



New Task Training Form Report
30 CFR Part 46

Task: The Operation of a Harlo MF Fork-Lift

Equipment # : FL-1

Objectives: Employee will demonstrate safe operating procedures for operating a Harlo MF fork-truck as well as to correctly understand the safety signs that are posted on the equipment, & lifting chart.

Training Material: Copy of the Owner's Instruction Manual
 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)

Safety Section:

*Safety Messages: Trainer

Explain to the trainee what the signs around the equipment mean.

*Crushing & Cutting Prevention: (Trainer)

Show the crush points & possible pinch points on the piece of equipment

*Before Starting the Engine: (Trainer)

Show & Explain how to do a full pre-shift inspection

*Before Operation: (Trainer)

Explain how to check the gauges before moving

*Work Tools: (Trainer)

Show & Explain the different tools that can be used and how they get equipped to the fork-truck

*Parking: (Trainer)

Demonstrate proper parking procedures

*Hydraulic Power Lose: (Trainer)

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

*Guards: (Trainer)

Show the trainee the R.O.P. system and how the back window pulls out if need be to escape out the back.

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
- Tire Inflation - Check
- Wheel Nut Torque - Check
- Forks - Inspect

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

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
- Lifting lever operation
- Steering Mode
- Hydraulic Controls
- Mounting & Dismounting
- Load Chart
- Level Ground lifts

3.) Operation of the machine

The designated company trainer will observe the trainee as he/she moves loads from a location to another location, will also perform elevated lifts of weight from the ground to an elevated position. This will require the person to show proper use of the right & left stabilizer.

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:** _____

(Print Name)
Completed _____ **Competent**
Date: _____ **Person:** _____

Duration of Training: _____

Company Name: Thelen Sand & Gravel, Inc.

Mine ID#: 11-01228 47-03434 11-03221
& & &
Location: (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****