

Forklift Written Scenario Workbook

Complete these written decision activities after the matching lessons. They assess knowledge and decisions only. They do not constitute equipment demonstrations, practical exercises or a workplace performance evaluation.

Activity 01 Training responsibilities and employer handoff

Planned activity time: 4 minutes. Read the scenario, answer all four prompts, then compare with the lesson feedback. Record actual active learning time when requested; do not use idle waiting to complete this activity.

Scenario

You start at a warehouse with a Tribune formal-instruction card. You have never used the employer's reach truck. A supervisor asks you to move a pallet immediately.

1 Write whether you may operate independently and explain why.

2 List the remaining training and evaluation steps.

3 Identify who must arrange the steps and what qualifications the trainer needs.

4 Identify the employer records that must be completed.

Learner name and date

Activity 02 Truck types controls manuals and limitations

Planned activity time: 4 minutes. Read the scenario, answer all four prompts, then compare with the lesson feedback. Record actual active learning time when requested; do not use idle waiting to complete this activity.

Scenario

A worker trained on a sit-down truck is assigned a stand-up reach truck with different controls and a new attachment.

1 Identify at least three changes requiring familiarization.

2 Name the documents to consult before use.

3 Explain why a general forklift card is insufficient.

4 Describe the employer's next training and evaluation steps.

Learner name and date

Activity 03 Capacity attachments and stability

Planned activity time: 4 minutes. Read the scenario, answer all four prompts, then compare with the lesson feedback. Record actual active learning time when requested; do not use idle waiting to complete this activity.

Scenario

The plate lists capacity for a specified load center. Your load extends farther forward and a clamp attachment has been installed; nobody can locate updated capacity information.

1 Explain why the plate value cannot simply be assumed valid.

2 List the information needed to decide if the load is permitted.

3 Describe how turns and elevation increase instability.

4 State the safe immediate decision.

Learner name and date

Activity 04 Inspection defects and maintenance limits

Planned activity time: 4 minutes. Read the scenario, answer all four prompts, then compare with the lesson feedback. Record actual active learning time when requested; do not use idle waiting to complete this activity.

Scenario

Before a shift you find a damaged fork and a hydraulic leak. A coworker says both defects were present yesterday and the truck still lifted loads.

1 Complete a defect report describing both observations.

2 Decide whether the truck can be used.

3 Identify who must be notified and who can repair it.

4 Explain what must happen before return to service.

Learner name and date

Activity 05 Starting stopping parking and emergencies

Planned activity time: 4 minutes. Read the scenario, answer all four prompts, then compare with the lesson feedback. Record actual active learning time when requested; do not use idle waiting to complete this activity.

Scenario

A driver leaves a powered truck with forks raised to answer a phone in another room.

1 Identify unsafe parking conditions.

2 Write the safe unattended-parking sequence.

3 Explain how incline parking differs.

4 Explain why emergency guidance must match the truck type.

Learner name and date

Activity 06 Travel visibility steering and pedestrians

Planned activity time: 4 minutes. Read the scenario, answer all four prompts, then compare with the lesson feedback. Record actual active learning time when requested; do not use idle waiting to complete this activity.

Scenario

A bulky load blocks the forward view on a level aisle with pedestrians and a blind intersection.

1 Choose a travel plan that maintains a clear view.

2 Identify pedestrian controls and communication needs.

3 Explain how rear swing affects clearance.

4 Describe what to do if a clear path cannot be maintained.

Learner name and date

Activity 07 Load pickup transport stacking and unstacking

Planned activity time: 4 minutes. Read the scenario, answer all four prompts, then compare with the lesson feedback. Record actual active learning time when requested; do not use idle waiting to complete this activity.

Scenario

A pallet has broken boards and an unsecured load. A worker suggests lifting it high to see around it and driving to the rack.

1 Identify load and travel hazards.

2 Specify what must be corrected before pickup.

3 Explain safe transport height principles.

4 Describe how to keep others clear during placement.

Learner name and date

Activity 08 Ramps docks trailers and restricted areas

Planned activity time: 4 minutes. Read the scenario, answer all four prompts, then compare with the lesson feedback. Record actual active learning time when requested; do not use idle waiting to complete this activity.

Scenario

A loaded truck approaches a ramp leading to a trailer. The dockboard rating is unknown and trailer securement has not been confirmed.

1 Identify conditions that must be verified before entry.

2 Explain loaded-truck orientation on a grade exceeding 10 percent.

3 Describe why turning across a ramp is dangerous.

4 List dockboard and trailer checks.

Learner name and date

Activity 09 Workplace conditions and traffic planning

Planned activity time: 4 minutes. Read the scenario, answer all four prompts, then compare with the lesson feedback. Record actual active learning time when requested; do not use idle waiting to complete this activity.

Scenario

An engine-powered truck is sent into a poorly ventilated enclosed area near stored flammable materials. Another worker reports headache and dizziness.

1 Identify immediate health and ignition concerns.

2 Describe emergency notification and safe withdrawal.

3 Explain why a door opening alone is not a ventilation assessment.

4 Identify approvals and information needed before restarting work.

Learner name and date

Activity 10 Charging batteries and refueling safely

Planned activity time: 4 minutes. Read the scenario, answer all four prompts, then compare with the lesson feedback. Record actual active learning time when requested; do not use idle waiting to complete this activity.

Scenario

A worker proposes charging a lead-acid battery beside welding work and checking an LPG leak with a flame.

1 Identify both ignition hazards.

2 Explain designated-area and ventilation needs.

3 Describe what training and instructions are needed for each task.

4 Explain emergency and defect reporting actions.

Learner name and date

Activity 11 Incidents refresher training and evaluation

Planned activity time: 4 minutes. Read the scenario, answer all four prompts, then compare with the lesson feedback. Record actual active learning time when requested; do not use idle waiting to complete this activity.

Scenario

An operator evaluated one year ago has a near miss and is reassigned to a different type of truck. A manager says the card is valid for another two years.

1 Identify the refresher triggers.

2 Explain why waiting for a printed expiration date is inappropriate.

3 Describe training and evaluation needed now.

4 List the dates and people that must be recorded.

Learner name and date

Activity 12 Integrated decisions and employer documents

Planned activity time: 4 minutes. Read the scenario, answer all four prompts, then compare with the lesson feedback. Record actual active learning time when requested; do not use idle waiting to complete this activity.

Scenario

You completed this course and passed its exam. Your employer asks you to sign a blank evaluation form and start work on a forklift with an unfamiliar attachment.

1 Explain why a blank or pre-signed form is unacceptable.

2 List the packet sections the employer must actually complete.

3 Explain what the Tribune card and CEUs document.

4 Write the safe next steps before independent operation.

Learner name and date