

## **EMPLOYER RESPONSIBILITIES REGARDING CERTIFICATION OF POWERED LIFT TRUCK OPERATORS**

The Workplace Safety & Health Regulation M.R. 108/88R section 14.1 includes a requirement for certification of powered lift truck operators. Under 14.1 of M.R. 108/88R the employer is legally responsible to ensure each operator is adequately trained and demonstrates competency prior to a certificate being issued. (Refer to the Code of Practice for The Safe Operation of Powered Lift Trucks & Worksafe Bulletin 159). Powered Lift Trucks are defined as self propelled vehicles designed to allow the operator to lift, carry and unload a load. They include vehicles of Class I - VII as defined by the Industrial Truck Association (see reverse for classifications). Before the certificate can be issued to the worker, the employer must evaluate the effectiveness of the training to ensure that the worker has the knowledge and skills needed to operate the powered lift truck safely and competently in his/her workplace. Once this evaluation of training is complete the certificate is to be issued by the **EMPLOYER**. Even though the training can be acquired from outside agencies, the employer must ensure competency in relationship to his/her work environment and equipment and issue a certificate (see sample certificates on reverse).

Once an employer issues a certificate, they must develop an evaluation system to ensure ongoing competency of the operator. This shall include, but not be limited to, testing on operation of the powered lift truck as well as knowledge and skill level regarding the truck, and company policy and procedure relating to the operation of the truck. This evaluation will assess the need for further training or refresher courses as well as updates as needed.

Some examples of when a refresher course shall be given to operators are:

- a) Operator has been observed operating the vehicle in an unsafe manner.
- b) Operator has been involved in an accident or near miss incident.
- c) Operator receives an evaluation that indicates he/she is not operating the vehicle safely.
- d) Operator is assigned to operate a different type or class of powered lift truck than he/she does normally.
- e) Conditions in the workplace change that may affect the safe operation of the powered lift truck.

This training shall be documented and be made available to a Safety & Health Officer upon request. All operator training and evaluation shall be conducted by persons who have the knowledge, training, and experience to train powered industrial truck operators and evaluate their competence.

Information to be included on the certificate:

- 1) Company name (and name of Training Agency if applicable)
- 2) Employee name
- 3) Date of issue
- 4) Type of equipment certified to use
- 5) Signature of employer and instructor

**(Over)**

**Sample Certificates:**

**ABC Company**  
 Certifies that  
**John Doe**  
 Is a trained and competent Class IV powered lift truck operator.

Date of Issue: \_\_\_\_\_

\_\_\_\_\_  
 Signature of instructor

\_\_\_\_\_  
 Signature of employer

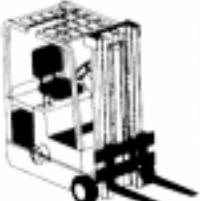
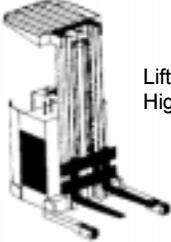
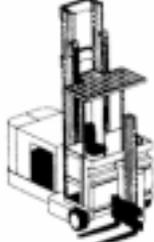
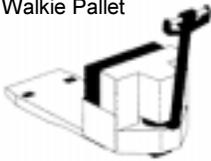
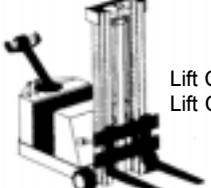
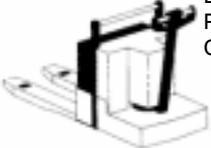
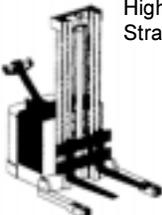
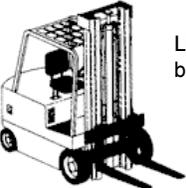
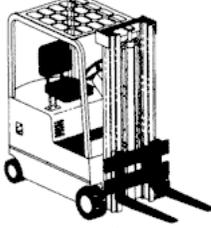
**Training Agency**  
 Recognizes  
**John Doe**  
 As having successfully completed Class IV Powered Lift Truck Safety for:  
**ABC Company**

Date of Issue: \_\_\_\_\_

\_\_\_\_\_  
 Signature of instructor

\_\_\_\_\_  
 Signature of employer

**Industrial Truck Classifications**

<p><b>Class I - Electric Motor Rider Trucks</b></p>  <p>Lift Code 1 - Counterbalance Rider Type, Stand-Up</p>  <p>Lift Code 4 - Three Wheel Electric Trucks, Sit Down</p>  <p>Lift Code 5 - Counterbalance Rider, Cushion Tire, Sit Down.</p>	<p><b>Class II - Electric Motor Narrow Aisle Trucks</b></p>  <p>Lift Code 1 - High Lift Straddle</p>  <p>Lift Code 2 - Order Picker</p>  <p>Lift Code 6 - Low Lift Pallet</p>  <p>Lift Code 4 - Sideloaders High Lift Pallet</p>  <p>Lift Code 6 - Turret</p>	
<p><b>Class III - Electric Motor Hand Trucks</b></p> <p>Lift Code 1 - Low Lift Platform or              Lift Code 2 - Low Lift Walkie Pallet</p>   <p>Lift Code 3 - Tractor</p>  <p>Lift Code 7 - High Lift Counterbalance</p>  <p>Lift Code 8 - Low Lift Walkie/Rider Pallet and End Control</p>	 <p>Lift Code 4 - Low Lift Walkie/Center Control</p>  <p>Lift Code 6 - High Lift Straddle</p>	
<p><b>Class V - Internal Combustion Engine Trucks - Pneumatic Tires Only</b></p>  <p>Lift Code 4 - Fork Counterbalance, Pneumatic Tire</p>	<p><b>Class VI - Electric and Internal Combustion Engine Tractors</b></p>  <p>Lift Code 1 - Sit Down Rider</p>	<p><b>Class IV - Internal Combustion Engine</b></p>  <p>Lift Code 3 - Fork, Counterbalance, Cushion Tire</p>
<p><b>Class VII - Rough Terrain Fork Lift Truck</b></p>  <p>Lift Code 1 - All Rough Terrain Fork Lift Trucks</p>		