

Powered Material Handling Equipment (PMHE) Operator Training

The PMHE Certification Components



*The CBT must be have been completed prior to attending this OJT course.

In this OJT session, your Trainer will introduce the essential PMHE information all operators should know and demonstrate how to safely operate the PMHE in your store. After instruction and practice, your Trainer will evaluate your knowledge of the PMHE and verify that you can successfully demonstrate the skills to safely operate the equipment.

The PMHE certification process is complete after **all three course components** have been completed. You are encouraged to take notes on important information as you review this guide.

Note: Individuals certified through this training are not qualified to train vendors or outside parties;

OJT Session Topics

1. PMHE Safety & Rules of Operation
2. Facility Orientation
3. Hands-On: Observation and Evaluation



Why is PMHE Training Important?

THIS TRAINING HELPS TO:

- Ensure the **safety** of [REDACTED]
- Prevent **accidents**.
- Reduce facility **damage**.
- Prevent product **loss or shrink**.
- Meet **OSHA** Compliance Standards.



PMHE Safety & Rules of Operation

The PMHE safety rules and operational procedures must be followed at all times when operating a power jack, forklift, or other PMHE for [REDACTED]

- Do not operate PMHE unless you have been trained and certified by [REDACTED] as a PMHE operator.
- No one under the age of 18 years is permitted to operate a power jack, forklift, or any type of powered industrial truck for [REDACTED]
- Read and abide by all warnings and instructions contained in the Safety/Operator's Manual of the specific PMHE in which you have been designated to operate.

Notes:



Pre-Use Inspection

PMHE Safety & Rules of Operation

1. Do not operate applicable PMHE until you have conducted the Pre-Use/Daily Safety Inspection, ensuring that all systems are functioning properly and safely.
2. All safety guards and covers must be in place and safety interlock switches must be operative. Battery retainers/gates must be securely locked in position.
3. Do not operate PMHE with a fluid leak in the battery, fuel system, hydraulic tilting, or hydraulic lifting system.
4. Do not operate any PMHE that is unsafe or not functioning properly.
5. If a PMHE is found to be unsafe or in need of any repair, report it immediately to your supervisor.
6. Any PMHE not in safe operating condition shall be tagged with a “DO NOT OPERATE” sign/tag and removed from service/use.
7. Only a repair-person is qualified to remove the “DO NOT OPERATE” sign and return the PMHE into service.

Review the Pre-Use Inspection Guide on page 4. This will be used later for the demonstration of a typical Pre-Use Inspection.

Notes:



Pre-Use Inspection Guide

Below are examples of what to check during your pre-use inspections of the PMHE listed.

Powered Pallet Jack/Walkie Stacker/Forklift	
Power Off: Visual Inspection	Power On: Operational Inspection
<p>TIRES — No gouges, chunking, or bond failure.</p> <p>BATTERY — Properly installed, correct fluid level, properly charged, stops in place, no fluid leaks, vent caps in place, no excessive corrosion build up, no damage to cables/connectors.</p> <p>HYDRAULIC LIFT SYSTEM — No damage to controls or forks/blades, no fluid leaks.</p> <p>CONTROLS — Move smoothly, no binding; all control buttons/switches return to neutral when released.</p> <p>GENERAL (Power Jack) — Guards/covers installed, data plate in place, no exposed electrical wiring.</p> <p>GENERAL (Walkie Stacker) — Guards/covers installed, mast guard installed and secure, load backrest installed, data plate in place, no exposed electrical wiring.</p>	<p>HORN — Works properly.</p> <p>STEERING — Smooth, no binding.</p> <p>DIRECTIONAL SPEED CONTROLS — Smooth, no binding; controls speed and travel direction properly, returns to neutral when released.</p> <p>HYDRAULIC SYSTEM (Power Jack) — Lift and lower functions move, stop, and hold properly.</p> <p>HYDRAULIC SYSTEM (Walkie Stacker) — Lift and lower functions move, stop, and hold properly; no drift in forks; lift chain tension equal.</p> <p>BRAKES — Steer tiller moves freely, stops the jack/lift correctly in both positions, and the limit switch shuts off power correctly.</p>

Notes: