

FACT SHEET 30

OPERATOR TRAINING FOR LIFT TRUCK ENGINEERS AND SALES PERSONNEL

1. The Facts and the Law

As an employer, to comply with your duties under regulation 9 of the Provision and Use of Work Equipment Regulations 1998 (PUWER) and general duties under the Health and Safety at Work etc. Act 1974, you must ensure that all operators you employ, both new and existing, are adequately trained and, when necessary, provide additional or refresher training.

Regulation 9 of PUWER states that every employer shall ensure that all persons who use work equipment have received adequate training for purposes of health and safety, including training in the methods which may be adopted when using the work equipment, any risks which such use may entail and precautions to be taken.

The Approved Code of Practice L117 (ACOP) text relates to stacking rider-operated lift trucks, although the employer's duty to provide training under PUWER also extends to operators of all other types of lift truck. Operators of trucks not covered by the ACOP text - for example, pedestrian-operated trucks, straddle carriers and 'stand-on' pallet trucks that do not lift materials for stacking - will also need training. Basic training should be at least to the standard of this ACOP.

Employers should not allow anyone to operate lift trucks within the scope of the ACOP - even on a very occasional basis – if they have not successfully completed basic training and testing as described in the ACOP, except for those undergoing such training under adequate supervision.

2. The Options

Anyone who operates a lift truck needs to have received operator training to a recognised standard, including engineers and sales personnel. It is crucial that these groups understand how to operate safely, as their job roles often require them to work at customers' sites.

Until recently the only option for engineers and sales personnel was to undergo a full operator course. For a novice, this would be five days to complete basic training (based on three delegates on a course).

Accrediting body, AITT, have now recognised that many engineers and sales personnel are not required to carry out the full range of tasks regularly completed by employed lift truck operators and have introduced a new 'Restricted' course. This provides the majority of engineers and sales personnel the necessary knowledge and skills to fulfil their roles and to meet the legal requirements within a reduced course duration.

For a novice operator, a 'Restricted' course for one category of lift truck takes two days to complete, rather than five (based on three delegates per course), and additional truck categories can be added, taking half a day per category.

Refresher training is also a requirement for engineers and sales personnel and should be in line with your own policies following a risk assessment. As engineers in particular work at your customers sites, it may be a requirement that your engineers are refreshed in line with your customer's requirements

The information in this Fact Sheet has been assembled and interpreted to give truck owners and users basic guidance on frequently asked questions. Further important information will be given in the quoted reference documents. Responsibility for meeting the safety obligations discussed rests with the employer, and the FLTA will not accept liability for any problem arising as a result of the content of this document. **Technical Bulletins, containing more detailed**

information and updated as appropriate, are made available free to members of the FLTA SAFE USER GROUP. Technical Bulletins, containing more detailed information and updated as appropriate, are made available free to members of the FLTA SAFE USER GROUP.

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