



COUNTY HEAT TREAT

Revision 2-10/18/13

HSE PROCESS:
Powered Industrial Vehicles
P.I.V. Operator Evaluation Form
file:///M:/Environmental, Health & Safety/PLANNING &
IMPLEMENTATION/SAFETY PROCESSES/FORKLIFT PIV
PROCESS\

Operator Name		Evaluator Name	
Date of Evaluation	Equipment Operated		

OPERATOR BEHAVIORS	RATING				COMMENTS
Preuse Insepection					
1. Follow Operator's Daily Checklist.	GOOD	FAIR	POOR	N/A	
2. Look for Damage.	GOOD	FAIR	POOR	N/A	
3. Document all findings on the checklist	GOOD	FAIR	POOR	N/A	
Picking Up The Load					
1. Square up on the center of the load.	GOOD	FAIR	POOR	N/A	
2. Stop with the fork tips about 1 foot from the load.	GOOD	FAIR	POOR	N/A	
3. Clear personnel from the area near the load.	GOOD	FAIR	POOR	N/A	
4. Level the forks; then slowly drive forward until the load contacts the carriage.	GOOD	FAIR	POOR	N/A	
5. Lift the load carefully and smoothly until it is clear.	GOOD	FAIR	POOR	N/A	
6. Tilt the mast back slightly to stabilize the load.	GOOD	FAIR	POOR	N/A	
7. Look over both shoulders or use mirrors provided.	GOOD	FAIR	POOR	N/A	
8. After out and stopped, lower the load to travel height.	GOOD	FAIR	POOR	N/A	
Traveling					
1. Do not raise or lower the load and forks while traveling.	GOOD	FAIR	POOR	N/A	
2. Maintain a safe speed.	GOOD	FAIR	POOR	N/A	
3. Observe all traffic rules, warning signs, floor load limits and overhead clearances.	GOOD	FAIR	POOR	N/A	
4. Keep arms and legs inside the forklift.	GOOD	FAIR	POOR	N/A	
5. Follow other vehicles at safe distance.	GOOD	FAIR	POOR	N/A	
6. Slow down when cornering.	GOOD	FAIR	POOR	N/A	
7. Use the horn to alert others around corners or blind spots.	GOOD	FAIR	POOR	N/A	
8. Travel with the load facing uphill while on a ramp or incline.	GOOD	FAIR	POOR	N/A	



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9. Stop smoothly.	GOOD	FAIR	POOR	N/A	
Putting Down A Load					COMMENTS
1. Make sure there is sufficient clearance for the load.	GOOD	FAIR	POOR	N/A	
2. Clear personnel from the area near the load.	GOOD	FAIR	POOR	N/A	
3. Square up to the location; then stop about 1 foot away.	GOOD	FAIR	POOR	N/A	
4. Raise the load to placement level.	GOOD	FAIR	POOR	N/A	
5. Move slowly forward.	GOOD	FAIR	POOR	N/A	
6. If the load is on a pallet, lower it into position and lower the forks further.	GOOD	FAIR	POOR	N/A	
7. Look over both shoulders before backing out.	GOOD	FAIR	POOR	N/A	
8. Back straight out until the forks have cleared.	GOOD	FAIR	POOR	N/A	
9. Lower the forks to traveling position.	GOOD	FAIR	POOR	N/A	
Parking					
1. Fully lower the forks.	GOOD	FAIR	POOR	N/A	
2. Neutralize the controls.	GOOD	FAIR	POOR	N/A	
3. Set the brakes.	GOOD	FAIR	POOR	N/A	
4. Turn off the power.	GOOD	FAIR	POOR	N/A	
5. If parked on an incline, block the wheels.	GOOD	FAIR	POOR	N/A	
6. Park only in authorized areas.	GOOD	FAIR	POOR	N/A	
Fueling And Battery Recharging					
1. Safely changes out propane tank using correct ppe of gloves and safety glasses.	GOOD	FAIR	POOR	N/A	

Circle appropriate decision:

Based on my evaluation, the operator has **not demonstrated competence** in

Based on my evaluation, the operator has **successfully completed the evaluation** and is

Evaluator Signature: _____

Operator Signature: _____