

MANITOBA LABOUR AND IMMIGRATION
WORKPLACE SAFETY AND HEALTH

Code of Practice

For the Safe Operation of Powered Lift Trucks



**SAFE
WORK**

S SPOT THE HAZARD
A ASSESS THE RISK
F FIND A SAFER WAY
E EVERYDAY

Manitoba 

Code of Practice

For the Safe Operation of Powered Lift Trucks



November, 2006

Manitoba 

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INTRODUCTION

The Code of Practice for the Safe Operation of Powered Lift Trucks has been developed to help employers implement and maintain safe systems of work in workplaces where powered lift trucks are operated.

Definition:

For purposes of this code, powered lift trucks include self-propelled vehicles of Class 1 to 7 as defined by the Industrial Truck Association as follows:

- **Class 1** electric motor rider trucks
- **Class 2** electric motor narrow aisle trucks
- **Class 3** electric motor driven hand trucks
- **Class 4&5** internal combustion engine lift trucks, cushion or pneumatic tires
- **Class 6** electric and internal combustion engine tractors
- **Class 7** rough terrain lift trucks

Injury data analysis shows powered lift trucks pose significant risks to workers who operate or work around them. A review of accident scenarios involving lift trucks shows a variety of causes for these incidents. Most incidents were the result of a breakdown in the overall system of work organization – people, equipment, tasks and the workplace environment. Another significant observation was that many accidents could have been prevented if existing regulatory requirements had been obeyed.

This code provides practical guidance on how employers may fulfill their obligations to protect the safety and health of workers who operate or work around powered lift trucks.

Section A of the code presents the key elements to be included in an effective safety program for lift trucks. One such element is competence of the lift truck operator.

Section B defines qualifications required to be a competent powered lift truck operator.

Acknowledgement:

The Workplace Safety and Health Division wishes to acknowledge the Ontario Ministry of Labour for permission to adapt their *Guideline for Safe Operation of Powered Lift Trucks (ISBM 0-7778-6030-9)*

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SECTION A:

Key Elements of an Effective Safety Program for Powered Lift Trucks

1.0 GENERAL

The Workplace Safety and Health Division recommend that employers, whose work requires the use of powered lift trucks, implement a lift truck safety program including these key elements:

- **Hazard Identification** – identify how workers may be harmed by lift trucks
- **Training and Information** – provide training and information for lift truck operators and those who work near lift trucks about the hazards associated with the work and how to protect themselves and others
- **Effective Supervision** – appoint competent supervisors
- **Internal Responsibility** – involve workplace parties in managing the safety of lift truck operators
- **Rules for Equipment Maintenance, Repair, Modification** – prepare rules and procedures for proper testing maintenance, repair and modification of lift trucks, including rules governing the qualifications of persons authorized to carry out these activities
- **Lift Truck Selection Criteria** – select lift truck based on the type of job to be done and the environment in which the job will be done
- **Safe Operating Procedures** – establish safe work practices and management systems
- **Facility Design** – design and maintain the work environment to reduce the likelihood of accidents involving powered lift trucks.

In order to develop and implement a successful powered lift truck safety program, employers must ensure hazardous situations are identified and corrected immediately. The lift truck safety program must be kept up-to-date to reflect the current workplace environment.

Please refer also to CSA Standard B335-04, Safety Standard for Lift Trucks, for more guidance on setting up a comprehensive lift truck safety program.

2.0 HAZARD IDENTIFICATION

The Workplace Safety and Health Act requires an employer to provide and maintain a workplace, necessary equipment, system and tools that are safe and without risks. To satisfy this requirement, an employer must first identify hazards. The Workplace Safety and Health Division recommends that employers:

- 2.1 Identify how workers who operate or work around powered lift trucks may be harmed, taking into consideration the equipment that will be used, the jobs to be done and the workplace environment.
- 2.2 Prepare a written report specifying the potential sources of harm identified. The written report will be useful in providing complete and consistent information to workers about the hazards associated with their work.
- 2.3 Reassess the sources of harm if any element of the work, such as equipment, workers, loads or work environment, changes in a significant way, and make appropriate changes to the written report on hazards, as necessary.

NOTE: Techniques used to identify hazards may include: seeking advice from safety associations or other specialists, talking with supervisors and workers, reviewing information from manufacturers and reviewing work processes. It is particularly important to analyze incidents, accidents and injury data.

3.0 PEOPLE: Training, Instruction, Supervision

The Workplace Safety and Health Act and associated regulations obligate employers to train workers. Under the Act, employers must:

- acquaint workers with the handling of any equipment they must use
- inform workers and supervisors about any hazards the work involves
- instruct, inform and supervise workers to protect their health and safety
- appoint competent persons as supervisors.

An employer must ensure that a person assigned to operate a powered lift truck is competent and qualified to do so. To fulfill these obligations an employer should:

3.1 Establish the competence of workers who will operate lift trucks:

3.1.1 Before assigning a worker to operate a powered lift truck without direct supervision, ensure that the worker has achieved the appropriate standards specified as outcomes in the definition for competence to operate powered lift trucks in section B. The introduction to section B includes recommendations on how an employer may ensure that a worker has achieved the required standards.

3.2 Inform and instruct pedestrians and others in the workplace:

- 3.2.1 For each hazard/potential source of harm identified, prepare written rules and procedures for preventing accidents and injuries.
- 3.2.2 Inform and instruct supervisors and all workers who will work around lift trucks about the hazards, the rules and procedures they must follow to avoid harm and the location of the written rules and procedures.
- 3.2.3 Ensure supervisors and workers are informed of any changes to the rules and procedures because of changes in the work.

3.3 Provide effective supervision:

- 3.3.1 Appoint as supervisors of lift truck operations, only people who have training and experience. These people must know the hazards associated with the type of lift truck being used, the loads being handled and the environment in which the truck will be operated. They must also be able to identify unsafe conditions and apply corrective measures.
- 3.3.2 Encourage supervisors to be vigilant for unsafe conditions and correct them immediately when they are detected.

3.4 Promote internal responsibility:

- 3.4.1 Involve the safety and health committee, safety and health representative, supervisors and workers in identifying workplace hazards, developing rules and procedures to prevent injuries, identifying causes of incidents, or “near misses” and monitoring lift truck safety improvements.

4.0 EQUIPMENT: Design, Maintenance, Repair, Modification, Selection, Safety

The Workplace Safety and Health Act requires employers to maintain in good condition any equipment provided to workers. A competent person must carry out maintenance, and any repairs or modifications to any equipment or part of equipment must not reduce the safety factor. The Workplace Safety and Health Division recommends that employers:

- 4.1 Ensure that low lift and high lift power lift trucks are designed and constructed in accordance with the *ANSI/ASME B56.1 Safety Standard for High Lift and Low Lift Trucks* or *ANSI/ASME B56.6 Safety Standard for Rough Terrain Lift Trucks*.
- 4.2 Ensure any modifications, repairs and additions that affect capacity or safe operation of the lift truck are performed with the written approval of the manufacturer or a professional engineer qualified in that field of work. Where such modifications or additions are performed, capacity, operation and maintenance instruction plates, tags or decals must be changed accordingly.

4.3 Prepare and enforce rules for inspection, testing maintenance

- 4.3.1 Prepare written instructions on the nature and frequency of inspections, testing and maintenance, taking into account the work to be done and the environmental conditions to which the trucks will be exposed. These instructions should be at least equivalent to the minimum requirements established by the manufacturer and any applicable regulations. They should require verification of the lifting capabilities of the truck before it is used for the first time. They should also contain a schedule for monitoring the machine's lifting capabilities, its mechanical fitness and its vehicle emissions.
- 4.3.2 Allow inspection, testing or maintenance to be performed only by persons whose training and experience provide them with expert knowledge on such activities and ensure that they comply with the written instructions.
- 4.3.3 Allow only qualified, trained and experienced people such as the manufacturer's representative or a qualified mechanic or engineer to perform any repair, modification or replacement of any part of a powered lift truck.
- 4.3.4 Ensure a record is kept at the workplace of any inspection, testing, maintenance, repair or modification to the lift truck and the name and qualifications of the person who did the work.

NOTE: Where a supplier is responsible for maintenance of the lift truck, an employer may want to ask the supplier for a written testing and maintenance schedule so compliance with the schedule can be monitored.

4.4 Establish lift truck selection criteria

- 4.4.1 Ensure that the fire hazard designation, carrying capacity, reach capabilities and the features of the lift truck selected to do a job are suitable for the types of loads to be handled, the terrain over which loads will be carried, the atmospheric conditions in the workplace and the design of the workplace. For example: gas, propane or diesel operated lift trucks are not recommended for use in locations where explosive concentrations of flammable gases or vapours may be present and also should not be operated in areas where exhaust gases may accumulate, creating a hazard of carbon monoxide poisoning.

4.5 Provide safe lift trucks:

- 4.5.1 Ensure operators are protected against falling or intruding materials by means of suitable screens, guards, grills or structures.
- 4.5.2 Ensure every lift truck clearly displays a load chart showing the maximum rated load and the variation of the rated safe load capacity with the reach

of the equipment if the lift truck has been modified, the chart must reflect any changes to load ratings.

4.5.3 Ensure lift trucks are equipped with warning devices and lights that are appropriate for the work environment.

4.5.4 Where a seat belt or other restraining device is likely to contribute to the safety of the operator, equip the lift truck with such a restraining device, if it is feasible to do so.

5.0 SAFE OPERATING PROCEDURES: Work Practices, Traffic Management

Injury data indicate that issues related to work practices and traffic management have been contributing factors in a number of fatalities and critical injuries involving powered lift trucks.

5.1 Therefore, as a minimum, employers should ensure compliance with the following requirements:

- no part of a load must pass over any worker
- a lift truck left unattended must be immobilized and secured against accidental movement and forks, buckets or other attachments must be in the lowered position or be firmly supported
- no load may exceed the maximum rated load
- all loads must be handled in accordance with the height and weight restrictions on the load chart
- when a load is in the raised position, the controls must be attended by an operator
- if an operator does not have a clear view of the path, assistance from a signaller who has been instructed in a code of signals for managing traffic in the workplace must be employed
- loads must be carried as close to the ground or floor as the situation permits
- loads that may tip or fall and endanger a worker must be secured
- where a lift truck is required to enter or exit a vehicle to load or unload, the vehicle must be immobilized and secured against accidental movement
- a lift truck must not be used to support, raise or lower a worker unless the work is carried out in a lift truck-mounted work platform, which complies with Part 22 of Manitoba Regulation 217/2006, and personnel on the work platform comply with the requirements for Fall Protection under Part 14 of the Regulations (M.R. 217/2006)
- barriers, warning signs, designated walkways or other safeguards must be provided where pedestrians are exposed to the risk of collision

5.2 In addition to the safe operating procedures above, each workplace must develop and implement a set of rules and safe operating procedures to address the specific hazards in the workplace.

6.0 THE ENVIRONMENT: Facility Design

Poorly designed workplaces contribute to accidents and injuries. Therefore, employers should:

- 6.1 Ensure that in aisles, at loading docks, through doorways and in rooms, overhead and side clearances are adequate to permit safe operation of the lift truck.**
- 6.2 Ensure floors, aisles and passageways are kept clear and free of hazards.**
- 6.3 Ensure the workplace is ventilated properly to prevent accumulation of vapours from operating and refuelling lift trucks.**

SECTION B:

Competence to Operate Powered Lift Trucks

1.0 INTRODUCTION

The Workplace Safety and Health Act requires employers to ensure that a worker who is assigned to operate a powered lift truck is competent or qualified to do so. This section sets out the knowledge and skills a competent/qualified operator must demonstrate.

A competent/qualified operator knows how to operate the particular class of powered lift truck assigned, understands the hazards associated with the work involved, and is capable to operate the lift truck in a manner that protects his or her own safety and the safety of others in the specific workplace.

Establishing the competence of operators

To establish a worker's competence to operate a powered lift truck, an employer should ensure that the worker:

- a. has been informed of the hazards associated with operating a powered lift truck in the particular workplace, including the hazards associated with the load, the design of the workplace and the environmental conditions
- b. knows how to protect him/herself and others from the hazards
- c. has demonstrated to a designated skilled and experienced operator that the skills and knowledge identified as final outcomes for operator competence have been learned

Employers may consult a safety association or the lift truck manufacturer for information on institutions, agencies or persons with expert knowledge of lift trucks.

Employers should maintain in the workplace a record of workers competent to operate powered lift trucks. For each worker, the record should indicate the skills and knowledge demonstrated the class or classes of truck on which the operator was assessed, the name and affiliation of the assessor and the date the assessment took place. Employers are to provide operators with certificates of competency.

If a medical condition affects a worker's ability to operate a powered lift truck safely around other workers, the worker should not be assigned to operate this equipment.

Certified operators of the lift trucks shall receive retraining at intervals not exceeding three years. Retraining shall be consistent with the employer lift truck safety program and applicable legislation.

2.0 KNOWLEDGE AND SKILLS REQUIRED TO BE COMPETENT

2.1 Knowledge

A competent operator understands:

- the sections of the *Workplace Safety and Health Act* and regulations applicable to the work
- the hazards associated with the work
- the principles of operation and features of the lift truck
- the workplace conditions and environment
- which workplace activities pose actual or potential danger to health and safety
- the manufacturer's specifications related to the operation and safe load handling for the classes or types of trucks operated
- the procedures and practices for ensuring worker safety that are specific to the workplace

2.2 Skills

A competent operator must be able to perform the following procedures in a manner consistent with the competence standards using the assigned vehicle under typical workplace conditions:

- pre-operational check
- start-up and shut-down
- general operation – stopping, starting, turning, driving forward and in reverse with or without a load, parking, operating around personnel
- load handling – selection and security of loads, pick-up and placement, personnel lifting, stacking and unstacking, handling specific to docks, trucks or rail cars
- loading and unloading – transport vehicles, structures, elevators
- operational maintenance – refuelling or recharging as appropriate

2.3 Knowledge to be acquired

	INSTRUCTIONAL OBJECTIVES	FINAL OUTCOMES FOR OPERATOR COMPETENCE
Applicable Legislation	<ul style="list-style-type: none"> applicable sections of <i>The Workplace Safety and Health Act</i> 	<p>A competent operator knows/understands:</p> <ul style="list-style-type: none"> a worker's duties a worker's right to refuse work where health or safety is in danger an employer's duties to protect workers
	<ul style="list-style-type: none"> applicable sections of regulations made under <i>The Workplace Safety and Health Act</i> 	<p>A competent operator knows/understands:</p> <ul style="list-style-type: none"> how to ensure the safety of other workers in the area requirements for lifting devices, materials handling, motor vehicles, traffic control requirements related to the handling of loads requirements for protective equipment
Features of the lift truck	<ul style="list-style-type: none"> principles of operation and features 	<p>A competent operator knows/understands:</p> <ul style="list-style-type: none"> lift truck classifications and designations lift truck stability triangle and trapezoid what is meant by load centres centre of gravity of load longitudinal and lateral stability centre of gravity of lift truck the effects of speed, acceleration, sharp cornering, height, attachment, grades/ramps and load security operator blind spots associated with the design of the lift truck, its components, permanent equipment and attachments the main components of the lift truck with emphasis on the lifting/handling systems and their basic functions the factors affecting stability, reach/retract, counterbalance principles, tilt the location of the capacity plate and the information outlined on the plate model/serial number capacity rating at a given load centre at a given height

		<ul style="list-style-type: none"> • maximum lifting height of forks/attachment • truck weight and minimum battery weight
	<ul style="list-style-type: none"> • manufacturer's specifications 	<p>A competent operator knows/understands:</p> <ul style="list-style-type: none"> • where to access the operator manual • the operating information outlined in the manual • the pre-operational and maintenance tasks described in the operator manual

<p>Hazards in the Workplace</p>	<ul style="list-style-type: none"> • dangerous activities 	<p>A competent operator must understand the dangers of:</p> <ul style="list-style-type: none"> • operating with restricted visibility (blind spots, corners, inspections) • parking a vehicle on an incline • not stopping before entering an incline • travelling over railway tracks • allowing riders unless there is an approved passenger seat • permitting anyone to stand or walk under loads • permitting anyone to ride on loads • not keeping all parts of the body inside the operator's compartment at all times • travelling with the load lifted more than 10 centimetres above the floor • dragging the forks when inserting or withdrawing them from a load • increasing the capacity of the truck or overloading the truck • stunt driving and horseplay • allowing anyone to stand on the fork or climb on the upright assembly • moving a load with someone steadying it • jumping from the lift truck in the event of a tip-over • uneven surfaces • mast not tilted back enough to stabilize the load • explosive atmospheres • operating on a slippery surface (floors, ramps, dock plate) • the accumulation of exhaust emissions (carbon monoxide) in restricted spaces such as railway cars, trucks • operating with restrictions such as overhead equipment or other obstructing stationary building structures • pedestrian traffic along the path of the travel route • workplace noise • inadequate lighting • other vehicular traffic
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Workplace specific procedures and practices	<ul style="list-style-type: none"> • emergency procedures 	<p>A competent operator knows/understands:</p> <ul style="list-style-type: none"> • the emergency procedures defined by the employer • how to operate the particular type or class of fire extinguisher in the workplace
	<ul style="list-style-type: none"> • workplace specific rules and procedures 	<p>A competent operator knows/understands:</p> <ul style="list-style-type: none"> • the procedures and rules that have been established by the employer to ensure safe operation of powered lift trucks in the workplace including, rules for when pedestrians have the right-of-way, code of signals used to manage traffic (if any), rules for maintenance, testing and repair of the lift truck.

2.4 Skills to be acquired

PROCEDURE	TASKS To be Assessed	FINAL OUTCOME FOR OPERATOR COMPETENCE
General Operation	<ul style="list-style-type: none"> • pre-operational check (circle check) 	<p>Before operating a lift truck, a competent operator:</p> <ul style="list-style-type: none"> • carries out a visual inspection of the truck and its attachments to ensure that all are in good operating condition, using a checklist provided by the employer • follows recommended procedures for daily inspections of oil and water levels
	<ul style="list-style-type: none"> • start-up 	<p>A competent operator:</p> <ul style="list-style-type: none"> • uses the correct mounting procedures • assumes the appropriate driving position • ensures transmission/directional control lever in neutral • ensures parking brakes applied • activates start button/switch • ensures warning system operating
	<ul style="list-style-type: none"> • starting, stopping and turning 	<p>A competent operator:</p> <ul style="list-style-type: none"> • starts and stops safely with and without a load • allows sufficient room for turning corners • operates at low speed when turning • uses appropriate steering techniques when turning in confined and limited spaces
	<ul style="list-style-type: none"> • shut-down and parking 	<p>A competent operator:</p> <ul style="list-style-type: none"> • brings the truck to a complete stop, sets the parking brake, returns transmission/directional control lever to neutral • lowers forks to the ground, tilts them forward • uses appropriate shut down procedures and turns off power supply • chocks wheels if risk of truck moving

	<ul style="list-style-type: none"> • forward and reverse driving on level ground 	<p>A competent operator:</p> <ul style="list-style-type: none"> • keeps all parts of the body inside the operator's compartment at all times • ensures clear visibility in the intended direction of travel • if visibility is restricted, drives the truck in reverse or asks to be guided • keeps the load-engaging means or the load itself low (usually within 10cm of the floor and tilted backward) • keeps safe operating distance from other lifting devices, pedestrians, machinery • observes traffic management rules established by the employer • drives at an appropriate speed, taking into consideration the type of device, the load, the pedestrian traffic along the path of the travel route, any obstructions and the condition of the driving surface • adjusts fork arms and attachments appropriately to maintain stability • observes weight restrictions for floors and elevators • takes appropriate action when meeting restrictions such as overhead equipment and other obstructing stationary structures
	<ul style="list-style-type: none"> • forward and reverse driving on inclines, ramps or uneven terrain 	<p>A competent operator:</p> <ul style="list-style-type: none"> • when not carrying a load, travels forward down an incline and travels in reverse up an incline • when carrying a load, travels in reverse down an incline and travels forward up an incline • ensures that there is sufficient clearance for the lift truck, operator and load prior to travelling on an incline and or uneven terrain • does not turn the truck around a ramp or incline • drives at an appropriate speed taking into consideration the effects of gradient on the truck and on load security • approaches the grade straight and not an angle • operates in gear • ensures visibility is clear in the direction of travel • verifies that the incline does not exceed the maximum permissible slope
	<ul style="list-style-type: none"> • operating around personnel 	<p>A competent operator:</p> <ul style="list-style-type: none"> • always faces in the direction of travel • when turning, ensures no personnel within the lift truck's danger zone • observes employer's policy for ensuring the safety

		<ul style="list-style-type: none"> of pedestrians if stopped at intersection, does not move until eye contact made with any personnel at intersection maintains safe distance from pedestrians
Load Handling	<ul style="list-style-type: none"> selection of loads 	<p>Before picking up a load, a competent operator:</p> <ul style="list-style-type: none"> assesses the weight distribution of the load and identifies limitations of the structures where the load has to be placed ensures that load is within the rated capacity for the device, taking into account the job to be done checks forks/attachments to ensure that they are safe to use with respect to capacity rating
	<ul style="list-style-type: none"> load pick up and placement 	<p>A competent operator:</p> <ul style="list-style-type: none"> checks overhead clearance ensures truck safe distance from any live power lines engages at least two-thirds of the load length to be lifted and centres load evenly on forks adjusts the tilting angle of the mast, height of fork arms and reach extension to stabilize load ensures no loose articles lying on top of the load does not drag the fork when inserting or withdrawing them from a load does not raise or lower loads while truck is in motion
	<ul style="list-style-type: none"> load security and integrity 	<p>A competent operator:</p> <ul style="list-style-type: none"> observes the limits for freestanding stack height makes sure load is secure and balanced before lifting
	<ul style="list-style-type: none"> personnel lifting, lowering and supporting 	<p>A competent operator:</p> <ul style="list-style-type: none"> ensures lift truck meets prescribed requirements uses only a platform specifically designed for the purpose and having a guardrail ensures that the platform is secured to the mast as prescribed raises and lowers the platform to test its operation before allowing anyone on it ensures that the person on the platform is secured as prescribed keeps the upright in a vertical position remains at the controls at all times while a person is on the platform does not travel with personnel on the platform ensures the safety of pedestrians in the area
Loading and Unloading	<ul style="list-style-type: none"> loading trucks and railway cars 	<p>Before driving into any truck, trailer or railway boxcar, with or without a load, a competent operator:</p> <ul style="list-style-type: none"> ensures that the vehicle being loaded is adequately restrained to prevent movement inspect floors for stability and integrity ensures that the dock/bridge plate is one designed

		<p>to support the mass of the loaded lift truck</p> <ul style="list-style-type: none"> ensures that the dock/bridge plate is firmly in position ensures the trailer is properly supported by a jack stand where appropriate (e.g. when not connected to the tractor)
	<ul style="list-style-type: none"> transporting loads in elevators 	<p>A competent operator:</p> <ul style="list-style-type: none"> ensures the elevator is capable of supporting the loaded lift truck before entering, make sure the elevator floor is level with the building floor if applicable, waits for the signal from the elevator operator before entering ensures that no other person remains on the elevator with a truck and load on board sets the brakes on, lowers the load to the floor, places controls in neutral, shuts off the power and gets off the truck
	<ul style="list-style-type: none"> unloading 	<p>A competent operator:</p> <ul style="list-style-type: none"> verifies that the structure where the load has to be placed is able to carry the weight of the load when stacking loads, does not block access to fire extinguishers, exits or stairways ensures the load at the bottom is secure and levelled tilts load forward exits with forks level
Operational Maintenance	<ul style="list-style-type: none"> refuelling and recharging 	<p>Competent operators trained to perform routine maintenance safely and given the responsibility to do so:</p> <ul style="list-style-type: none"> follow the manufacturer's requirements and employer's procedures for safe refuelling and recharging of lift truck including: <ul style="list-style-type: none"> wearing the appropriate personal protective equipment, including eye protection properly positioning and securing vehicle observing workplace precautions with respect to fires

Employer to Ensure Competency of Powered Lift Truck Operators

Even though training can be acquired from outside agencies, employers must ensure employees are competent in their work environment with the equipment they must use and issue a certificate indicating this. (See sample included here).

Once **certificates** are issued, the employer must develop an evaluation system to ensure ongoing competency of operators. This shall include, but not be limited to, testing on operation of the powered lift truck, knowledge and skill level regarding the lift

truck and company policy and procedure relating to its operation. This evaluation will assess the need for further training, updates or refresher courses.

Some examples of when a refresher course shall be given to operators are:

- a) operator has been observed operating the vehicle in an unsafe manner
- b) operator has been involved in an accident or near miss incident
- c) operator receives an evaluation that indicates he or she has operated the vehicle unsafely
- d) operator is assigned to operate a different type or class of powered lift truck
- e) conditions in the workplace change that may affect the safe operation of the powered lift truck

This training shall be documented and be made available to a safety and health officer of the Workplace Safety and Health Division whenever requested. All operator training and evaluation shall be conducted by persons who have the knowledge, training and experience to train powered industrial truck operators and evaluate their competence.

Information to be included on the certificate:

- 1) company name (and name of training agency, if applicable)
- 2) employee name
- 3) date of issue
- 4) type of equipment certified to use
- 5) signature of employer and instructor

Sample Certificates:

ABC Company
 Certifies that
John Doe
 Is a trained and competent Class IV powered lift truck operator.
 Date of Issue: _____

 Signature of instructor

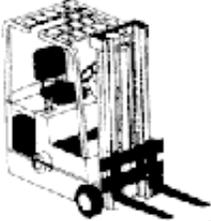
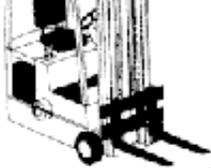
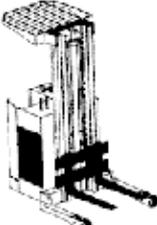
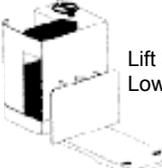
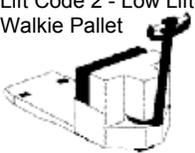
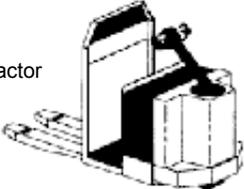
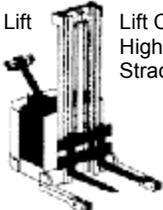
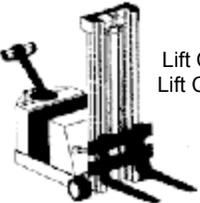
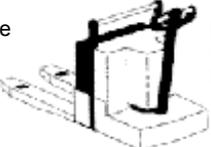
 Signature of employer

Training Agency
 Recognizes
John Doe
 As having successfully completed Class IV
 Powered Lift Truck Safety for:
ABC Company
 Date of Issue: _____

 Signature of instructor

 Signature of employee

Industrial Truck Classifications

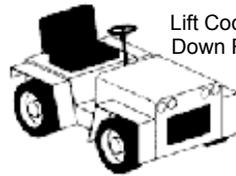
<p>Class I - Electric Motor Rider Trucks</p> <div style="display: flex; flex-direction: column; gap: 10px;"> <div style="display: flex; align-items: center;">  <div style="margin-left: 10px;">Lift Code 1 – Counterbalance Rider Type, Stand-Up</div> </div> <div style="display: flex; align-items: center;">  <div style="margin-left: 10px;">Lift Code 4 - Three Wheel Electric Trucks, Sit Down</div> </div> <div style="display: flex; align-items: center;">  <div style="margin-left: 10px;">Lift Code 5 – Counterbalance Rider, Cushion Tire, Sit Down.</div> </div> </div>	<p>Class II - Electric Motor Narrow Aisle Trucks</p> <div style="display: flex; flex-wrap: wrap; gap: 10px;"> <div style="width: 45%;">  <p>Lift Code 1 - High Lift Straddle</p> </div> <div style="width: 45%;">  <p>Lift Code 2 - Order Picker</p> </div> <div style="width: 45%;">  <p>Lift Code 6 - Low Lift Pallet</p> </div> <div style="width: 45%;">  <p>Lift Code 4 – Sideloaders High Lift Pallet</p> </div> <div style="width: 45%;">  <p>Lift Code 6 Turret</p> </div> </div>
<p>Class III - Electric Motor Hand Trucks</p> <div style="display: flex; flex-wrap: wrap; gap: 10px;"> <div style="width: 25%;"> <p>Lift Code 1 - Low Lift Platform or Lift Code 2 - Low Lift Walkie Pallet</p>  </div> <div style="width: 25%;"> <p>Lift Code 3 – Tractor</p>  </div> <div style="width: 25%;"> <p>Lift Code 4 – Low Lift Walkie/Center Control</p>  </div> <div style="width: 25%;"> <p>Lift Code 6 - High Lift Straddle</p>  </div> </div> <div style="display: flex; flex-wrap: wrap; gap: 10px; margin-top: 10px;"> <div style="width: 45%;"> <p>Lift Code 7 - High Lift Counterbalance</p>  </div> <div style="width: 45%;"> <p>Lift Code 8 - Low Lift Walkie/Rider Pallet and End Control</p>  </div> </div>	
<div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Class IV - Internal Combustion Engine</p> <div style="display: flex; align-items: center; gap: 10px;">  <div>Lift Code 3 – Fork, Counterbalance, Cushion Tire</div> </div> </div>	

Class V - Internal Combustion Engine Trucks - Pneumatic Tires Only



Lift Code 4 – Fork Counterbalance, Pneumatic Tire

Class VI – Electric and Internal Combustion Engine Tractors



Lift Code 1 – Sit Down Rider

Class VII – Rough Terrain Fork Lift Truck



Lift Code 1 - All Rough Terrain Fork Lift Trucks