the slide show. The test consists of 28 randomly selected questions. The pass mark is 80%.

4.2 PART 2

This part consists of the familiarization with the CLS forklift controls, the completion of the checklist and a practical driving session. The driving includes maneuvering through an obstacle course, lifting and moving materials. See appendix A.

This part must be given by a qualified forklift operator.

5.0 CERTIFICATION

Successful completion of both parts will qualify the participant to operate a forklift in the CLS facility. The HSE Department will review the written and practical tests before a certificate will be issued.

A certificate will be issued by the HSE Manager or designate upon successful completion of the course.

6.0 RECORDS

The written and practical test records will be placed on the worker's personal file and training is recorded in the training database.

7.0 APPENDIX

Appendix A - CLSI Forklift Safety Training – Practical Test

Appendix B - Certificate

Appendix A

CLSI Forklift Safety Training

Practical Test

Date: _____

Name: _____

The practical session included the following:

- Completed check-sheet for forklift
- Signed off check-sheet
- Walk-around forklift checking safety equipment, leaks or broken or damaged parts
- Completed battery and oil level check
- Familiarization with controls & foot pedals
- Practice moving empty, with forks a few inches off floor
- Moved material from one location to another
- Maneuvered through narrow obstacle course
- Traveled in reverse through obstacle course
- Moved a pallet from through an obstacle course
- Used forklift to close and open a storage ring concrete door.

Signatures:

Trainee: _____

Trainer: _____

Appendix B

 <p>CERTIFICATE OF TRAINING</p> <p>THIS IS TO CERTIFY THAT _____ has successfully completed a course in the CLSI FORKLIFT TRAINING COURSE</p> <p>Name of Employer: _____</p> <p>_____ Signature of Trainer</p> <p>Date of Issue:</p> <p>Health, Safety & Environment Department, Canadian Light Source Inc. (306) 657-3500</p>
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