



Lift Truck Operator Certification Transfer Manitoba OH&S Compliant



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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 powered 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 powered 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 aid in the reduction of preventable injuries and property damage with the necessary knowledge, skills and confidence to operate powered mobile equipment safely.

Table of Contents

DISCLAIMER	4
COURSE DESCRIPTION	5
PROGRAM OVERVIEW	5
COURSE GOALS:.....	5
PREREQUISITES	6
CERTIFICATION:	6
MANITOBA LEGISLATION AND REGULATIONS.....	7
MANITOBA SAFETY AND HEALTH ACT.....	7
MANITOBA SAFETY AND HEALTH REULATIONS	7
MANITOBA LIFT TRUCKS CODE OF PRACTICE.....	8
MANITOBA LIFT TRUCK CERTIFICATION REQUIREMENTS	8

DISCLAIMER

The information contained in this manual is intended to supplement the specific information that is contained in the 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.

In this course the participant is responsible for researching and determining the specific legislation and regulations that apply to them.

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 lift truck 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 “powered mobile equipment” is interchangeable with “mobile equipment” as used in other jurisdictions.
- This course follows Manitoba Safety and Health Act and Regulations.
- This program takes into consideration the guidelines and principals of the Canadian Centre for Occupational Health and Safety (CCOHS).
- This program takes into consideration the Canadian Standards Association B335-15 Safety standard for lift trucks.
- 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 Manitoba.
- The student should understand the roles and responsibilities of employers and employees as they relate to the operation of mobile equipment in Manitoba.

Prerequisites

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

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.

MANITOBA LEGISLATION AND REGULATIONS

“Powered Mobile Equipment” means a self-propelled machine or combination of machines including a prime mover or a motor vehicle, designed to manipulate or move material or to provide a powered aerial device for workers.

Manitoba Safety and Health Act

Click on this link, [Manitoba Safety and Health Act and Regulation](#), and thoroughly review the following sections of the Act:

- Duties of employers.
- Duties of Supervisors
- Duties of Workers
- Any other section that may apply to you at your work site.

Manitoba Safety and Health Regulations

Click on this link, [Manitoba Safety and Health Act and Regulation](#), and thoroughly review the following sections of the regulations:

- Part 16 MACHINES, TOOLS AND ROBOTS
- Part 22 POWERED MOBILE EQUIPMENT
- Any other section that may apply to you at your work site.

Manitoba Lift Trucks Code of Practice

Lift truck operators must follow this code of practice:

Click on this link;

[Manitoba Code of Practice: For the Safe Operation of Powered Lift Trucks](#)

and thoroughly review this code of practice.

Manitoba Lift Truck Certification Requirements

- Employer to Ensure Competency of Powered Lift Truck Operators
- Even though training can be acquired from outside agencies, employers must ensure employees are competent in their work environment with the equipment they must use and issue a certificate indicating this. Once certificates are issued, the employer must develop an evaluation system to ensure ongoing competency of operators.
- This shall include, but not be limited to:
 - testing on operation of the powered lift truck.
 - knowledge and skill level regarding the lift truck
 - company policy and procedure relating to its operation.

This evaluation will assess the need for further training, updates or refresher courses.

This training shall be documented and be made available to a safety and health officer of the Workplace Safety and Health Division whenever requested.

All operator training and evaluation shall be conducted by persons who have the knowledge, training and experience to train powered industrial truck operators and evaluate their competence.

Information to be included on the certificate:

- company name (and name of training agency, if applicable)
- employee name
- date of issue
- type of equipment certified to use
- signature of employer and instructor