

**Attachments sent separately:**

- Yale Instructor Guide
- Yale Operating Manual
- Operator Evaluation Form
- Virtual Forklift Certification Course

**Powered Equipment Training Process for 3PLs:**

- This training will be focused on training powered equipment operators on the equipment that they will be using, limited to sit down riders (compressed gas and electric) and Order Pickers
- The trainee will be responsible for signing up through Yale.com to use their training videos.
  - Go to [www.Yale.com](http://www.Yale.com) → Select Region & Language> Solutions for you → Operator training → and fill out the form that loads.
    - When you get to the section that asks, “What type of support do you need in conducting operator programs during this time?”
      - Select the Online packaged program to administer in my LMS.
- Once they sign up, video links will be sent to them. They will need to select the OSHA video and the video for the truck(s) that they will be using
  - OSHA Mandatory Truck Overview – must watch for all trucks (13 minutes)
  - The Order Selectors require them to watch the Class 2 video (27 minutes)
  - The sit-down lifts, both LP gas and Electric, will require them to watch Class 1, 4, 5 videos (17 minutes)
- Trainee’s supervisor will be administering a paper test and grading (must pass @ 85%) – PDFs provided
  - Test answer keys on page 22-40 of Yale Instructor Guide (all classes of forklifts)
- Trainee works with their supervisor/trainer to physically gain comfort on the lift they are training on (training time will depend on their comfort and abilities)
  - Trainee’s supervisor will be responsible for driver course content on pages 13-20 of Yale Instructor Guide
- When the supervisor has assessed that they are ready, they will use the driver course evaluation and watch the operator operate along with the Lowe’s project representative.
  - Both parties will assess the skills of the operator and sign off on their training.
    - Hands-on evaluation form on page 14 of Yale Instructor Guide
  - If either is not comfortable with their abilities, they will not be certified
  - Operator, the 3PL lead and the Lowe’s assessor will all three sign the certification document
- Training Record Retention (test and signed assessment) – It is up to each 3PL company to keep a copy of the test and signed assessment on file to be produced as needed.
- Finally, the trainer will need to review the Lowe’s safety document that covers powered equipment guidelines (next page).

### **Powered Equipment Guidelines for New Operators:**

The below points are to be covered with all newly licensed power equipment operators by the person conducting the hands-on skill assessment prior to using any power equipment for the first time.

- Inspect your lift for deficiencies prior to operating by using the pre-operating checklist
- Follow all limitations on the capacity plate for all powered equipment - capacity changes with the height of work
- Do not drive power equipment during store operating hours (with customers in the building)
- You are only certified to drive the powered equipment that you were trained on
- You are not certified to operate the reach truck while working with Lowe's - this is not part of the certification program
- If, as an operator, you do not feel confident/safe with the work that you are asked to do, do not proceed
- You must maintain a 10-foot buffer between your truck/load and other people (safety zone)
- You must drive at a walking speed
- You must wear the safety belt at all times while operating sit-down equipment
- You are not approved to move cantilever columns (This requires specialized familiarity with truck operation)
- You are not approved to move long dimensional lumber/products (ex. 12-16ft. product). This requires specialized familiarity with truck operation.
- Never travel with a raised load and always keep your forks (with or without a load) as close to the ground as possible when working/traveling
- You must only handle one bunk/pallet of product with the truck at a time - do not lift or work with double bunks/pallets or merchandise
- Order Pickers:
  - Before operating an order picker, always check the pallet platform for stability. Never operate an order picker if it is missing the pallet platform or it is unstable/damaged.
  - In addition to using your pre-operation checklist, you must also inspect the harness/tether and attachments for damage prior to using the order picker.
  - Any time that you get on an order picker, you must be fully harnessed and tethered to the lift, even if you are only moving the lift.
  - Do not use order pickers outside of the store.
  - You should not step onto or climb onto racking under any circumstance unless you are working from an order picker, wearing the Lowe's approved harness, and tethered to the order picking equipment. This may happen when picking or placing product deep on the racking during display installation, resets, and/or when working on the racking system itself.