



Operator Training Checklist

Completed by:	Date:
Equipment Operator:	Equipment Type:
Years Operating Equipment:	Equipment Number:

A structured training program reduces guesswork. It ensures every operator meets a consistent safety standard.

Use this checklist as a guide when building or auditing your training process:

Operator Safety Orientation

- Introduce safety policies, site-specific rules
- Review roles, reporting procedures
- Explain common hazards
- Confirm understanding of PPE requirements

Classroom Safety Instruction

- Cover equipment fundamentals
- Review load capacity limits, stability concepts
- Explain warning systems, fault alerts
- Discuss regulatory and compliance requirements

Equipment-Specific Training

- Train operators on the exact model they will use
- Review control layout and functions
- Explain machine limitations and operating boundaries

- Walk through manufacturer-recommended procedures

Hands-On Operating Practice

- Supervised operation in a controlled environment
- Practice load handling, maneuvering
- Simulate real job conditions (tight spaces, uneven surfaces, etc)
- Reinforce correct speed, positioning techniques

Hazard Awareness Training

- Identify site-specific risks (pedestrian traffic, blind spots, etc)
- Train operators to recognize unstable loads, surfaces
- Review safe interaction with other equipment and workers
- Practice decision-making in dynamic environments

Equipment Inspection Procedures

- Train operators on daily pre-shift inspection checklists
- Review key inspection points (forks, tires, hydraulics, battery, etc)
- Teach how to identify wear, leaks, or damage
- Establish clear reporting procedures for faults

Operator Evaluation and Certification

- Conduct written or verbal knowledge assessment
- Perform practical skills evaluation under supervision
- Verify safe operation under normal working conditions
- Issue certification, document operator qualification

Supervisor Signature:

Date:

Worker Signature:

Date: