

*Creating workplaces that work... for everyone*

## A Little Training Goes a Long Way: Preventing Fines, Injuries, Death

Forklifts are dangerous. A 12-year-old boy was airlifted to Dartmouth-Hitchcock Medical center after a forklift accident. A Hillsborough man was crushed last fall when his forklift fell off a loading dock; he wasn't wearing a seat belt. For one company, OSHA fines for lack of training, repeated citations and safety violations totaled more than \$220,000.

These injuries, deaths and fines might have been averted if the companies involved had complied with OSHA's standard 29 CFR 1910.178 on Powered Industrial Trucks. Most people refer to these trucks as forklifts, although there are eleven different designations. The standard defines authorized uses of the trucks, fuel handling and storage and details about changing and charging storage batteries.

### **Training Is Mandated by Law**

The OSHA standard states that only trained and authorized operators are permitted to run a powered industrial truck—not 12 year olds. Although you may have employees who have operated lift trucks for years and have been trained in the past, you are out of compliance unless they have certification from an authorized trainer.

The typical half-day training course is held on site and covers both new and experienced lift truck operators. Participants receive booklets, actively participate in group discussions and watch a series of videos. Successful completion of the exam results in a certificate documenting the formal training. Then the trainer evaluates the participants as they each operate a lift truck under actual workplace conditions. The trainer makes

sure the operators know how to use the self-inspection checklist and how to operate the lift truck safely. When the operators pass both parts of the training, they receive certification.

### **HR Compliance 101 Can Help**

After the first training course, the OSHA standard requires the employer to conduct evaluations at least once every three years. Refresher training is required only when the employer is aware that the operator lacks the skills or knowledge to operate the truck safely—for example, if the employer sees the operator using the lift truck in an unsafe manner or hears about an accident or near miss.

HR Compliance 101 offers on-site lift truck classes at your facility or in your area. We perform evaluations after the initial training and then follow up once every three years.

We're glad to help you meet this requirement and keep your employees (and your company) safe.

### **FROM OUR CUSTOMERS**

"Paula does safety training and makes sure all my documents are in order, so if something bad happens, all my t's are crossed."

CINDI OWNING, Viking Roofing Inc., Hollis, NH

This newsletter refers to some of the regulations that may currently apply to small businesses.

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## Compliance Alert

The State of New Hampshire expects you to file your 2008 Annual Report Form by April 1, 2008, for your corporation or LLC to remain in Good Standing. The current filing fee is \$100; after April 1 there is a \$50 late fee.

Trade names (Sole Proprietorships) are renewed every 5 years. The cost for the renewal is \$50.

For domestic companies, after the second year of non-payment, the company is administratively dissolved and has to reinstate. If the domestic company is dissolved for more than 3 years there is an alternate procedure to reinstate.

If you did not file in 2007, you *must* file your 2007 Annual Report Form before the 2008 report can be accepted. Visit [www.nh.gov/sos/corporate](http://www.nh.gov/sos/corporate) or call HR Compliance 101 for more details.



## Workplace and Training Solutions

- Q. I'm a contractor and generally hire workers with many years of experience. They've also received a great deal of training from their former employers. How much additional training am I required to provide?
- A. OSHA is pushing many lack-of-training cases to trial, especially those involving accidents that caused a major injury (see "A Little Training" inside). OSHA has made it clear that employers cannot rely on the safety training given to employees by past employers. You must provide evidence verifying the effectiveness of the training, for example through tests or assessments. HR Compliance 101 will train your employees on-site and provide valid certificates of completion.

### FOR OUR CUSTOMERS

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