



## STANDARD PROCEDURE INSTRUCTION

Title Powered Lift Trucks		SPI #11-1
Department <b>Divisional Training</b>	Supersedes SPI Dated January 1, 2002	Effective Date January 1, 2009

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POWERED LIFT TRUCKS

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## Foreword

Manitoba Regulation 108/88 R under the Workplace Safety and Health Act (W210) states that no worker shall be permitted to operate a powered lift truck unless the employer has issued a certificate to the worker. The regulation sets out the requirements that must be met before the employer may issue a certificate.

### 1. Purpose

1.1 To provide a standard method for certification of employees in the operation of powered lift trucks .

### 2. Scope

2.1 This SPI applies to all plants and all classes of Powered Lift Trucks covered by Manitoba Regulation 108/88 R and currently in use in the Manitoba Division.

### 3. Policy

3.1 No employee shall be permitted to operate a Powered Lift Truck unless issued a valid certificate in accordance with this SPI.

### 4. Definitions

4.1 Authorized Assessor - An individual who through training and experience has expert knowledge in the operation of powered lift trucks in the department and designated to assess the operating skill of employees who are to be certified.

4.2 Certified Operator - A Competent operator who has been issued a certificate under this SPI .

4.3 Competent Operator An employee who possesses the skill and knowledge as required by the Code of Practice For Powered Lift Trucks under Manitoba Regulation 108/88 R.

4.4 Department Trainer The individual accountable for training for the department.

4.5 Passing Grade Attainment of a minimum of 90% on the Final Feedback Test of CB001 "Forklift Truck".

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## 5. Procedure

### 5.1 Hazard Identification

- 5.1.1 Each department in which a powered lift truck is to be used, with the assistance of the Department Safety and Health Committee, will identify the facility-specific hazards that exist to those who operate or work around powered lift trucks.
- 5.1.2 A formal review of hazards associated with the operation of lift trucks will be completed annually by the Department Safety and Health Committee and at such other times as may be necessary due to the introduction of new equipment or material or a change in operating procedures.
- 5.1.3 Hazards will be reviewed with each lift truck operator trainee prior to certification and with each competent operator prior to re-certification and to Certified operators as may be required from time to time due to the introduction of new equipment or material or a change in operating procedures.
- 5.1.4 The hazards or potential sources of harm will be communicated to all employees in the department through regular department safety meetings.
- 5.1.5 A list of the hazards identified shall be provided to the Department Trainer and to Divisional Training.

### 5.2 Authorized Assessors

- 5.2.1 Each Department Head shall provide to Divisional Training the name of the individual or individuals designated as an Authorized Assessor for the department.

### 5.3 Training of Operators

- 5.3.1 Each person to be trained as a powered lift truck operator shall;
  - i) complete and attain a passing grade on the Final Feedback Test in CB001 “Forklift Training”, and
  - ii) be advised of the potential hazards identified for the department under section 5.1.2., and
  - iii) demonstrate competence, to the satisfaction of the Authorized Assessor, in all items on the “Powered Lift Truck Competency Conformation” Form

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Department <b>Divisional Training</b>	Supersedes SPI Dated January 1, 2002	Effective Date January 1, 2009

[\(Appendix A\)spi11-1 Appendix A liftruck2.DOC](#) that are applicable to the class of lift truck and area in which the lift truck is to be operated.

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Department <b>Divisional Training</b>	Supersedes SPI Dated January 1, 2002	Effective Date January 1, 2009

#### 5.4 Documentation

- 5.4.1 On completion of the CBT module the Department Trainer will access the CBT server report for the employee and make notation on the Powered Lift Truck Competency Conformation Form of the percentage attained and any question answered incorrectly on the Final Feedback Test.
- 5.4.2 The Authorized Assessor will observe the person to be certified complete all applicable items of the "Powered Lift Truck Competency Conformation." Form and where the person has completed all items successfully will so indicate by signing the form.
- 5.4.3 The Department Trainer will sign the "Powered Lift Truck Competency Conformation." Form indicating that the CBT Module, Competency Conformation, and facility-specific training have all been completed successfully.
- 5.4.4 The Department Trainer will ensure that the Divisional Training record-keeping system is amended to indicate employee completion of CB001 which is defined as both the CBT module and Powered Lift Truck Competency Conformation. The session numbers will identify the month and year of Certification.

Example June 2002 would be entered as session number 0602 mmyy,  
December 2010 session 1210

- 5.4.5 The original completed "Powered Lift Truck Competency Conformation." Form will be kept on file in the department.

#### 5.5 Issuing a Certificate

- 5.5.1 Each person who successfully completes all of the items listed in Section 5.3 shall be issued a wallet sized "Vale Training System Certified Forklift Operator" certificate identifying the name of the individual, employment number, class(es) of lift truck authorized to operate, department name, date of issue and expiry date. A sample certificate is attached as [Appendix Bspi11-1 Appendix B lift truck1.xls](#).
- 5.5.2 The Department Trainer will complete Form LT001 "Request for Lift Truck Certificate" ([Appendix C](#)) [SPI11-1 APPENDIX C liftruck.doc](#) and forward to Divisional Training .
- 5.5.3 Divisional Training will issue the certificate upon receipt of the completed form LT001.

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## 5.6 Validity

5.6.1 The certificate is the property of vale Training Systems and is valid for a maximum of three years from the date of issue. The certificate may be revoked, restricted or suspended at any time at the discretion of the department head.

## 5.7 Re-certification

5.7.1 The Department Trainer will maintain a list of the expiry date of lift truck certificates for all Certified Operators in the department and, where required, will initiate the re-certification process in sufficient time to ensure a valid certificate is issued prior to the expiry date of the previously issued certificate.

5.7.2 An individual applying to be re-certified shall successfully complete the "Final Feedback Test" of CB001, and demonstrate continued competence in all applicable items on the "Powered Lift Truck Competency Conformation." Form, to the satisfaction of the Authorized Assessor..

5.7.3 The Department Trainer will ensure that a review of the items on the list provided under section 5.1.5 takes place with the individual prior to requesting a new certificate be issued.

5.7.4 Documentation and issuing of a certificate will be as outlined in section 5.5 and section 5.6.

Approved By	Title President, Manitoba Operations
Date	