

TOOLBOX TALK • 2026-W36

Forklift Certification and Safe Operation

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Your certification is specific to the truck type you trained on. If you are certified on a sit-down counterbalance truck, that does not certify you on a reach truck or an order picker. Do not operate a truck type you are not certified on. Your wallet card is a convenience, but the certification record in the HR system is what counts. If you are involved in an accident, a near miss, or unsafe operation, you must complete refresher training before you operate again. Report it immediately to your supervisor or shift lead on a near miss card or incident report. A change in the workplace also triggers refresher training: a new rack layout, a new dock configuration, a new traffic pattern, a new product profile, or a new attachment means you need training before you go back on the truck. Every certified operator receives a documented evaluation at least every three years whether or not anything has happened. These evaluations keep us safe and keep you current.

DISCUSSION QUESTIONS

1. What should you do if you are assigned to operate a truck type you have not been trained and evaluated on?
2. Who do you report an accident, near miss, or unsafe operation to, and what happens next?
3. Name a change in our facility that would require you to complete refresher training before operating again.

WATCH FOR THIS WEEK

- ☐ An operator running a truck type that is not on their certification record.
- ☐ A coworker reporting an accident or near miss: make sure it gets logged and routed to the Safety Manager the same shift.
- ☐ New equipment, new attachments, or a change in rack layout or dock configuration that affects how you operate.

ATTENDANCE

Trainer _____ Date _____

[illegible]

29 CFR 1910.178(l)(6), powered industrial trucks: certify each operator's training and evaluation with the operator's name, the dates of training and evaluation, and the identity of the person who did each. Keep the current certification on file and re-evaluate at least once every three years. Guidance, not legal advice: where a standard sets no retention period, keep training records for the duration of employment plus three years, unless the standard says otherwise.