

**COURSE OUTLINE****Course:** 23662 FORKLIFT SAFETY CERTIFICATION**Total Course Hours:** 87.00**CBEDS Title:** TRANSPORTATION**CBEDS #:** 4118**Job Title(s):****Prerequisites:****Course Description:**

This course prepares students for direct entry into the distribution or warehousing department within retail wholesale, manufacturing, and public establishments. Students learn how to safely operate a forklift within OSHA Federal Regulation 1910.178 Powered Industrial Trucks, which states, "Only trained and authorized operators shall be permitted to operate powered industrial trucks". Work-based learning will be at local distribution centers. Integrated throughout the course are Academic and CTE standards, which include safety, communication, technology, ethics, career planning and other employability skills.

Hours	
Class	OJT

**Occupational Competencies**

**1-7 on the Course Outline are generic to all BVROP courses and include the BVROP Student Outcomes**

5.00		<b>1</b>	<b><u>ORIENTATION</u></b>	<ul style="list-style-type: none"> <li>A Identifies and discusses course objectives and competencies.</li> <li>B Discusses ROP Student Outcomes.</li> <li>C Explains class attendance and behavior objectives.</li> </ul>
5.00	5.00	<b>2</b>	<b><u>HEALTH, SAFETY AND ENVIRONMENTAL MANAGEMENT</u></b>	<ul style="list-style-type: none"> <li>A Describes accident procedure.</li> <li>B Demonstrates appropriate safety practices (e.g. bending, lifting, etc.).</li> <li>C Demonstrates knowledge of classroom procedures and drills (e.g. earthquake, fire and emergency).</li> </ul>
5.00	5.00	<b>3</b>	<b><u>ETHICS AND LEGAL RESPONSIBILITIES</u></b>	<ul style="list-style-type: none"> <li>A Defines sexual harassment and discusses tactics for handling harassment situations.</li> <li>B Applies appropriate workplace behavior and standards.</li> </ul>
10.00	20.00	<b>4</b>	<b><u>LEADERSHIP AND TEAMWORK</u></b>	<ul style="list-style-type: none"> <li>A Describes the characteristics and benefits of teamwork and leadership.</li> <li>B Demonstrates ability to make appropriate decisions.</li> <li>C Works well with others and gives/takes constructive criticism.</li> </ul>
		<b>5</b>	<b><u>CAREER PLANNING</u></b>	<ul style="list-style-type: none"> <li>A Prepares a finished, professional portfolio showing the best work that has been completed during the class.</li> <li>B Locates job opportunities through the use of want-ads and placement agencies.</li> <li>C Visits at least one facility related to area of training and observes jobs performed.</li> <li>D Completes a job application correctly.</li> <li>E Prepares for and critiques a simulated employment interview.</li> <li>F Discusses employee benefits and rights as related to the specific occupational job area including gender equity and equal opportunity.</li> <li>G Identifies acceptable procedures to leave a job.</li> <li>H Applies for a scholarship.</li> <li>I Completes a professional resume.</li> <li>J Demonstrates appropriate personal grooming and dress.</li> </ul>

Hours	
Class	OJT

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| 10.00 | 10.00 |
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- 6 COMMUNICATION**
- A Uses effective workplace conversation.
  - B Reads and interprets written information and directions.
  - C Practices various forms of written communication appropriate to the occupation.
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- 7 STUDENT OUTCOMES**
- A Demonstrates Occupational Specific, Communication and Critical Thinking Skills
  - B Demonstrates Responsible Work Ethics
  - C Demonstrates Career/Employment Literacy
  - D Demonstrates Effective Use of Technology
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| 4.00 |  |
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- 8 OPERATOR SAFETY**
- A Lists or explains 10 forklift safety rules.
  - B Explains designs in operator handbooks.
  - C Lists and explains battery charger dos and donts.
  - D Lists and explains battery charger dos and donts.
  - E Explains proper connection and disconnection procedures for propane fuel tanks.
  - F Explains pre-operational checklists for forklifts.
  - G Identifies areas where 11 different types of forklifts are permitted.
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| 2.00 |  |
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- 9 WRITTEN TESTS**
- A Written test (40 questions, 90% passing grade required).
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| 6.00 |  |
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- 10 FORKLIFT OPERATOR**
- A Completes forklift safety inspection check sheet.
  - B Demonstrates proper use of controls.
  - C Demonstrates proper maneuvering skills.
  - D Demonstrates proper selection of loads (size, weight, tilt and height limits).
  - E Demonstrates proper stacking methods.
  - F Demonstrates proper driving procedures with and without load.
  - G Demonstrates proper dock safety (bridge plates and trailers).

**TOTAL HOURS**

Class	OJT	Course
<b>47.00</b>	<b>40.00</b>	<b>87.00</b>