



# *LOSS CONTROL BULLETIN*

## *FORKLIFT TRAINING REQUIREMENTS*

---

Loss Control: Activities to Prevent Accidents or Reduce the Cost of Accidents in the Workplace

---

The attached is the most recently approved powered industrial truck (forklift) legislation which was recently approved by the Office of Administrative Law and have gone through the public hearings. The legislation is effective as of July 15, 2000.

The requirements for a “certified trainer” are addressed in section (b) (4) on the first page, i.e., “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.”

Although the term “competent” is not defined by the statute, any person who has the knowledge of OSHA forklift rules, practical experience in operating forklifts, and/or the ability to teach those principles to others (as well as being able to evaluate whether the student is proficient enough to “pass” the training course) should be considered to be “competent”. Also be aware that the training must consist of those items listed in section (b) (3) on page 2 of this bulletin.

“Certification” (“certifying” that one has actually received the training and passed an exam) may consist of merely establishing and maintaining documentation of the training in your internal safety file(s) and/or the employee’s personnel file. The date, attendance and specific curriculum, including the actual test taken and graded results, should be included in this documentation.

Subchapter 7. General Industry Safety Orders  
Group 4. General Mobile Equipment and Auxiliaries  
Article 25. Industrial Trucks, Tractors, Haulage Vehicles, and Earthmoving Equipment

---

**§3668. Powered Industrial Truck Operator Training.**

---

(a) Safe Operation.

(1) The employer shall ensure that each powered industrial truck operator is competent to operate a powered industrial truck safely, as demonstrated by the successful completion of the training and evaluation specified in this subsection.

(2) Prior to permitting an employee to operate a powered industrial truck (except for training purposes), the employer shall ensure that each operator has successfully completed the training required by this subsection, except as permitted in subsection (e).

(b) Training program implementation. Trainees may operate a powered industrial truck only:

(1) Under the direct supervision of persons who have the knowledge, training and experience to train operators and evaluate their competence; and

(2) Where such operation does not endanger the trainee or other employees.

(3) Training shall consist of a combination of formal instruction (e.g., lecture, discussion, interactive computer learning, video tape, written material), practical training (demonstrations performed by the trainer and practical exercises performed by the trainee) and evaluation of the operator's performance in the workplace.

(4) 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.

(c) Training program content. Powered industrial truck operators shall receive initial training in the following topics, except in topics which the employer can demonstrate are not applicable to the safe operation of the truck in the employer's workplace.

(1) Truck-related topics:

(A) Operating instructions, warnings, and precautions for the types of truck the operator will be authorized to operate;

(B) Differences between the truck and the automobile;

(C) Truck controls and instrumentation: where they are located, what they do, and how they work;

(D) Engine or motor operation;

(E) Steering and maneuvering;

(F) Visibility (including restrictions due to loading);

(G) Fork and attachment adaptation, operation, and use limitations;

(H) Vehicle capacity;

(I) Vehicle stability;

(J) Any vehicle inspection and maintenance that the operator will be required to perform;

(K) Refueling and/or charging and recharging of batteries

(L) Operating limitations;

(M) Any other operating instructions, warnings, or precautions listed in the operator's manual for the types of vehicle that the employee is being trained to operate.

(2) Workplace-related topics:

(A) Surface conditions where the vehicle will be operated;

(B) Composition of loads to be carried and load stability;

(C) Load manipulation, stacking, and unstacking;

(D) Pedestrian traffic in areas where the vehicle will be operated;

(E) Narrow aisles and other restricted places where the vehicle will be operated;

(F) Hazardous (classified) locations where the vehicle will be operated;

(G) Ramps and other sloped surfaces that could affect the vehicle's stability;

(H) Closed environments and other areas where insufficient ventilation or poor vehicle maintenance could cause a build-up of carbon monoxide or diesel exhaust;

(I) Other unique or potentially hazardous conditions in the workplace that could affect safe operation.

(d) Refresher training and evaluation. Refresher training, including an evaluation of the effectiveness of that training, shall be conducted as required by subsection (d)(1) to ensure that the operator has the knowledge and skills needed to operate the powered industrial truck safely.

(1) Refresher training in relevant topics shall be provided to the operator when:

(A) The operator has been observed to operate the vehicle in an unsafe manner;

(B) The operator has been involved in an accident or near-miss incident;

(C) The operator has received an evaluation that reveals that the operator is not operating the truck safely;

(D) The operator is assigned to drive a different type of truck; or

(E) A condition in the workplace changes in a manner that could affect safe operation of the truck.

(2) An evaluation of each powered industrial truck operator's performance shall be conducted at least once every three years.

(e) Avoidance of duplicative training. If an operator has previously received training in a topic specified in subsection (c) of this section, and such training is appropriate to the truck and working conditions encountered, additional training in that topic is not required if the operator has been evaluated and found competent to operate the truck safely.

(f) Certification. The employer shall certify that each operator has been trained and evaluated as required by this section. The certification shall include the name of the operator, the date of the training, the date of the evaluation, and the identity of the person(s) performing the training or evaluation.

(g) Dates. The employer shall ensure that operators of powered industrial trucks are trained, as appropriate, in accordance with the following dates:

(1) If the employee was hired before July 15, 2000, the initial training and evaluation of that employee must be completed by July 15, 2000;

(2) If the employee was hired after July 15, 2000, the initial training and evaluation of that employee must be completed before the employee is assigned to operate a powered industrial truck.

EXCEPTION: Agricultural operations as defined in Section 3437 of the General Industry Safety Orders are exempt from the requirements of Section 3668.

NOTE: Authority cited: Section 142.3, Labor Code. Reference: Section 142.3, Labor Code.