

EMPLOYEE TRAINING RECORD		
TRAINING TITLE	Materials Handling - Boxes, Cartons, and Crates	
KEY TEACHING POINTS		
<p><b>BOXES AND CARTONS</b></p> <ul style="list-style-type: none"> <li>• Grasp under the sides to lift and move when possible.</li> <li>• Raise from a flat surface by grasping the lower corner nearest your body and the opposite upper corner.</li> <li>• Lift from the floor by raising the closest end onto your leg then grasping the opposite side.</li> <li>• Do not lift by the tape, strapping or other packaging materials.</li> <li>• Get help from a co-worker when awkward, very large or heavy.</li> </ul> <p><b>CRATES</b></p> <ul style="list-style-type: none"> <li>• Always assume a crate is heavy. Check the weight.</li> <li>• Use carts or other mechanical aids with crates.</li> </ul>		
TEST		
QUESTION	ANSWERS	
	TRUE	FALSE
1. Grasp boxes and cartons under the side to lift.	<input type="checkbox"/>	<input type="checkbox"/>
2. Get help from a co-worker when awkward, very large or heavy.	<input type="checkbox"/>	<input type="checkbox"/>
3. Lift by the tape, strapping or other banding materials.	<input type="checkbox"/>	<input type="checkbox"/>
4. Always assume a crate is heavy.	<input type="checkbox"/>	<input type="checkbox"/>
5. Lift crates by the corner.	<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
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