

Step 10: Review Your Operator Training

Fork Lift Truck Operator Training: Don't get caught out!

Comment	Reference
Guidance on training in L117 is clear and easy to read. However there are many requirements and it is easy to get caught out. Some common examples are given below.	hse.gov.uk/pubns/priced/l117.pdf
The employer is responsible for ensuring that employees are adequately trained.	L117 para 26 Health & Safety at Work Act 1974
Training is required for pedestrian operated trucks.	L117 para 27
Not everyone is suitable for operator training and children under the age of 16 should never operate fork lift trucks.	L117 para 49
There is medical guidance for operators of lift trucks.	L117 paras 50-54 dft.gov.uk/dvla/medical/ataglance.aspx (Click through to "at a glance".)
Operator training has three distinct stages, all of which must be covered: basic, job-specific and familiarisation. Employers should understand the difference and ensure training covers all three areas.	L117 paras 55-66
<u>There is no such thing as a lift truck licence!</u> There is no legal requirement to issue certificates of training (but it is best to use trainers who will provide such certification [FLTA advice]). The employee should retain the original certificate, not the employer.	L117 para 69
Following training, the employer should give the employee written authorisation to operate trucks in appropriate categories. Nobody should be permitted to operate trucks without such authorisation.	L117 paras 67-68
The employer should routinely monitor and assess all operators and provide refresher training where considered necessary. There is no set period after which you should provide refresher training.	L117 paras 75-79
You are required to keep records of all the training undertaken by your operators.	L117 paras 83
<u>Employing Operators</u> When employing "trained" operators, including those from overseas (who may have a form of licence not recognised in UK), or agency workers, you are responsible for checking the validity of their qualifications. If in doubt, have them formally assessed.	L117 paras 70-71 & 90-91
<u>Instructors</u> Whether in-house or from an external provider, they should meet the HSE recommendations given in the ACOP. The FLTA strongly recommend that you use instructors within the voluntary accreditation scheme.	L117 paras 92-96 www.hse.gov.uk/workplacetran sport/lift-trucks/accreditation.htm www.abawt.co.uk