



Lift Truck  
Operator Certification Transfer  
British Columbia  
CSA and OH&S Compliant



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First Edition  
February, 2022

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Saga Universal Training Corp. is dedicated to reducing deaths caused by illness and injury. The goal of this program is to ensure operators have the *basic knowledge and skills* required for the safe operation of their equipment and its attachments. However, due to the different types of Mobile Equipment, certain statements in this program may not apply.

Job and/or familiarization of operators for particular machines or specialized equipment used in specific workplace environments are in addition to this training. It is expected that an employer will take the fundamentals of this training and apply them to their specific machine and workplace.

Readers should not assume that reviewing this manual alone constitutes complete Mobile Equipment operator training.

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Saga Universal Training Corp. wishes to acknowledge the efforts of all the people who contributed to the writing, editing, and layout of this manual. It is our hope that this manual and the resulting training program will aide in the reduction of preventable injuries and property damage with the necessary knowledge, skills and confidence to operate Mobile Equipment safely.

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## DISCLAIMER

The information contained in this manual is intended to supplement the specific information that is contained in the Mobile Equipment manufacturers' operating manual(s).

It is expected that an employer will take the fundamentals of this training and apply them to their specific machine and workplace.

Job and/or familiarization of operators for particular machines or specialized equipment used in specific workplace environments are in addition to this training.

Although every effort is made to ensure the accuracy, currency and completeness of the information, Saga does not guarantee, warrant, represent or undertake that the information provided is correct, accurate or current. Saga is not liable for any loss, claim, or demand arising directly or indirectly from any use or reliance upon the information.

## COURSE DESCRIPTION

### Program Overview

- This is a “Certification Transfer” course; which means basic operational training, skills, and knowledge must have been acquired through a full Saga mobile equipment course prior to enrolment.
- The focus of a “Certification Transfer” course is the legislative and regulatory requirements of the jurisdiction for which the certificate will be issued.
- The combination of successful completion of a Saga mobile equipment Operator Certification course and Certification Transfer course provides the basic training, skills, and knowledge necessary to operate the equipment within the jurisdiction where certification is being transferred to.
- In this course “mobile equipment” is interchangeable with “powered mobile equipment (PME)” as used in other jurisdictions.
- This course follows British Columbia’s Workers Compensation Act, and Occupational Health and Safety Regulation.
- This program takes into consideration the guidelines and principals of the Canadian Centre for Occupational Health and Safety (CCOHS).
- This program provides the minimum requirements for the training of operators for mobile equipment and is intended to supplement a company’s larger Health & Safety Management System.

### Course Goals:

- The student should have an awareness of the various legislation, regulations and standards that pertain to mobile equipment in British Columbia.
- The student should understand the roles and responsibilities of employers and employees as they relate to the operation of mobile equipment in British Columbia.

## **Prerequisites**

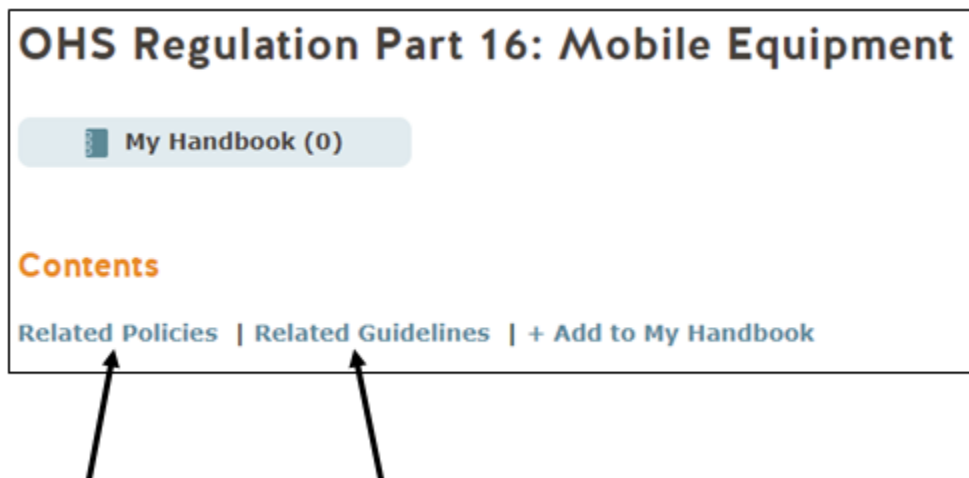
- Students must have a current Saga mobile equipment operator certificate.
- The student should have an awareness of the various standards that pertain to mobile equipment.
- The student should understand the importance of mobile equipment inspections and how to conduct the inspections safely.
- The student should be familiar with safe operating procedures for mobile equipment.
- The student should be familiar with different types of mobile equipment, their basic structural components, basic function, and potential hazards while operating mobile equipment and how to control those hazards.
- The student should have a basic understanding of the proper use of mobile equipment attachments and potential hazards associated with mobile equipment attachments.
- The student should have a basic understanding of the operation of the most common Mobile Equipment.

## **Certification:**

- At the end of the course there will be a multiple choice, open-book exam, of which at least 80% correct must be achieved.
- Certificates of training issued by Saga Universal Training Corp. must be recognized by the employer.
- Certification Transfer certificates will be for the same equipment as the “Operator Certification” certificate presented to enrol in this certification transfer course.
- Certification Transfer certificates expire on the same date as the operator certification presented to enrol in this certification transfer course.

## BRITISH COLUMBIA LEGISLATION AND REGULATIONS

- The British Columbia's Workers Compensation Act, and Occupational Health and Safety Regulations apply to every occupation, employment and business.
- The Occupational Health and Safety Regulation Part 16 defines "Mobile Equipment" as a wheeled or tracked vehicle which is engine or motor powered, together with attached or towed equipment, but not a vehicle operated on fixed rails or tracks.
- At any time while you are reviewing the regulations you can seek clarification by clicking on "Related Policies" or "Related Guidelines" and toggle back and forth between those and the regulations (as below):



## Workplace Hazardous Materials Information System (WHMIS)

The federal laws relevant to WHMIS are: The Hazardous Products Act - this places duties on suppliers, who sell or import a hazardous material for use in a workplace in Canada, to provide supplier labels and material safety data sheets to their customers.

## British Columbia WHMIS Requirements (Provided for reference only)

[Sections 5.3 to 5.19 of British Columbia's OHS Regulation, the WHMIS Requirements](#), apply to employers and workers in British Columbia with respect to controlled products used, stored or handled at a workplace.

[Guidelines G5.3-1 to G5.15, Workplace Hazardous Materials Information System \(WHMIS\)](#), provide additional clarification and are intended to assist in the application and interpretation of the *Workers' Compensation Act* and *OHS Regulation*.

## Transportation of Dangerous Goods (TDG)

The purpose of the Transportation of Dangerous Goods (TDG) Act and Regulations is to promote public safety when dangerous goods are being handled, offered for transport or transported by road, rail, air, or water (marine). TDG also establishes safety requirements. The Act and regulations are administered by Transport Canada's Transport Dangerous Goods Directorate.

## British Columbia TDG Requirements (Provided for reference only)

The provincial program harmonizes provincial and federal requirements for transportation of dangerous goods on B.C. highways, including provincial ferry routes, through the following regulations.

[B.C. Transport of Dangerous Goods Act](#)

[B.C. Transport of Dangerous Goods Regulation](#)

[B.C. Spill Reporting Regulation](#)

Before you dig in BC call; BC 1 at 1-800-474-6886

Have underground services marked prior to disturbing the ground.



## Provincial Legislation and Regulations

### Workers Compensation Act

Follow this link, [WORKER COMPENSATION ACT](#) and familiarize yourself with Part 2 Occupational Health and Safety:

- Division 4 - General Duties of Employers, Workers, Supervisors and Others.
  - Section 21 General duties of employers
  - Section 22 General duties of workers
  - Section 23 General duties of supervisors
  - Any other section that may apply to you at your work site.
- Division 12 – Enforcement
  - Section 94 Administrative penalties – OHS Citations
  - Section 95 Administrative penalties – higher maximum amount
  - Any other section that may apply to you at your work site.
- Division 13 – Offences
  - Section 102 General penalties
  - Any other section that may apply to you at your work site.

### Occupational Health and Safety Regulation

Follow this link, [OCCUPATIONAL HEALTH AND SAFETY REGULATION](#) and familiarize yourself with:

Relative sections of:

- Part 3: Rights and Responsibilities of employers, workers, supervisors.
- Part 4: General Conditions
- Part 8: Personal Protective Equipment
- Part 12: Tools, Machinery and Equipment
- Part 32: Evacuation and Rescue
- Any other Part(s) or Sections that may apply to you at your work site.

All Sections of:

- Part 16: Mobile Equipment
- Part 16: Mobile Equipment, Division 3 - Additional requirements for specific prime movers, 16:43 Lift Trucks.
- In addition a variable reach rough terrain lift truck, must meet and be used in accordance with the requirements of sections 14.5(3), 14.7, 14.8, 14.12, 14.39, 14.43 and 14.69 of the OH&S regulation.