



Unit 3 Ash, Kembrey Park, Swindon, Wiltshire. SN2 8UN

## The need for training

Figures collected from 1996 – 2008 show that almost every year, the most common cause of fatal injuries was falling from a height. This was followed by transport accidents (which include being hit by a vehicle or falling from a vehicle.)

However, hundreds of people also died after being struck by a moving or falling object or being trapped by something falling or collapsing.

The type of vehicles involved in injury accidents over this 12-year period included cars, trucks and vans – but the highest level of injuries was related to **lift truck accidents**.

There is an average of 1,500 accidents involving lift trucks every year – and research suggests that a high percentage of these are due to lack of training for lift truck drivers or poor maintenance of the truck.



## Why use Key Performance Training Ltd for your training needs?

At Key Performance Training Ltd, we can offer RTITB accredited operator training and instruction from fully qualified RTITB instructors and examiners who are able to carry out training to the legal requirements of the HEALTH and SAFETY at WORK act 1974 (HaSaW act 1974), The APPROVED CODE of PRACTICE for lift truck training (L117), LIFTING OPERATIONS AND LIFTING EQUIPMENT REGULATIONS (LOLER) and the PROVISION and USE of WORK EQUIPMENT REGULATIONS (PUWER).

This can help reduce the likelihood of accidents and improve the safety of both operators and pedestrians in your workplace.

All of our RTITB lift truck courses are held at our training facility in Swindon. If, however you are looking for a course to be delivered 'in house', at your site or offices, then Key Performance Training can cater for this request. Please contact the office for more details.

Phone 01793 975 353  
[www.keyperformancetraining.co.uk](http://www.keyperformancetraining.co.uk)  
Registered No. 1113755





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## RTITB Counterbalance Lift Truck Novice Course

Our RTITB counterbalance lift truck novice course is for operators with little or no previous experience using a counterbalance lift truck.

This course enables the successful trained operator to use any counterbalance lift truck up to a 5000kg lifting capacity (with authorisation) anywhere in the UK. The counterbalance lift truck is one of the most common lift trucks in use today and are the workhorse of most materials handling operations.

### Who Should Attend the Course?

The RTITB counterbalance novice operator course is designed for those with no prior experience of lift truck operation, who wish to achieve a nationally recognised operator qualification in the safe and correct use of counterbalance lift trucks up to a 5000kg lifting capacity.

### What Will You Get from The Course?

Successful delegates will gain suitable and sufficient understanding of current relevant legislation, learn new skills, ability and best practice in the safe use of counterbalance lift trucks up to 5000kg in line with current approved methods and manufacturer's instructions.

### The course agenda includes:

The theory section of the course would be carried out on the first day to give the candidates the knowledge and background information needed before operating any trucks. This normally lasts up to 5 hours and would be delivered in a classroom format, the content of which is:

- Course introduction and induction
- Health & Safety at Work act 1974 (HaSaW act)
- Lifting Operations and Lifting Equipment Regulations 1998 (LOLER)
- Provision & Use of Work Equipment Regulations 1998 (PUWER)
- Approved code of practice
- Operator safety and observation
- Pre-shift checks & test
- Defect reporting procedures
- Lift truck stability – engineering principles and weight assessment
- Vehicle loading and offloading



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The duration of the practical training will depend on the number of learners on the course. Each learner will spend a large amount of time on the lift truck gaining experience and practicing skills on all aspects of lift truck operation, including:

- Driving within simulated restricted working conditions
- Maneuvering skills within a restricted area, including barrels and a chicane
- Rated capacity & load centres
- Hydraulic system and use of the controls
- Stacking & de-stacking – using bulk stacking on pallets, stillages and industrial racking.
- Refueling and recharging procedures including battery handling and housing
- Theoretical examination
- Practical examination

## Course Content and Duration

- Course duration: 3 to 5 Days, usually 8:30am to 4:00pm
- Maximum instructor/delegate ratio: 1:3
- Delivery method: classroom & practical training and assessment
- Prerequisite: none
- Awarding body: RTITB
- Assessment: multiple choice & written paper and practical skills assessment



## Testing and Certification

At the end of the course, the candidates will need to complete three tests, which consists of the RTITB theory test, pre-use check and the RTITB practical test of basic operating skills. By the end of the course the successful learners will have a detailed understanding of vehicle operations and the roles and responsibilities of counterbalance lift truck drivers, including their legal responsibilities and the legislation affecting use.

**NORS**

Successful learners will be sent a RTITB approved certificate and photo ID E-card and will also be registered onto the RTITB National Operators Registration Scheme database of approved lift truck operators (NORS) for 3 years.