

Test Administration Instructions



SAFETY EXCELLENCE INITIATIVE

How to Administer Tests to Trainees

In this document, you will find a 20-question multiple-choice test that corresponds with a particular MCAA Safety Training Video.

1. Ensure that you have the test that corresponds with the planned video training.
2. Make one copy of the test for each trainee.
3. Give one test to each trainee. Remind them to put their name on each page of their copy in case pages become separated.
4. Collect all test papers after they are completed.
5. Grade the tests using the answer keys provided in the "Answer Keys" document at www.mcaa.org/private/videos.
6. Return the graded test papers to each trainee. Make sure they understand the correct answers to all of the test questions they answered incorrectly.
7. Collect **ALL** of the test papers and place them in a secure file.
8. Keep the completed test papers with your documentation for this video to show proof of worker training.

Drive It Like A Pro: Safe Forklift Operation Test



SAFETY EXCELLENCE INITIATIVE

Name: _____

Directions – Circle the letter corresponding to the best answer for each question.

1. A pre-start inspection of the exterior of a forklift should cover the _____.
 - a. carriage, forks, hydraulics, fluid levels, tires and frame leveling function.
 - b. carriage, forks, hydraulics, fluid levels, tires and boom, frame and overhead guards.
 - c. forks, hydraulics, tires, fluid levels and brakes.
 - d. gauges, brakes, carriage and forks.

2. A pre-start inspection of the interior of a forklift should cover the _____.
 - a. gauges, brakes frame leveling function, boom, steering, horn, lights and back-up alarm.
 - b. hydraulics, fluid levels, frame leveling function, steering, horn and back-up alarm.
 - c. boom, frame and overhead guards, gauges, brakes, frame leveling function and horn.
 - d. carriage, gauges, brakes, boom, steering, horn, lights and hydraulics.

3. After completing the inspection you should return all control levers to the _____ position.
 - a. back-up
 - b. reverse
 - c. first
 - d. neutral

4. If you find a problem with a forklift during the inspection you should _____.
 - a. fix the problem yourself before you start work.
 - b. contact the manufacturer for instructions.
 - c. inform your supervisor about the problem immediately.
 - d. report the problem immediately after your shift.

5. When moving from one place to another with a load, travel with the forks _____.
 - a. tilted forward.
 - b. tilted backward.
 - c. level
 - d. any of the above.

More...

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6. The forks should be positioned _____ when traveling with a load.
 - a. above eye level
 - b. 6 feet off the ground
 - c. at eye level
 - d. about four inches off the ground

7. Never move a forklift when _____.
 - a. the boom is extended.
 - b. the forks are above eye level.
 - c. a and b.
 - d. the boom is retracted.

8. You should _____ when the forklift's load obstructs your view in front.
 - a. honk the horn as you move
 - b. drive in reverse
 - c. get down and look around
 - d. get someone to walk ahead of you

9. When driving a forklift you should stay at least _____ truck lengths behind other vehicles.
 - a. two
 - b. three
 - c. five
 - d. eight

10. Always lower the forks to _____ when parking a forklift.
 - a. eye level
 - b. below eye level
 - c. about four inches off the ground
 - d. the ground

More...

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11. When it is necessary to park a forklift on an incline always _____
 - a. set the brakes.
 - b. square up to the location.
 - c. block the wheels.
 - d. a and c.

12. The largest amount of weight a forklift can safely handle is referred to as the _____
 - a. maximum load.
 - b. load capacity.
 - c. top weight.
 - d. maximum capacity.

13. To find the maximum amount of weight a forklift can safely handle you would look _____
 - a. on the plate.
 - b. on the load chart.
 - c. in the operations manual.
 - d. in any of the above.

14. When you extend the boom of a forklift the center of gravity _____
 - a. shifts sideways.
 - b. moves backward.
 - c. moves forward.
 - d. does not change.

15. When you turn a corner in a forklift the center of gravity _____
 - a. shifts sideways.
 - b. moves backward.
 - c. moves forward.
 - d. does not change.

More...

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Name: _____

16. Because fork extensions can change the maximum amount of weight allowed, use extensions _____.
 - a. that are new.
 - b. that are rated for construction.
 - c. that are approved by the manufacturer of the lift you are using.
 - d. all of the above.

17. Exceeding the maximum safe load limit usually results in _____.
 - a. broken forks.
 - b. an unbalanced lift.
 - c. an obstructed view.
 - d. all of the above.

18. Unbalanced lifts _____.
 - a. frequently turn over.
 - b. are harder to steer.
 - c. are difficult to control.
 - d. all of the above.

19. When operating a lift on uneven ground use the _____ to keep the forklift stable.
 - a. frame level function
 - b. tilt function
 - c. oscillating rear axle function
 - d. a or b

20. When raising or lowering a load stay at least _____ feet away from overhead wires.
 - a. five
 - b. eight
 - c. ten
 - d. twenty