

EMPLOYEE TRAINING RECORD		
TRAINING TITLE	Materials Handling - Four-Wheeled Carts (Trolleys, Trucks)	
KEY TEACHING POINTS		
<ul style="list-style-type: none"> • Place loads evenly on the cart to prevent tipping. • Load items so they will not slip or fall if the cart is bumped. • Push carts from behind on level floor. • Control the cart from the low side when going up or down a slope. • Seek help of a co-worker to move high carts or carts with high racks on the truck: one person at the front, the other at the back. • Ensure that handles are at protected places on the racks or body of the truck so that traffic, walls, or other objects being passed will not crush or scrape the operator's hand. • Do not load in a manner that obstructs the operator's vision. 		
TEST		
QUESTION	ANSWERS	
	TRUE	FALSE
1. Place loads evenly on the cart to prevent tipping.	<input type="checkbox"/>	<input type="checkbox"/>
2. Push carts from behind on level floor.	<input type="checkbox"/>	<input type="checkbox"/>
3. Control the cart from the high side when going up or down a slope.	<input type="checkbox"/>	<input type="checkbox"/>
4. Do not load in a manner that obstructs the operator's vision.	<input type="checkbox"/>	<input type="checkbox"/>
5. Get help of a co-worker to move high carts - both people in the back.	<input type="checkbox"/>	<input type="checkbox"/>
EMPLOYEE'S NAME	EMPLOYEE'S SIGNATURE	DATE
INSTRUCTOR'S NAME	INSTRUCTOR'S SIGNATURE	DATE

1. True 2. True 3. False 4. True 5. False
