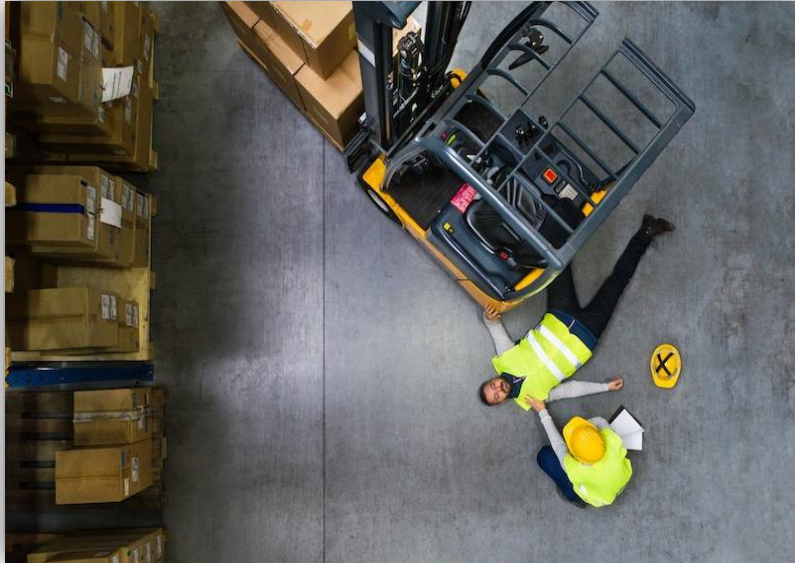




Quotation Requirements & Program Information

To make your quote process as quick and efficient as possible, please complete prior to calling us at 1-800-277-2267

Our Pricing Programs



Price Match Guarantee

We will meet or beat a competitors comparable training quotation, period. Our Price Match Guarantee gives our clients a tremendous piece of mind knowing they are getting the very best value for their money. Simply provide a competitors written quote for comparable training services and we'll take it from there, it's that simple. *Conditions and restrictions apply.*



Training costs should never be a hurdle in protecting your employees, operations, assets or market position. Let us help you.

Mike Van Hanja
DRIVING WORKPLACE SAFETY

Our Promise to You

Organizations should never be forced to forgo training due to tight budgets and staff availability. Premiere service and pricing are the cornerstones of our company. We will do everything necessary to ensure your employees receive the highest quality training available for the most reasonable prices.

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Payment Plans

No other training agency will offer your business the option of selecting a payment plan to help spread the cost of training over time. This is just another example of how we go the extra mile for our clients. Our payment plan provider is Partial.ly Payment Plans. *Conditions and restrictions apply.*

EMPLOYEE
FORKLIFT



TRAINING

DRIVING WORKPLACE SAFETY



United States Army
4th Battalion, 27th Infantry
Regiment, 25th Infantry Division,
Schofield Barracks, HI.



Veteran Owned Small Business

In Proud Service to Our Great Nation

BUY VETERAN
GRATITUDE • TRUST • PATRIOTISM

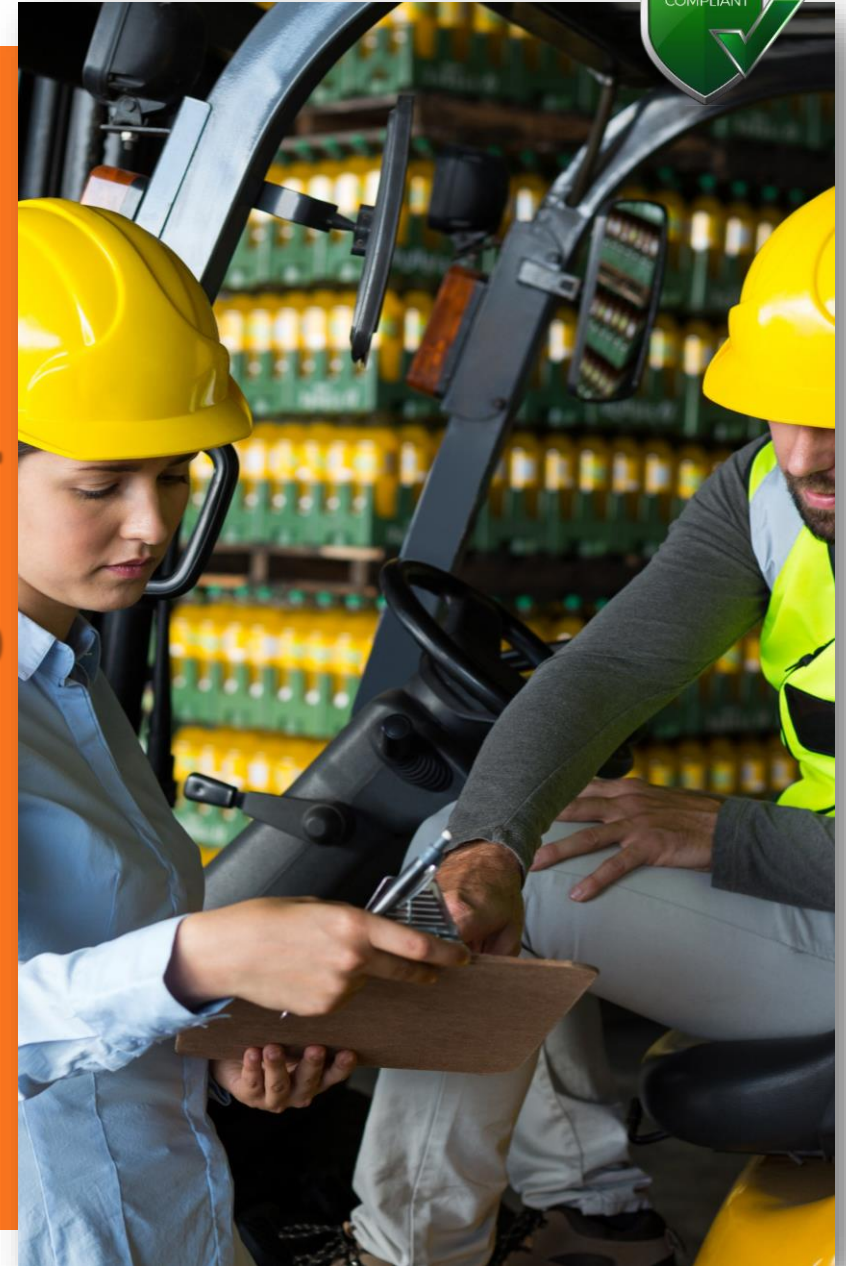
Training Request

Please review and answer the following

Thank you for taking the time to complete the quotation outline. This process ensures we have the important details down so we can provide you with a detailed, written quotation. The checklist also provides additional details about the training program, scheduling, requirements, etc.



Training Request



Training Program Delivery



Onsite

Onsite training is the only type of training that we provide. We deliver classroom training in combination with site specific hands-on equipment training and operator practice. This allows our instructors to deliver a fully customizable training for your employees.



There is only one type of training that is truly OSHA compliant.



Individuals

www.employeeforklifttraining.com is an employer training agency. **We do not** provide training programs for individuals looking for independent training. Employees who have certification from other employers or a 3rd party training provider will still be required to complete a re-certification course to verify knowledge and skills for OSHA compliance.



Online

Online training is not available as it is the weakest form of training and not fully OSHA compliant. **We do not** have or offer any form of online training. Employees who complete online training only will still be required to complete an onsite, facility specific training course for OSHA compliance.

New Operators vs. Re-certifications



New Operators

A new operator is an operator candidate who has no previous experience operating the type of equipment that he/she needs training to operate. It's important to note that different types of equipment require separate training. i.e. Sit-down forklifts are not considered to be the same as stand-up or reach trucks.



What's the difference between new operators and operators requiring re-certification?

Motor Vehicle License Required?

Employees are not required to have a driver's license issued by the state. They must be at least 18-years of age to complete training. Having a license is preferable as the employee will have a base of experience from which to draw on during training.

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Re-certification Operators

Re-certification is for employees who are in possession of a current / valid equipment operator's license or certificate of completion for the type(s) of equipment they require re-certification on. Licenses expired by more than 30-days must be treated as New Operators for training purposes. Employees observed operating unsafely or who have been involved in an accident should complete a New Operator course.

How Many Participants?

How many new and re-certification employees do you have?

It's important for us to understand exactly how many employees are new to each piece of equipment and how many employees are experienced operators requiring re-certification. This makes training faster and cheaper.

List the different pieces of equipment below. For example, sit-down forklifts and reach trucks are different types of equipment. Remember, NEW and RE-CERTIFICATION employees please:

Equipment (i.e. Sit-Down Forklift)	NEW	Re-Certs



OSHA Compliance

Remember, employees are required to have equipment specific training within the area(s) they will be required to operate the equipment.





How Many **Work Shifts?**

Do participants require training across multiple shifts?

Let us know how many employees require training on each shift, if you have more than one shift. Also, indicate the start and end times of each shift:

Shift #1: _____

Shift #2: _____

Shift #3: _____

Shift #4: _____



Training Location(s)



Address

What is the physical address of each location the instructors may need to visit to complete your training? Specifically indicate if there are different shift times for these locations.



The who, what,
when, where,
why and how's
of training

Entry / Parking

Please indicate if there are any specific entry instructions, codes, access and / or parking locations required for entry into your facility. Your instructor will want 45-minutes to prepare for the class.



Point(s) of Contact

Please provide the name(s) and contact telephone number(s) for the point(s) of contact at each location and each shift, where training will be required.



EMPLOYEE FORKLIFT TRAINING

DRIVING WORKPLACE SAFETY

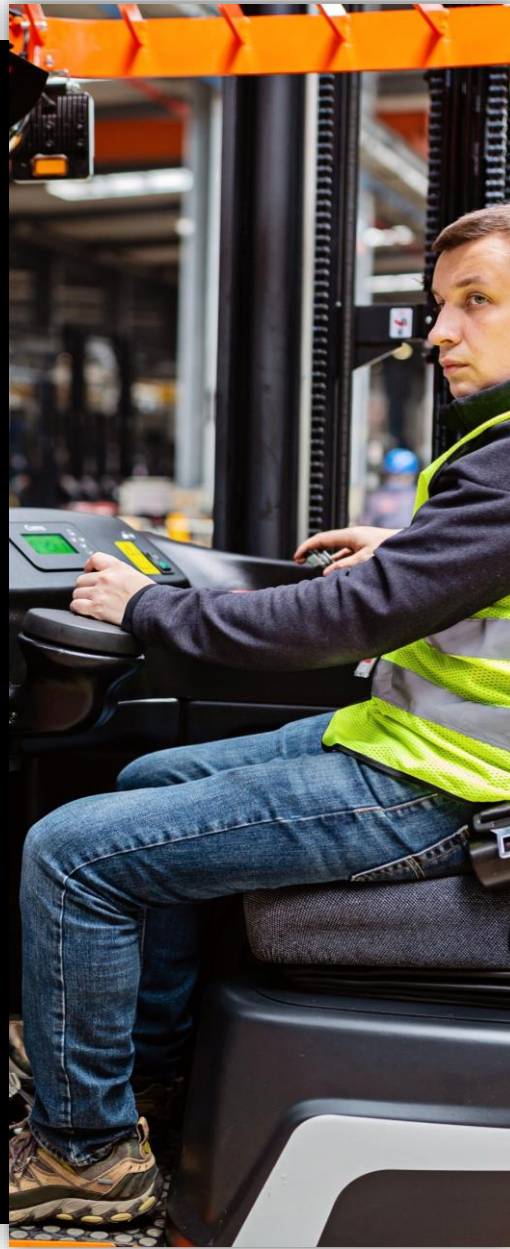
Course Topics

Training topics include:

- Pre-Operation and Operation Inspections;
- Mounting and Dismounting;
- Starting / Stopping;
- Operating at Speed;
- Steering, Turning and Changing Direction;
- Traveling on Inclines;
- Parking;
- Safe Travel Practices;
- Visibility;
- Tip-over;
- Working with Batteries;
- Safe Handling Preparation;
- Physical Characteristics;
- PPE Assessment
- Approaching;
- Mast Position;
- Fork Position;
- Lifting the Load;
- Lowering the Load;
- High Tying;
- Trailers and Railroad Cars;
- Physical Conditions;
- Pedestrian Traffic;
- Ramps and Grades;
- Loading Docks;
- Narrow Aisles;
- Elevators;
- Enclosed and Hazardous Areas
- Racking Storage and Rack Fire Suppression Systems



Training Space



Is Training Space Available?

Is there enough space for operator candidates to complete their classroom training and practice / demonstrate their equipment skills?

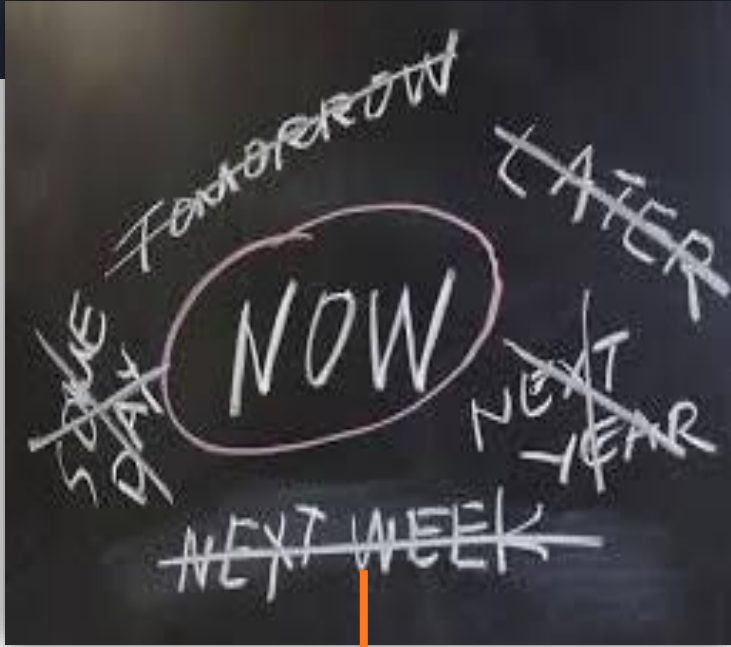
We closely follow all OSHA compliance codes as it relates to training your staff. Therefore, we will need a suitable location to deliver the classroom portion of the training.

Following the classroom training, it's critical that employees, especially new operators, have sufficient room to practice their driving and equipment handling skills.

Is there sufficient room within your facility where operator candidates can train and practice? Lack of suitable training space will have a direct impact on course delivery.



Flex Training Time



Best Option for Tight Schedules

We've been providing training for employers for quite some time. We know that it can be difficult to send a group of employees to one class at the same time. Production demands have to be met in order to effectively run the business. With our flex training time program, your operations team can send employees for training as your production demands and staff scheduling permits.



Instructors Assigned to Your Site

To accomplish this, we assign instructor(s) to your site to deliver training over a designated period of time. This allows your team to determine when the best time would be to send their employees for training. You are no longer forced to send everyone to one class to accommodate your training provider.



Save Money

Our Flex Training Time program saves employers money! Sending team members for training in groups sizes that make sense for you saves precious time and money. Send two people to the first class, three people to the second class, one person to the third class and 10 people to the last class. It's completely up to you. You determine the schedule. Your team is responsible to get everyone through the training in the designated time. You are responsible for guaranteeing your total attendance.





Operator Practice

New operators are always nervous. They require practice!

Employees who are brand-new operators complete training and are frequently thrown out onto the production floor to begin work. This significantly increases the risk of accidents or injuries as the new operators are nervous and do not yet possess the self-confidence to be comfortable in your production environment.

Employers must ensure that their new operators have had sufficient time to drive the equipment and practice proper operation. For example, younger employees with experience playing video games are faster to learn and be comfortable with joystick controls than are older operators.

Ensure your employees have sufficient time to practice following their forklift training course.

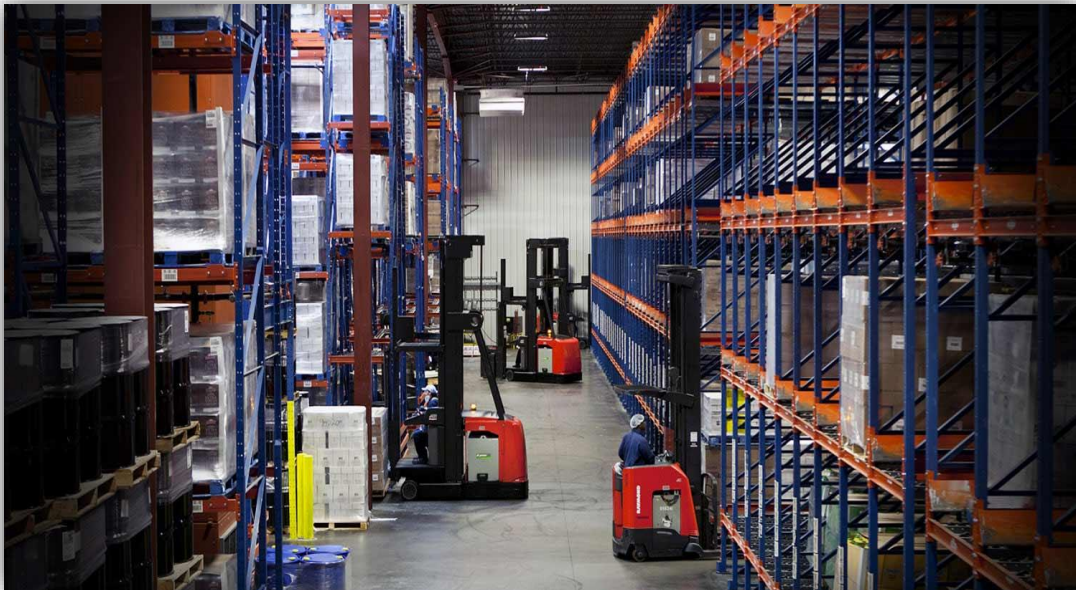


Training Equipment Availability

Our instructors train employees with your equipment, as required by OSHA, to properly train employees on the variation of control surfaces between different models of equipment. For example, sit-down counter-balanced forklifts manufactured by various vendors may have different controls that employees must be trained on. Will sufficient trucks be available, for each different type of equipment, that can be used specifically for training purposes? The more equipment that is available, the faster we can complete the required training and return your employees back to work:

Will sufficient equipment be made available for training?

**Employer is responsible for ensuring all equipment is properly charged / fueled and conveniently staged prior to the start of the scheduled training program(s).*





Documentation

Does your facility have any written facility forklift/equipment plans or maps available for the instructor(s) to review prior to your scheduled training? We will also require operator manuals be available for each different type of equipment. This will help ensure training is in-line with your policies and OSHA code.



Training Guidelines

What is your facilities current guidelines as it relates to new equipment operators, re-certifications, post-accident and unsafe operation observations?



Foreign Languages

If operator candidates do not have a solid command of the English language, it will be critical for translation to be made available. The employer may choose to schedule a separate course for Spanish language employees to keep training times down. Please note that utilizing a translator will increase training time. Employer can provide a translator, or one can be provided for an additional fee.



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Workplace Accidents

Are there locations or operations that have more accidents / incidents than other areas?



Operations

Your instructor will want to visit, evaluate and incorporate specific information into your training to address these areas.



Accidents

Do you have equipment that seems to generate more accidents / incidents than other types of equipment? Your instructor will want to understand the dynamics behind this frequency.

Hazardous Conditions



Why is this important?

Our instructors will want to ensure they are properly prepared for your specific operations. This includes unique training topics, such as railway operations, that aren't prevalent in most workplace environments.



Does your facility contain any hazardous atmospheres, environments or facility operations that our instructors need to be aware of? Are there flammable / combustible environments, cold rooms, railway operations, dock / ship operations, elevators? Will our instructors be required to have any unique type of PPE while working within your facility? Instructors wear steel-toed shoes and have hearing protection, reflective vests, safety glasses, hard hats, cut resistant gloves, harnesses, lanyards and fall arrest/prevention equipment. Does your facility require / provide specialized PPE, if required?

Does your facility have hazardous atmospheres / operations? Is specialized PPE required?

Equipment Safety

To ensure the safety of our instructors and your candidates, the employer shall verify that all equipment provided for training is safe to operate. Unsafe equipment will not be used and may impact training delivery. Refunds will not be available if unsafe equipment prevents training delivery.

Our instructors are not permitted to operate your equipment at any time.



Specialized Attachments

Are there any specialized attachments in use within your operations? While instructors can train on most attachments, there are some custom or highly specialized attachments that they may be unfamiliar with. Employers may be required to provide attachment specific training if necessary. Attachment training is performed as a courtesy and is not apart of standard training programs.



Large Group Training



Do you have a lot of training that needs to be conducted?

Our team specializes in developing training plans and schedules for large groups of employees.

When you need to train many operators, Employee Forklift Training is a specialized service provider. We have years of experience developing plans that meet staff scheduling and training demands.

Whether it's 25 or 250 employees, we have the experience to ensure your training needs are met.



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Large Group Training



Do you have staffing challenges?

Our team has a training option available for employers who cannot spare several employees at a time to complete training at one time.

When pulling employees off the floor will be disruptive to operations, we offer an option that assigns our instructor(s) to your site, something we call Flex-Time.

This allows you to send employees as staffing permits. Whether it's one employee or ten, our instructors can flex their time to meet the demands of your business.

Traditional training providers require minimum course attendance numbers and are more restrictive on time availability. We understand production and operation demands and work around your needs.



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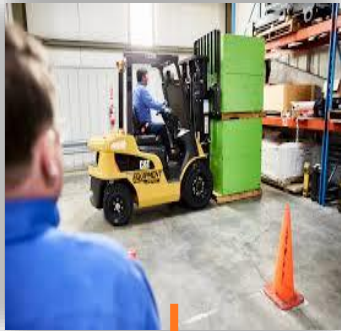


Special Considerations



Mentors

It's critical that after an employee has completed training, a mentor be assigned. The experienced operator will mentor, help guide, answer questions and observe the new operator's performance.



Follow-up Evaluations

Thirty-days after the completion of training, new operators shall be evaluated by their immediate supervisor. This provides the employer with a final evaluation of the employee's competency to safely and efficiently operate the equipment.



Accident Investigations

Should an accident occur, it is vital that a thorough investigation be conducted to determine the true root cause(s) of the incident. Identifying and eliminating these root cause(s) drives workplace safety. Avoid blaming the employee which is commonplace in most organizations.



Facility Safety

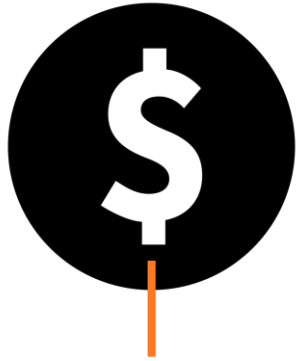
Additional primary drivers of facility safety are the steps taken to protect employees, equipment and operations from potentially catastrophic accidents. Take time to evaluate your facilities, develop counter-measures, budgets and implementation schedules.



Equipment Inspections

Are your trucks being inspected on each shift as required by OSHA? Are deficiencies being reported for action? Are red tags and a process for reporting available? Is your equipment set-up on a preventative maintenance program to inspect, service and maintain the equipment properly?

Training Information



Course Fees

All course, training and service fees will be invoiced and are due and payable upon confirmation that your training time slot(s) have been reserved. If you chose a payment plan option, the plan providers conditions will apply.



Payment Plans

We understand that budgets are tight, but OSHA mandates state that things must be completed at specific times. If funds are tight and paying fees over time makes it easier for your company then we suggest you consider our payment plan option.



Price Match Guarantee

We offer a Price Match guarantee to our clients. We will not be beaten when it comes to pricing. Provide a written quote for comparable services and / or training, on a competitor's letterhead, and we will meet or beat that price.

***Restrictions and conditions apply.*



Licenses

Upon successfully completing training, your instructor will prepare all necessary paperwork and ensure operator licenses are generated. Operators will receive a separate license for each different truck for which they have been trained. Licenses are valid for three (3) years.



Collateral Materials

Collateral materials include licenses, training rosters, certificates of completion, operator observations and inspection records, written tests, facility safety documentation and others. All documentation will be organized and provided to our point of contact after payment of all invoices.

Training Information



Cancellations

If you cancel your training after we have reserved your training date(s) and time(s) cancellation will still require payment of all course fees, regardless of the amount of time prior to the start of the course the cancellation was made.



Rescheduling

If courses or programs need to be rescheduled, we understand. Requests to reschedule made more than 72-hours prior to the scheduled training or service is granted with no fee, *(if the rescheduled date is within 30-days of the original date)*. Requests made less than 72-hours or greater than 30-days are subject to a 20% fee.

***Additional restrictions apply.*



Refunds

Refunds are not available for any courses or services delivered. Operator candidates who fail to pass training, with additional assistance, will be dropped. Refunds for dropped candidates are not available.



Discounts

Training and service discounts are frequently available to our members. Save up to 20% on select training courses and services. For additional information call us at 1-800-277-2267 for complete details.



Support Plans

Do you have a large fleet or a high operator turnover rate? Could you use some help managing your training, investigations, inspections, audits and counter-measure development? Wearing too many hats to effectively manage your program? We can help, give us a call at 1-800-277-2267 for complete details.

Training Information

Resource Library



Resource Materials

Members have access to an extensive library of resource materials from around the internet to help inform, educate and support your operations.



Travel Expenses

We are a preeminent provider of equipment training programs and services. Our teams travel to client locations to deliver training and services across the country as a direct result of the detailed services we deliver. All travel and expenses are the responsibility of the contracting organization.



Pedestrian Training

Pedestrian safety training is available. Employees who work around, but do not operate powered industrial trucks, must have an understanding and awareness as to the hazards and safety expectations related to working around dangerous equipment. We teach employees to watch, listen and react to equipment operating in their work area.



Leadership Training

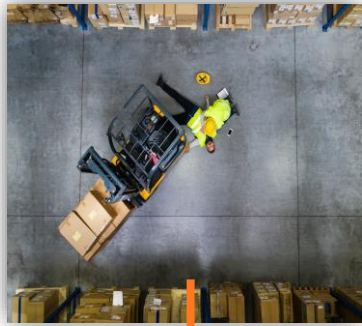
Leadership training is available. One of the most important components of driving workplace safety is ensuring supervisors and managers are properly trained to identify and address unsafe acts immediately. Operators cannot be observed by management operating improperly without taking immediate action.



Site Safety

Site safety audits and planning is available. Has your facility been properly surveyed to identify hazardous conditions, unsafe operations and truck safety? Without performing a comprehensive operations site safety survey you won't know what needs to be addressed, which makes driving workplace safety much more difficult.

Training Information



Accident Investigations

Accident investigation services are available. When equipment accidents occur, they need to be immediately investigated to prevent future recurrence. We perform an on site, in depth root cause analysis to identify all contributing factors leading up to the incident. Then, we develop countermeasures designed to drive workplace safety.



Class Sizes

We closely manage our class sizes to keep disruptions to your operations to a minimum. If you have many employees that require training, we will coordinate with your team to address staffing, breaks and meal periods. Keeping class sizes down helps prevent employees from standing around being non-productive.



Training Time

Training times vary considerably depending on the type of class, number of participants, equipment available to train on, employee comprehension, break and rest period cross overs and the type of equipment being trained on. We will provide you with a clearer time estimate when your details are reviewed.



Course Structure

Our training is rigorously structured to ensure we are driving maximum understanding while remaining closely compliant with OSHA's 29 CFR 1910.178. We deliver classroom training, equipment familiarization, hands-on training and practice time for new operators. Most training providers show a brief video and familiarization of equipment controls to operators.



OSHA Compliant

It's important to understand that OSHA does not certify equipment operators or training programs. Any vendor who claims OSHA certification should be avoided. We ensure your facility maintains compliance with OSHA code which is required to maintain minimum safe operations.

Training Benefits



Save Valuable Training \$\$



Drive Employee Competency



Why Choose Us?

Employeeforklifttraining.com

understands the challenges associated with powered industrial truck training.

We take a deeper dive into your operations to ensure your employees and operations are safe and efficient.

We Drive Workplace Safety



Ongoing Support



Improved Efficiency



Next Steps...



So, What's Next?

Once you've had an opportunity to gather information and reviewed the program details, please give us a call at 1-800-277-2267.

We look forward to being of service to you and look forward to a long training relationship.

Mike Van Hanja
DRIVING WORKPLACE SAFETY

thanks
for choosing us!

Driving Workplace Safety!