

Agrichemical Warehousing Standard Association
WAREHOUSING STANDARDS BULLETIN

Date: January 1, 2019

NUMBER: 34

Protocol D4 Explanation – Forklift trainers

NO.	PROTOCOL	Full Compliance Score	Actual Score
D7	All forklift drivers who work within the certified warehouse area have undergone lift truck training provided by a qualified trainer.	Mandatory	

D7 The Auditor will *determine* who the forklift truck drivers are within the certified warehouse area during the development of the organizational chart. Examine forklift training certificates. Trainers must meet the qualifications as outlined in CSA B335-15.

CSA B335-15 Excerpt

7. Qualifications of a lift truck trainer

7.1 The knowledge and skills listed below are considered the minimum qualifications for lift truck operator trainers. Trainers should be familiar with the various types and classes of lift trucks for which they provide training, including applications, limitations and restrictions. Trainers should keep abreast of new teaching methods and technology.

Note: Federal, provincial and territorial authorities may also issue specific training requirements. If applicable, trainers should also be aware of these requirements and related programs.

7.2 Qualifications

A lift truck trainer shall have as a minimum the following qualifications

- a) The successful completion of a lift truck operator training course (including all practical elements) that meets that requirements of the standard.
- b) The successful completion of a WHMIS training course and
- c) The successful completion of a TDG training course, if applicable to the workplace.

In addition to the requirements in items (a) to (c), trainers of operators of high-lift man-up Class 2 lift trucks shall have successfully completed a fall protection course.

7.3 Knowledge

AWSA and CropLife Canada, their employees, members or agents have neither made, nor do not hereby make, any representation, warranty or covenant with respect to the specifications, information and recommendations in this bulletin, or the results generated by their use, nor will they be liable for any damage, losses or claims, including those of an incidental or consequential nature, arising out of the use or inability to use this bulletin. Use of trade name implies neither endorsement of products, nor criticism of similar ones not mentioned.

Lift truck operator trainers shall satisfy the following knowledge requirements:

- (a) An ability to read and understand lift truck manuals, manufacturers specifications, drawings, instruments and parts lists;
- (b) A familiarity with industry terminology, the terms used in the Standard and any documents referenced by the Standard;
- (c) A knowledge of specific legislation (including duties, rights and penalties), regulations, codes, and standards and guidelines applicable to the operation of lift trucks and training;
- (d) A knowledge of general safety practices used in the operation of lift trucks. If trainers are providing training in accordance with clauses 6.3 and 6.16 of the standard, they shall be familiar with the relevant company policies and procedures and workplace specific hazards;
- (e) A knowledge of safety practices necessary to perform preoperational inspections of lift trucks in current use;
- (f) A knowledge of the purpose and function of all components, devices and accessories commonly employed on lift trucks, and how to carry out an inspection to determine if they are functioning properly;
- (g) A working knowledge of electrical, hydraulic and mechanical systems in order to have sufficient background information to explain the elements required in Clause 6 of this standard.
- (h) A working knowledge of energy sources and systems (e.g. batteries, natural gas, propane, gasoline, and diesel), including storage handling and maintenance procedures. The trainer shall know the specific hazards associated with these energy sources and systems; and
- (i) A knowledge of the principles of adult learning.

7.4 Operational Skills

Lift truck operator trainers shall be able to perform the following operating steps:

- (a) Pre-operational check; down
- (b) Start-up and shutdown;
- (c) General operations, including stopping, starting, turning driving forward and in reverse, parking and operating around personnel;
- (d) Load handling, including selection insecurity of loads, pickup and placement, personnel lifting, stacking and are restocking;
- (e) Loading and unloading of transport vehicles, structures, and elevators; and
- (f) Operational maintenance, including refueling, re-charging (where appropriate), and routine inspections.

7.5 Instructional Skills and Abilities

The following instructional skills and abilities are necessary for lift truck operator trainers:

- (a) Effective application of adult learning techniques;
- (b) Written to communication skills;
- (c) Interpersonal skills (e.g. verbal communications, directing listening); and
- (d) Knowing where to obtain information.