



PROGRAM OVERVIEW

The Safe-Tech Lift Truck Instructor Program is designed to fulfill the knowledge requirements of a Lift Truck trainer and to instruct participants on how to provide effective in-class training and conduct practical training and evaluations of your Lift Truck operators. Training is specific to the equipment types used in your operation.

PRE-REQUISITES

Instructor candidates must be competent on all lift truck classes and attachments that they will be required to instruct on and be effective communicators with strong verbal and directional skills. To meet the CSA Standard B335-15, additional instructor pre-requisites may be required including WHMIS Certification and TDG Certification when applicable.

COMPLIANCE

- (i) The CSA Standard B335-15 requires that lift truck operators receive retraining on both theory and practical every three years.
- (ii) Safe-Tech programs meet or exceed the CSA Standard and the Ontario Ministry of Labour's, "Guideline for the Safe Operation and Maintenance of Powered Lift Trucks".

PROGRAM INCLUDES

- Written examination
- Practical operating instruction and testing
- Record of training report
- Individual wallet certificates (for course participants)
- Instructor manuals complete with: Printed PowerPoint Presentation with notes and Teaching Techniques for Trainers.
- Upon completion of the course the following information will be electronically transferred to the booking contact: PowerPoint Presentation, Practical Operator Instructor Guide, Written Exam, Answer Key, Safety Rules, MOL Guidelines and Information Bulletin on Mobile Equipment & Visibility Standards, CSA Information for B335-15, Ontario Fire Code for Lift Trucks, Progress Evaluation (Practical Training Form), Practical Operator Test, Pre-Shift Inspection Forms, Wallet Certificate Template.
- A 1/14th scale model fork lift with racking system and varied load types will be provided.

TRAINING CONTENT

- Current applicable legislation and guidelines
- Causes of accidents including injury and damage
- Hazard awareness
- Operator responsibility
- Pedestrian awareness
- Right-of-way
- Defensive operating
- Basic and confined area manoeuvring
- Vehicle stability
- Load integrity and selection
- Dock safety
- Truck/trailer inspection, loading/offloading
- Travelling on grades
- Pre-shift inspection and reporting procedures
- Battery charging and changing (when applicable)
- Propane cylinder exchange (when applicable)
- Lift truck specific working at height (when applicable)
- Practical training and testing technique

LANGUAGE COMPREHENSION

Safe-Tech programs are conducted in English and best suited for participants with good English comprehension. Please advise our office at the time of booking and prior to the start of the course of any comprehension concerns or if you will be providing a translator when warranted. The instructors will do their best to accommodate, however Safe-Tech cannot be held responsible for any situation where comprehension was a factor due to a language barrier or impediment.

DURATION & LOCATION

Three part program is available 24/7 and conducted on site at client's location.

- Part one consists of a 1 day in-class session covering the required theory components of a Lift Truck Instructor program.
- Part two is conducted on the floor and covers the practical instructional and evaluation techniques required to be deemed a competent instructor. (Time required for practical component is dependent upon types of equipment and number of participants. Additional charges may apply).
- Part three consists of instructional in-class coaching and assists the participants in developing presentation skills and confidence with course content. (This component may be considered optional for participants with prior instructional experience and a sound knowledge of course content.)

SAFE-TECH ADVANTAGES

Safe-Tech is the Working at Height and Equipment Training Partner of [Workplace Safety & Prevention Services](#) and many of our programs are **MOE Director approved**.

- Safe-Tech programs meet or exceed all pertinent standards and regulations.
- On-Site programs are offered on any shift, 24/7, without shift premiums.
- Our unique training techniques incorporate exclusive custom models and visual aids which enhance interest and facilitate higher comprehension & retention levels for all participants.
- Supervisors, managers, J.H.S.C. members who do not use or operate equipment but are responsible for implementing or enforcing safety policies may attend our programs at no charge (some exceptions apply).
- Our internal data management and tracking system automatically notifies clients at least 30 days before personnel are due for applicable recertification.
- Safe-Tech is the first and only training company in the industry to offer a *satisfaction guarantee*. *"If the content or presentation of any Safe-Tech program is not to your complete satisfaction, there will be no charge"*.

Safety Training Specialists since 1989