

# Powered Material Handling Equipment (PMHE) Operator Training

## The PMHE Certification Components

We train because...



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

This is also indicated on Partner Guide pg. 1.

### Documentation

Upon successful completion of this OJT session , each Partner must have . . .

- Completed evaluation forms for each piece of assigned equipment in their personal file
- Completion of the course keyed into [REDACTED] by the Admin

## Training Materials



- Trainer Guide
- Partner Guide
- Evaluation/Facility Orientation Forms

Guides and Forms are available on [REDACTED] and the [REDACTED] web page. If you have any questions about the courses or materials, contact [REDACTED]



## The Seven Steps to PMHE Training

### Instructor Led Training (ILT)

- 1 In a classroom setting, lead a review of bulleted topic pgs. 2-12 of the [REDACTED] Guide (pgs. 3-12 of the Trainer Guide).

### Facility Orientation

- 2 Conduct a Facility Orientation with your [REDACTED] to ensure they are familiar with the important safety resources and look-fors within their store.

### Hands-On

#### 3 Pre-Use Inspection

- Review Pre-Use Inspection ([REDACTED] pg. 3, Trainer pg. 4) & evaluation section.
- Demonstrate performing a Pre-Use Inspection then have [REDACTED] perform inspection.

#### 4 Travel with Empty [REDACTED]

- Review Traveling (Partner & Trainer, pg. 7) & Operating Unloaded in evaluation forms.
- Demonstrate traveling with an empty [REDACTED], then allow [REDACTED] practice.

#### 5 Pick Up Empty Pallet & Deposit Into [REDACTED]

- Review Loading and Operating Loaded [REDACTED] & Trainer, pgs. 8-9) & Loading, Operating Loaded, and Unloading sections in evaluation forms.
- Demonstrate picking up an empty pallet and depositing it into [REDACTED] then allow [REDACTED] practice.

#### 6 Pick Loaded Pallet & Deposit Into [REDACTED]

- Demonstrate picking up loaded pallet and depositing it into [REDACTED] then allow [REDACTED] practice.

#### 7 Parking

- Review Parking ([REDACTED] & Trainer, pg. 10) & Parking in evaluation forms.
- Demonstrate how to properly park PMHE, then allow [REDACTED] practice.



## Introduction to PMHE Certification

DURATION: 5 MIN

1. Start off the training session by introducing yourself. Explain your position with [REDACTED] and your role as a trainer. Invite [REDACTED] to introduce themselves as well.
2. Review the PMHE Certification requirements and ensure all [REDACTED] present for the OJT session have completed the Powered Material Handling Equipment Certification [REDACTED]
3. Provide an overview of the training session:  
This training is designed to discuss and receive demonstration of the safe use of PMHE. After facility orientation, participants will have time to practice using the equipment, followed by evaluation of their performance using an approved evaluation form (located in back of guides).
4. Ensure each [REDACTED] has the [REDACTED] Guide and explain they can use the guide to take notes.
5. Refer Partners to pg. 2 in their guide and discuss why PMHE Training is important, emphasizing Partner safety as the top reason.

### Why is PMHE Training Important?

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

## PMHE Safety & Rules of Operation

DURATION: 5 MIN

### Partner Guide, pg. 2

- Explain that these rules are [REDACTED] policies on safe operation of PMHE and a violation of these rules is a violation of policy.
  - Review the rules with Partners. Use examples or explanations to clarify rules.
  - Continually ask for questions and check for understanding of the rules.
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- 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.





## Pre-Use Inspection Guide

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

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