



An International Centre of Excellence for
Training, Education and Innovation in Polymers

BASIC NOVICE OPERATOR TRAINING COURSE

Rider Operated Industrial Counterbalance & Reach Lift Trucks

Training Course Description

Course Member Description:

This operator training course is designed for potential operator's who have no previous experience of operating rider operated, industrial counterbalanced or reach lift trucks. They should be over the minimum school leaving age (accept in docks where they must be at least 18 years of age). They should also have a reasonable degree of physical fitness and be able to satisfy the requirements set out in guidelines prepared by the **Employment Medical Advisory Service** and in **HSG6 "Safety in working lift trucks"** produced by HSE

Aim of the course

To provide effective basic operator for training for those operator's who will be required to operate rider operated, industrial counterbalanced or reach lift trucks as part of their normal work duties. This course is designed to meet the requirements placed upon employers with regard to their duties under the **Health & Safety at Work Act 1974**; the **Provision of Work Equipment Regulations 1998 (PUWER)**; the **Lifting Operations and Lifting Equipment Regulations 1998 (LOLER)**, as applicable and other relevant regulations and codes of practice.

Training Course Objective

On successful completion of this Basic Novice Operator training course, the members will be able to

- Operate the truck model used during the training course, safely and correctly in accordance with the manufacturer's operator procedures manual and in accepted good operating practices
- Show their understanding, by clearly stating the causes of instability of trucks and loads
- Carry out, correctly, the routine pre-use inspection of the lift truck in accordance with the manufacturer's operator procedures manual

Location

Polymer Training Ltd, Technical Centre, Halesfield 7, Telford. TF7 4QL

Duration:

Duration	Course Members	Number of Instructors	Number of Trucks
5 Days (37.5 hours)	3	1	1
4 Days (30 hours)	2	1	1
3 Days (22 hours)	1	1	1

Qualification:

Course members who achieve a pass in both the practical and theoretical associated knowledge elements of the examination will be awarded the **Basic Operating Skills Test** as recognised by **RTITB**



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Detailed Syllabus

Training Course Opening

- Welcome/Introductions
- Statement of training objectives
- Outline of training course programme
- Issue training course safety booklets

Practical training:

Introduction to the truck

Description of truck type, identification of component parts to include:
Battery and compartment, fork arms, carriage plate, securing pins and stop bolts, backrest, mast, chains, lift cylinders, lift and tilt mechanism, counterbalance weight, hydraulic tank, filler caps, rear steered wheels, front load wheels, rated capacity plate, overhead guard and load guard.

Controls and Instruments

Location of lift truck identification and capacity plates
Overall dimensions of the lift truck (length, width and height)
Location and function of all hand and foot operated controls to include:
Seat adjustment and where fitted, power safety cut-off micro switch, steering wheel and steering assistor (where fitted), parking brake, accelerator, horn, key switch, lift/tilt levers, hour meters, direction control lever, load indicator (if fitted) and battery/fuel condition meters.

Start, moving, stopping and steering the lift truck

Correct procedures for mounting/dismounting the lift truck
Procedure for starting/stopping the machine
Selection of direction levers and drive
Hold steering wheel, moving off and speed control in both directions
Stopping (including safe stopping distances), emergency braking and use of the parking brake
Steering/manoeuvring the un-laden and laden truck in **unrestricted** and **restricted** areas

Hydraulic system

Identification of main components of the hydraulic system and their functions
Use and safe operation of all hydraulic control levers/switches
The travel and park positions: the correct position of fork arms for travel and parking (including all relevant safety factors and procedures associated with both positions)

Weight assesment and Lift truck stability

Assessing weights of common and unfamiliar loads, including centre of gravity
Explanation of the trucks rated capacities and how weight, height and forces affect the stability of the truck



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Handling un-laden and laden pallets

Stacking/de-stacking procedures for palletised loads, metal corner post pallets, containers etc
Stacking/de-stacking procedures for industrial racking, free standing and bulk stacking

Driving on/off ramps and inclines

Correct directions and procedures for driving up/down ramps both laden and un-laden
Dangers of turning on ramps/inclines

Lift truck pre-use checks

Demonstration, explanation and guided practice in examining the truck at start of day or shift and when taking over from another operator during the shift. In addition, course candidates will be instructed in the procedures for reporting faults or defects and the need for maintaining a record of the examination

Refuelling procedures

Explanation of the need for safe systems of work when charging traction batteries or refuelling gas and diesel trucks and the different hazards which may be present

Theoretical Training:

Operator's safety code, regulations and procedures

Responsibilities with regard to the appropriate sections of the **Health and Safety at Work Act 1974**; the **Lifting Operations and Lifting Equipment Regulations 1998 (LOLER)**, as applicable to the operator and other relevant acts and codes of practice (i.e. HSG6 "Safety in working with lift trucks")

The appropriate truck manufacturer's operating procedures manual (operator responsibilities) and all safety rules covering inspection and take-over of the truck, stacking/de-stacking, load handling, driving on ramps/inclines, vehicle loading and unloading, parking the truck, care of keys and safety aspects (both general and specific to the employer's premises)

Testing

Lift truck operators "**Basic Operating Skills Test**" endorsed by RTITB Ltd
Lift truck pre-use inspection
Associated knowledge theoretical examination

Training course closure

- Completion of training course critique
- Complete course member's individual **Record of Training**
- Announcement of results testing
- Outline of certification procedures
- Obtaining course member's views on training course