

# HAMPTON VA

## INSTRUCTOR'S GUIDE TO FORKLIFT TRAINING CITY OF HAMPTON INSTRUCTOR'S GUIDE TO FORKLIFT TRAINING

***“A teacher affects eternity; he can never tell where his influence stops.” - Henry Adams***

### **Before Training You Will Need**

- A room with plenty of good seating, a computer, and projector
- Access to PowerPoint
- Access to the internet (your training PowerPoint has web-based videos)
- A pointer (clicker) for PowerPoint slides (you can use a mouse if needed)
- **Forklift Instructor Certification Cards**
- Two Clipboards
- **The Forklift Training Sign-in Sheet** for all trainees to sign that they are present at the training.
- **A forklift inspection booklet** as a test booklet. Use a booklet for each one of your students and let them use a fresh page. You can continue to use it as a test booklet until the pages run out and then get a new one. Upon completion of the class, place their page with their training material as confirmation they completed this portion of the training.
- Printouts of the **Performance Test for Forklift Operators**
- If you are not training at the forklift training site in the Public Works yard you will need a safe place to set up the slalom course.
- For trainers who are using the forklift training site the code to the lock is: **2020**
- Your hardhat and safety vest
- Two sturdy pallets and a tire or boxes to simulate a “load” and at least 8 to 10 cones

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### The Classroom

The classroom portion is about an hour and half. You will need to have the **Forklift Instructor Classroom Presentation 2020** on a jump drive.

- **Set out your sign-in sheet and ready your PowerPoint about 15 to 30 minutes before training. Run through the slides and videos to make sure everything is working properly.**
- **Have your trainee's sign-in on the [City of Hampton Forklift Training Sign-In Sheet](#) and double check to make sure everyone has been accounted for.**
- **Give everyone a [NSC Lift Truck Operator Participant Guide](#)**
- **Start the lesson, speak on personal experiences operating the equipment, make sure to focus on safety, and open the floor for questions.**
- **At the end of the classroom portion, make sure all participants get the FORKLIFT CLASSROOM EXAM. Have them complete it and then check it off with the class. At the end, they will need to turn them into you to keep with the sign-in sheet.**

**Once the classroom is completed, your trainees must complete the hands-on course explained on pages 3-5.**

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### The Hands-On Course

The hands-on course is about 30 minutes per trainee.

Always place the more nervous trainees towards the end of the hands-on course. This way, they can watch the other participants and you can allow for them more instruction time if needed.

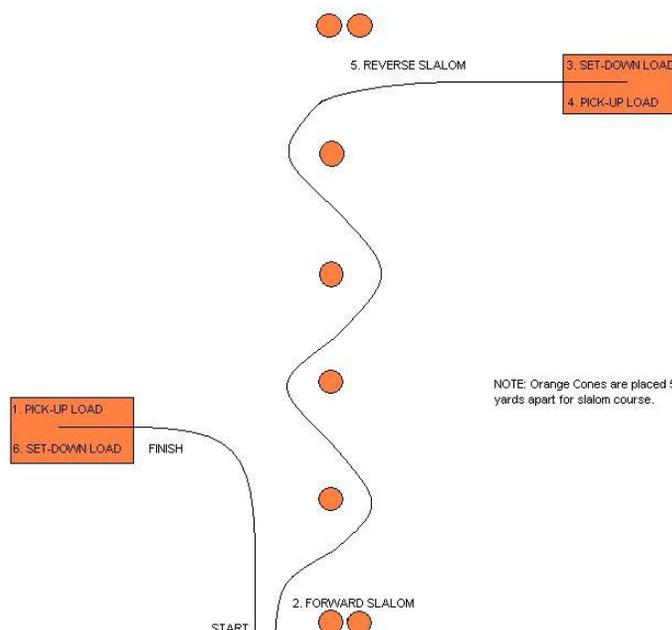
**ALL trainees and trainers must wear their hardhat when the equipment is in motion.** People waiting at a safe distance to test (in the safe area box at the training site or another location away from the testing) can remove their hardhats until they enter the training course.



### SETTING UP THE SLALOM COURSE

The Slalom Course should be set up as shown in the pictures on the next page.

1. Make sure you have the **Starting Point** set up with one pallet with the tires on top (or boxes) to simulate "a load".
2. The other end of the slalom course will have one pallet by itself.
3. There should be four (4) cones placed in a straight line **no less than five (5) yards apart**.



### STEPS IN THE SLALOM COURSE:

1. The trainee gets a clipboard or a test booklet and uses the [City of Hampton Forklift Pre-Inspection Booklet](#) to properly inspect the forklift.
2. Have the trainee mount the vehicle (make sure they use the three point stance) and use your [Performance Test for Forklift Operators revised 08-2019](#) to grade the trainee.
3. The trainee must start by picking up the first load which is one pallet and the simulated "load" (tires, boxes, etc.)
4. The trainee maneuvers through the slalom course to the drop off point.
5. Once at the drop off point, the trainee will stack the pallet with the simulated "load" on top of the single pallet and then pick both pallets up with the simulated "load" at the top.
6. The trainee then maneuvers the slalom course in reverse back to the starting point, drops the load, and safely parks the forklift.

If you have an employee who is seems nervous or is struggling operating the equipment or does not seem to be able to do so. Please take them to the side and quietly release them for the day. Notify Risk Management 757-870-3472 after the class. Risk Management will notify the supervisor.

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### SLALOM COURSE TRAVEL INSTRUCTIONS:

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**\*\*NOTE: Orange cones are placed five yards apart for Slalom Course\*\***

#### 1. Pickup Load



Pickup load and back the forklift to the Starting Point

STARTING POINT

#### 2. Forward Slalom

Drive forward carrying the load around the cones to the drop point

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PUBLIC WORKS



**\*\*NOTE: Orange cones are placed five yards apart for Slalom Course\*\***

#### 5. Final Drop Off Area



Once back at the original Starting Point, rest the load at the Final Drop Off Area  
Park the Forklift Safely

STARTING POINT

#### 3. Set Down Load

Set the load down and pick the load back up

#### 4. Reverse Slalom

Travel with the load in reverse back to the Final Drop Off Area

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### END OF THE COURSE

You will need to issue them their forklift certification card signed and dated by you. Please make sure the employee knows they must keep a copy of this card on them at all times during their employment with the City.

<b>HAMPTON VA</b>	<b>Certified Forklift Operator</b>
	This is to certify that:
	_____ Has successfully completed a course in Forklift Operations and Safety and has demonstrated the mandatory requirements necessary to be certified and authorized to operate any forklift assigned to the City of Hampton Public Works, Fleet Management or Parks and Recreation Department. This certification is good for a period of (3) years and the above named individual shall need to be reevaluated at the conclusion of this period.
	Instructor's signature: _____ Date: _____
City of Hampton, Hampton VA.	

*If you need to order:*

- Forklift Inspection Booklets
- Certified Forklift Operator Cards on Cardstock
- Forklift Participant Guides

Please contact Risk Management by emailing:

<p><b>Patricia "Patti" Parker</b> Risk Management <a href="mailto:pparker@hampton.gov">pparker@hampton.gov</a> 757-870-3472</p> <p>Call Patti for questions about training or suggestions on making the training better</p>	<p><b>Jamie Davis</b> Risk Management <a href="mailto:Jamie.davis@hampton.gov">Jamie.davis@hampton.gov</a> 757-727-6386</p>
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