

# Company Forklift Training Self Assessment

For training information and scheduling

Please contact us at 404-373-1606 or visit our website

[www.atlantaforklifts.com](http://www.atlantaforklifts.com)



TOYOTA FORKLIFTS  
OF ATLANTA

### Operator Training

- Use of only trained, knowledgeable and experienced instructors
- Training program contains formal, practical and operator evaluations
- Operators certified on all classes of equipment they use
- Operators retrained if the work place conditions changes that effects safe operation
- Operators retrained if involved in an accident, near miss or operating in unsafe manner

### Certification and Administration

- Has written policies and procedures for forklift operations
- Operators who claim prior training are checked and evaluated
- Operators are assessed on their health and physical abilities
- Records of operator training kept by the company
- Operators are given a written exam and evaluation in the work place.

### Management and Supervision

- Management and supervisors are trained in lift truck operations
- All newly trained operators are routinely monitored
- Operators are retrained and evaluated at least once every 3 years and records kept
- Data Plates are legible and reflect the installed attachment
- Informal safety talks done at the beginning of each shift

### Other Safety and Training Matters

- Pre Shift Inspection done before each shift and records kept
- Personal Protective Equipment used while servicing batteries or propane
- Operators not moving and turning with elevated loads
- Use of seat belts at all times
- Securing trailers using wheel chocks or dock locking devices



### Totals

Number of checks in column

Multiply by

Sub Total

Add sub total together

Always	Often	Some times	Never
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x5	x4	x1	x0

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## Scoring

- 100 - Outstanding
- 99-90 - Very Good
- 89-70 - Good - but some areas need improvement
- 69-50 - Moderate - some guidance required
- Less Than 50 - Guidance required/possible OSHA violations