Welcome to the Printing Industries Alliance Pallet Jack Safety Training Program This training program covers the practices and procedures necessary to protect employees during the maintenance, training, and use of powered pallet jacks. Please note unpowered pallet jack operation is not regulated but we suggest that these employees receive this training also.

Applicability: All locations that have acquired and use powered industrial trucks

Compliance Requirements: The standard requires employers to develop and implement a training program based on the general principles of safe pallet jack operation, the types of vehicle(s) being used in the workplace, the hazards of the workplace created by the use of the vehicle(s), and the general safety requirements of the OSHA standard. Trained operators must know how to do the job properly and do it safely as demonstrated by workplace evaluation. Formal (lecture, video, etc.) and practical (demonstration and practical exercises) training must be provided. Employers must also certify that each operator has received the training and evaluate each operator at least once every three years. Prior to operating the pallet jack in the workplace, the employer must evaluate the operator's performance and determine the operator to be competent to operate the equipment safely. Refresher training is needed whenever an operator demonstrates a deficiency in the safe operation of the pallet jack.

A combination of formal instruction, practical training, and evaluation of the operator's performance in the workplace.

- Operating instructions;
- Warnings and precautions for the various types of pallet jacks
- Controls and instrumentation;
- Engine or motor operation;
- Steering and maneuvering;
- Visibility;
- Fork and attachment adaptation, operation, and limitations;
- Equipment capacity, limitations and stability;
- Equipment inspection and maintenance;
- Refueling and/or charging;
- Surface conditions;
- Hazardous (classified) locations;
- Composition of loads;
- Load stability
- Pedestrian traffic;
- Aisles and other restricted places;

Training Frequency: Initially, when change occurs or if an operator is observed driving unsafely.. Once every 3 years after that. Trainer does not have to be certified, just knowledgeable in the subject content.

Training topics covered in the program include:

- Elements of the OSHA standard
- Casualty statistics
- Safety inspection requirements
- Safe operating/maneuvering techniques

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- Proper loading and unloading techniques
- Administration of performance evaluations

In addition, to be fully in compliance with the OSHA standard, the company must also perform activities specific to the actual conditions present at the facility including:

- Conducting an assessment of the specific hazards present in the workplace.
- Review with employee's specific hazards at the workplace.
- Evaluate the operator's performance and determine the operator to be competent to operate the pallet jacks present in the facility safely. Refresher training is needed whenever an operator demonstrates a deficiency, has an accident etc.
- Monitor adherence to safe operating techniques
- Ensure triennial re-certification
- Retrain to the incident should an accident or near miss occur
- Document and record inspection records
- The employer must insure the employee understands and can demonstrate their role and responsibilities as they pertain to the standard.