

Jay Industries, Inc.

Written Powered Industrial Truck/Forklift Exam

Name _____ Written Exam Date _____
Supervisor: _____ Plant Name: _____ Shift _____

You must read the policy and watch the video before completing this written exam.

1. T___ F___ The purpose of the Jay Industries, Inc. Written Policy is to describe the procedures and responsibilities regarding the safe operation and use of forklifts.
2. T___ F___ All forklift operators are charged with the responsibility of full compliance with the Written Policy.
3. T___ F___ Only trained and authorized operators are permitted to operate forklifts.
4. T___ F___ Forklifts may be left unattended with the engine running or may be left idling when not in use.
5. T___ F___ The forklift is unattended when the operator is 25 ft. or more away from the vehicle.
6. T___ F___ Forks shall be lowered, controls neutralized, power shut off and brakes set when unattended.
7. T___ F___ No part of the operator (head, arms etc.) are to be placed through the uprights of the mast or outside the running lines of the forklift.
8. T___ F___ Unauthorized personnel shall not be permitted to ride on forklifts
9. T___ F___ Forklifts may be driven up to anyone standing in front of a bench or fixed objects long as the brakes are in good condition.
10. T___ F___ You may stand on or pass under the elevated portion of a forklift only if the driver is at the controls.
11. T___ F___ When the operator of a forklift is dismounted within 25 ft. of the vehicle still in his view, the load engaging means shall be fully lowered, and controls neutralized and brakes set to prevent movement.
12. T___ F___ A safe distance shall be maintained from the edge of ramps or platforms while on elevated docks or platforms.
13. T___ F___ Wheel chocks need not be used as long as the brakes are set on the truck and trailer.
14. T___ F___ The driver shall be required to slow down and sound the horn at cross aisles and other locations where vision is obstructed.
15. T___ F___ If the load being carried obstructs forward view, the driver is required to travel with the load trailing.
16. T___ F___ The driver shall be required to look in the direction of, and keep a clear view of the path of travel.
17. T___ F___ Grades shall be ascended or descended at a SLOW speed.
18. T___ F___ No welding shall be performed from, near or to forklifts unless precautions have been taken to prevent fire from sparks reaching the forklift hydraulics, engine compartment and fuel supply.
19. T___ F___ Any forklift that is unsafe and in need of repair, may be used as long as the operator notifies the maintenance department.
20. T___ F___ Operators are required to use seat belts when the forklift is equipped with them.
21. T___ F___ Safety inspections are to be performed at the beginning of each shift and the results recorded on the daily inspection sheet.

22. T___ F___ Operators loading and unloading trucks and trailers are required to check that the wheels are chocked before entering the truck or trailer and that the dock log is filled out and signed by the truck driver.
23. T___ F___ When LP tanks on forklifts are changed, the operator is required to use eye and face protection.
24. T___ F___ Forklift operators are required to travel with the forks as close to the floor as possible without dragging on the floor and the forks shall not be raised or lowered while the forklift is in motion.
25. T___ F___ Seatbelts do not have to be worn during short trips on the Forklift.

You must read the statement below before answering multiple choice questions.

Forklift Operator Test Statement

Forklifts are designed and engineered for a specific operation. Modifications to any forklift must be approved by the manufacturer. All forklifts are required to have an overhead guard. This overhead guard is not to be covered. Clear visibility through the guard must be maintained at all times. Any time you plan to enter a truck or trailer, the wheels must be chocked. The operating speed of the forklift is limited by the condition of the surface in which you are operating and should never exceed 5 MPH or about the speed of a normal walk. Never stand on or pass under any elevated portion of a forklift and never park the forklift where it blocks exits, aisles, stairs, doors, electric panels, fire extinguishers or hoses. The appropriate PPE must be used when driving or changing LP tanks. Stunt driving is never permitted.

CIRCLE LETTER IN FRONT OF ***ALL*** CORRECT ANSWERS

27. Modifications to forklifts must be approved by:
- OSHA.
 - The United States Forklift Association.
 - The Manufacturer.
28. An overhead guard is required on:
- Only CNG powered forklifts.
 - Only on electric powered forklifts.
 - On all forklifts.
29. All trucks and semi-trailers must have the wheels chocked when:
- The truck or trailer is full.
 - The truck or trailer is empty.
 - The driver will be entering the truck or trailer with a forklift.
30. You must never pass under or stand on:
- Any load exceeding 1200 pounds.
 - Any load over 6 feet wide.
 - Any elevated portion of the forklift.
31. When using a safety (cage) platform you must:
- Use the safety chain to secure the cage to the mast.
 - The operator must remain at the controls.
 - Never travel with personnel elevated in the cage.

32. Never park the forklifts or loads in front of:
- a. Fire extinguishers or fire hoses.
 - b. Doors, stairs or fire exits.
 - c. Aisles.
33. Stunt driving and horseplay are:
- a. Never permitted.
 - b. Permitted by trained and authorized drivers.
 - c. Allowed only in empty parking lots.
34. The operator must report to management:
- a. Any safety problems with the forklift.
 - b. Any damage they cause with the forklift.
 - c. Any injury they cause with the forklift.
35. The operational speed of a forklift is limited by:
- a. The type of fuel, such as LP gas, gasoline, CNG etc.
 - b. The combined weight of the load and the forklift.
 - c. The conditions in which the forklift will operate.
36. The safe speed of a forklift is:
- a. The speed of a person walking or about 5 MPH.
 - b. As fast as the forklift is capable of traveling.
 - c. As fast in reverse as it goes forward.
37. Earphones may be used to listen to music when operating a fork lift
- a. When alone working in the warehouse.
 - b. Any time during operation if only one ear is being used.
 - c. They are not allowed to be used.

(Print name) _____ has completed this written exam and I understand the rules and policies governing the operation of Powered Industrial Trucks. I will follow these rules and operate the forklift safely and carefully.

Signature: _____ Date: _____

06/20/22

