



**New Task Training Form Report**  
**30 CFR Part 46**

**Task: The Operation of the Elliot Lift Truck**

Equipment # : U-96

Objectives: Employee will demonstrate safe operating procedures for operating the Elliot Lift Truck as well as to correctly understand the safety signs that are posted on the equipment.

Training Material: Company Designated Training Person

**A.) Training Methods:** Review the following sections of the owner's instruction manual and discuss with the designated training person.

(Owner's Instruction Manual)

(Designated Training Person)

**Operation of the Crane**

\*Controls & Instruments: (Trainer)

Explain and demonstrate how each control inside the cab works, and how it should be properly done

\*Pre-shift Inspection: (Trainer)

Go thru the complete walk thru of how the machine should be inspected every time it goes into use

\*Crane Hand Signals: (Trainer)

Go over the hand signals that a spotter will give

\*Load Operation Chart: (Trainer)

Explain how to read the weight chart do to set-up

\*Auxiliary Switch: (Trainer)

Explain how to switch the power of the truck from the engine drive to the power of the hoist unit

\*Emergency Bypass Switch: (Trainer)

When and how to use the bypass switch

\*Hydraulic Power Lose (Trainer)

Explain what to do if there is a lose of hydraulic power

\*Boom Inspection: (Trainer)

Explain and instruct how to visibly inspect the boom for cracks or any other kind of defects

\*Out-riggers (trainer)

Show how to extended the out-riggers as well as how to lower them to the ground as to level the rig

\*Operating near electrical lines (Trainer)

Explain to the trainee of the danger with the length of the boom in relationship to powerlines that are close

\*Visibility Information (Trainer)

In case of an obstructed view, there should always be a spotter in plain sight of the operator to prevent any kind of injury from the obstructed view

\*Slope Operation (**Trainer**)

The lift truck should never be operated where it is in a sloped position. The truck should only be operated on fairly level ground, and when it itself is level.

**B.) Discuss / Demonstrate:** Discuss / demonstrate the following job responsibilities and the hazards associated with operation.

1.) Pre-Operational Checks

- Back-Up Alarm - Test
- Cooling System Coolant Level - Check
- Indicators & Gauges - Test
- Boom - Inspect
- Tires - Check
- Man Cage - Inspect

- Breaking System - Test
- Engine Oil Level - Check
- Seat Belt - Inspect
- Transmission & Hydraulic system oil level - Check
- Windows - Clean
- Turn Table - Inspect

2.) Proper starting and operational techniques

- Before starting; make sure to know how to make adjustments to the seat & seat belt
- Know how to work the work lights
- Positioning of the machine to lift
- Windshield Cleaning Techniques
- Boom controls
- Windshield wipers
- Hydraulic outriggers
- Precaution of a un-level machine
- Load capacity for the man-lift

3.) Operation of the machine

The designated company trainer will observe the trainee as he/she properly sets up the man-lift truck in a given area, properly level the truck using the out-riggers on level ground, and properly get into the man basket and raise and lower it.

If the trainee fails to show proper operating procedures, the trainer will go back over the information for the failed procedure. Once covered material is covered the trainer will re-observe the trainee perform the task again until the trainer is satisfied that the trainee has the proper skills to perform tasks with this piece of equipment.

C.) The remainder of the task training will be accomplished through the employee (trainee) practicing the operational steps while being closely observed by a competent trainer while performing the task. When the competent person states that the newly-assigned employee has demonstrated proficiency in performing the task safely, the task training will be considered completed. Once completed; the signatures of both employees is required below.

**Completed** (Print Name)  
**Date:** \_\_\_\_\_ **Trainee:** \_\_\_\_\_

**Completed** (Print Name)  
**Date:** \_\_\_\_\_ **Competent Person:** \_\_\_\_\_

**Duration of Training:** \_\_\_\_\_

**Company Name:** Thelen Sand & Gravel, Inc.

<b>Mine ID#:</b>	11-01228	47-03434	11-03221
&	&	&	&
<b>Location:</b> (circle one)	Antioch Pit	Lange Road Pit	Peterson Pit

**Trainee (signature):** \_\_\_\_\_

(I certify that the above training has been completed)

**Competent Person (Signature):** \_\_\_\_\_  
(Signature of person responsible for health and safety training)

**\*\*False certification is punishable under section 110 (a) and (f) of the Federal Mine Safety and Health Act\*\***