

EMPLOYEE TRAINING RECORD		
TRAINING TITLE	Materials Handling - Pallet Jacks	
KEY TEACHING POINTS		
<ul style="list-style-type: none"> <li>• Pallet jacks may be motorized or pulled manually. They come in various fixed widths to fit pallets used in the workplace.</li> <li>• Ensure the load on the pallet is even. Hand operated pallet jacks are usually constructed with a narrow wheelbase at the operator end to increase maneuverability.</li> <li>• Walk slowly. Loads on pallets are generally heavy and difficult to stop quickly.</li> <li>• Back pallet jacks down ramps or into closed areas such as elevators.</li> <li>• Lubricate the wheels and mechanical or hydraulic handles regularly.</li> <li>• Ensure the lift mechanism is adjusted properly so the forks remain level as they lift.</li> <li>• Do not ride a pallet jack.</li> <li>• Do not use the forks as levers or automatic pry bars.</li> <li>• Do not move wide loads with narrow jacks. Wide loads will be very unstable and will tip when turning.</li> <li>• Do not use the jack if the fork wheels are out of alignment or the forks lift unevenly.</li> </ul>		
TEST		
QUESTION	ANSWERS	
	TRUE	FALSE
1. Place loads evenly on the cart to prevent tipping.	<input type="checkbox"/>	<input type="checkbox"/>
2. Walk slowly because pallet jacks can be hard to stop due to their weight.	<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 ride a pallet jack.	<input type="checkbox"/>	<input type="checkbox"/>
5. Move wide loads with a pallet jack because it gives you more stability than a forklift.	<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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