



TRAINING OUTLINE

COURSE TITLE: _____ **DATE:** _____ **INSTRUCTOR:** _____

LOCATION: _____ **TIME:** _____ **COMPANY:** _____

Safety training was conducted on the above date by the instructor indicated. The following line items identify the topics covered during the training session.

SUMMARY OF TRAINING

1) Introduction

- a) Standards

2) Anatomy & Components

- a) Exterior

- i. PPE
- ii. Exterior Labels
- iii. Engine Check
- iv. Oil & Other Fluids
- v. Hydraulic Elements
- vi. Chassis & Frame
- vii. Swing Unit
- viii. ROPS & FOPS
- ix. Backhoe Loader Attachments
- x. Loader Assembly
- xi. Loader Bucket
- xii. Stabilizers
- xiii. Boom & Stick
- xiv. Excavator Bucket
- xv. Tires & Wheels
- xvi. Hoses & Wiring
- xvii. Lights
- xviii. Fuel Levels

- b) Interior

- i. Operator's Manual
- ii. Cab Floor
- iii. Seat, Swivel Seat
- iv. Seat Belt
- v. Interior Cab Decals
- vi. Controls
- vii. Steering



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- viii. Drivability
- ix. Brakes
- x. Parking Brake
- xi. Horn
- xii. Mirrors & Glass
- xiii. Windshield Wipers
- xiv. Heat & AC
- xv. Fire Extinguisher

3) Stability Principles

- a) Tipping Capacity
- b) Rated Operating Capacity
- c) Breakout Force
- d) Struck Capacity
- e) Heaped Capacity
- f) Balance & Leverage
- g) Center of Gravity
- h) Stability Pyramid
- i) Stabilizers
- j) Slopes
- k) Load Charts & Capacity
- l) Dynamic Conditions
- m) Weather
- n) Precipitation
- o) Wind

4) Safety Begins With You

- a) Mental & Physical Health
- b) Medications
- c) Fatigue
- d) Distractions
- e) Horseplay
- f) PPE
 - i. Reflective vests
 - ii. Gloves
 - iii. Footwear
 - iv. Hard Hats
 - v. Additional PPE

5) Know Your Machine

- a) Training



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- b) Operator's Manual
- c) Pre-Shift Inspections
- d) Mounting & Dismounting
- e) Ergonomics
- f) Seat Belts
- g) ROPS & FOPS
- h) Maintenance
- i) Lift Arm Devices
- j) Swing Area
- k) Bucket Operations
- l) Picking & Rigging

6) Know Your Worksite

- a) Communication
- b) Pedestrians
- c) Traveling
- d) Following Distance
- e) Right of Way
- f) Stopping
- g) Parking
- h) Traffic Control
- i) Lighting
- j) Ramps & Trailers
- k) Trenching
- l) Power Lines

7) Conclusion