Job Aid: Forklift Certification

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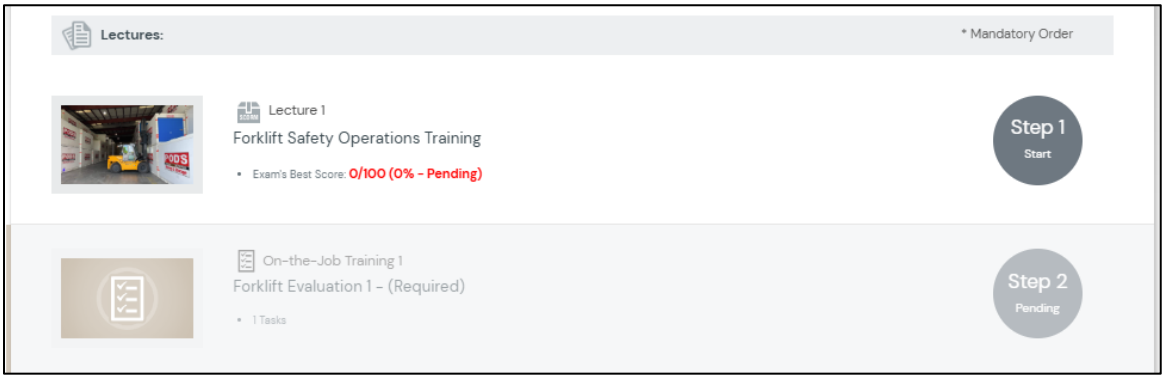
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To satisfy OHSA forklift certification requirements, **every three years** your associate will need to retake the Forklift Certification Course in PODS U.

1. Associate completes Forklift Safety Operations Training lecture.
2. After associate is trained on forklift, Manager conducts one forklift evaluation per forklift model (i.e. if a warehouse has a Hyundai and a Yale 210, the manager will conduct two separate evaluations).
3. Manager uploads the forklift evaluation(s) to the Forklift Certification Course.
4. Manager downloads, prints, fills out, and posts Certification Card.

BOTH objects in the screenshot below must be completed in order for the associate to show as certified in the Forklift Certification PowerBI Dashboard.



Note: The certification course is automatically reassigned 30 days prior to expiration. **If completing recertification earlier than 30 days prior**, please emails PODSU@pods.com to get the course manually reassigned. Additionally, the course will be manually reassigned if the associate has a forklift incident.

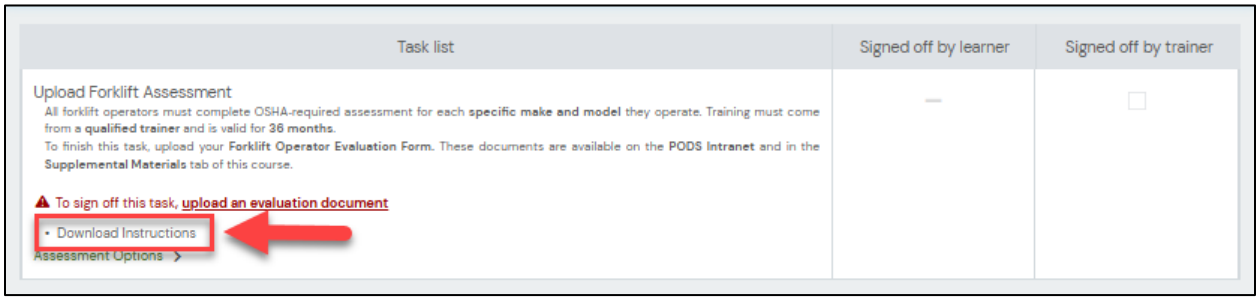
The ENTIRE course must be reassigned and recompleted in order to be forklift certified in compliance with PODS policy and OSHA regulations.

If you have any questions or run into any issues, please contact PODSU@pods.com for support.

Moving Up

Downloading the Forklift Evaluation Form

The evaluation forms can be found in the Forklift Evaluation On-the-Job Training task. Just open up the details and click "**Download Instructions**."

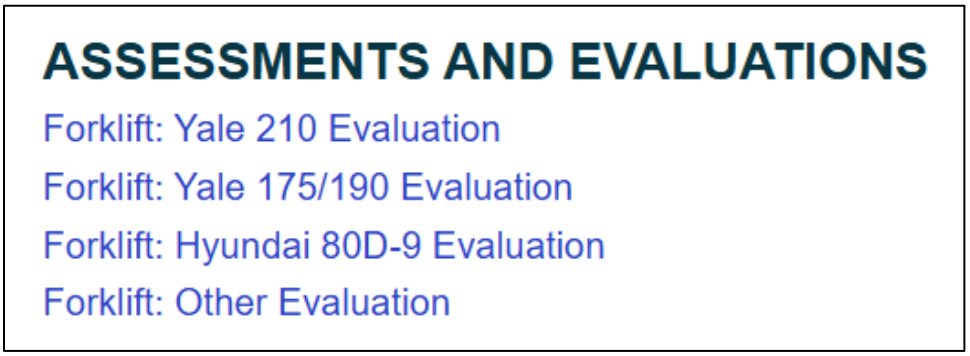


The PDF includes 4 evaluations:

1. Yale 175/190
2. Yale 210
3. Hyundai
4. Other

Print the evaluation(s) you need. If you have a forklift model other than a Yale or Hyundai, use the Other form and fill in the forklift model on the blank line.

The evaluation forms can also be found on the **Intranet** under Corporate Operations > Market Managers > New Hire Training.



Completing the Forklift Evaluation Form

OSHA Requirements:

- Both the associate and evaluator must sign off on the Forklift Evaluation.
- The model of forklift must be indicated on the Forklift Evaluation.
- Separate Forklift Evaluations must be completed for EACH model of forklift in the warehouse.
    - There separate forms for the Hyundai, Yale 175-190, and Yale 210—be sure to download the appropriate form(s).
    - For all other forklift models, download the Other form and write in the forklift model.

Checking Items Off

Next to each item on the evaluation form, indicate whether the forklift operator is Proficient or requires Additional Training by putting a check mark in the appropriate column.

Pre-Use Evaluation	Proficient	Additional Training
Safety footwear and gloves*	✓	
Enters cab w/ 3 points of contact, buckles seat belt*	✓	
Demonstrates controls and switches	✓	
Overview of cab	✓	
Proper operators position		✓
Pre-use visual and operational control check		✓
Proper pre-shift inspection process & documentation*		✓

Note: If an associate is marked Additional Training for any **bolded** items, they automatically fail the evaluation. Failure requires additional training and then reevaluation.

Passing/Failing

At the bottom of the evaluation form, indicate the employee's overall performance with a "P" for Proficient/Pass or an "A" for Additional Training Required/Fail.

Indicate the employee's performance with either "P" indicating proficient or "A" indicating Additional Training Required	
Performance:	

If the associate passes, upload the evaluation to the Forklift Certification Course.

If the associate fails, keep the failed evaluation for your records but DO NOT upload it to the Forklift Certification Course.

Blind Spot Exercise

Timing: 30 minutes

Materials:

- Forklift
- 7 cones

Blind Spot Exercise	Side _____ft
Front Right _____ft Front Left_____ft	Rear Right _____ft Rear Left_____ft

Blind Spot Demonstration:
The purpose of this exercise is to demonstrate the size and scale of the blind spot on a forklift, and how much rocking and shifting it takes for a driver to get full visibility in their blind spots.

Mast (4 cones):

1. Have the driver sit in the driver's seat of the forklift and look forward. Instruct them to honk when they can see the cones.
2. Stand in the blind spot made by the mast about 25' from the forklift. Hold a cone in each hand and expand them out from your chest until the driver honks. Once you hear a honk, set the cones down.
3. The cones are the outside edge of the blind spot. Using the chalk, draw a line from the cones towards the masts to outline the blind spot.
4. At this point you will have a clear outline of the blind spot. The driver should rock and roll in their seat until they can see the whole blind spot area.





Side (1 cone): With the participant still staring straight ahead, carry a cone out from one side of the forklift and have them honk the forklift horn when the cone is visible in their periphery.

Rear (2 cones): Have the participant choose one mirror to look at while you carry a cone straight back from each rear forklift tire. The participant should honk the horn when the cone is visible in the mirror.

On the forklift evaluation form, fill in how many feet from the forklift each cone is.

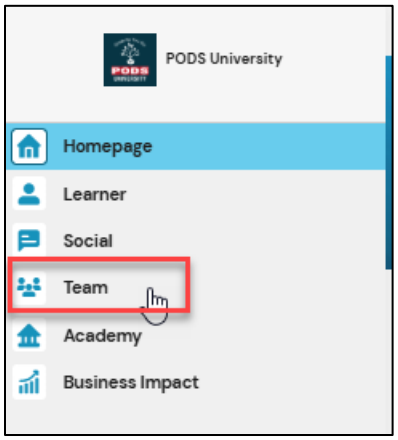
Debrief: *Explain the importance of having your head on a swivel to increase visibility. People or objects in the blind spots risk damage and/or injury.*

PODS Moving Up

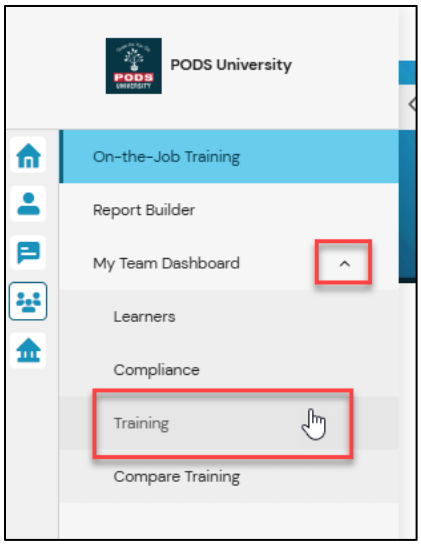
Uploading the Forklift Evaluation Form

1. Log in to UKG > **UKG Pro Learning** to access PODS U.

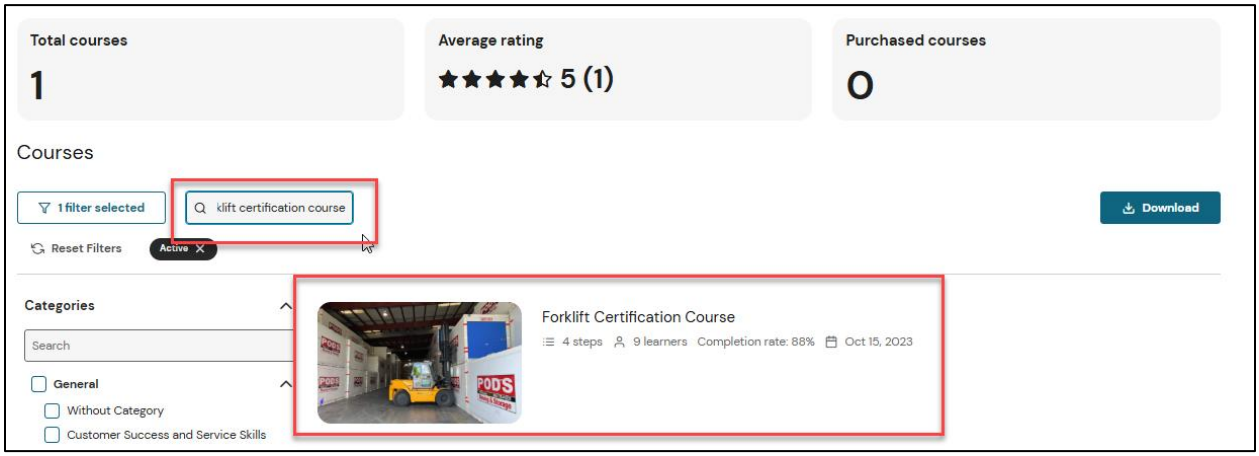
2. Choose **team** from the main menu.



3. Open up the **My Team Dashboard** dropdown. Choose **Training**.

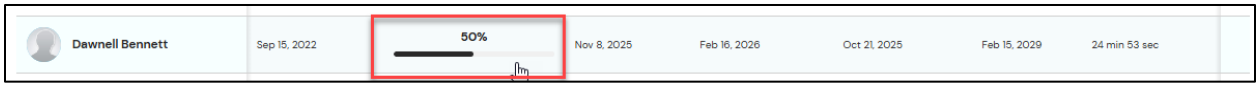


4. Type "*forklift certification course*" in the **search bar**. Then selected **Forklift Certification Course**.

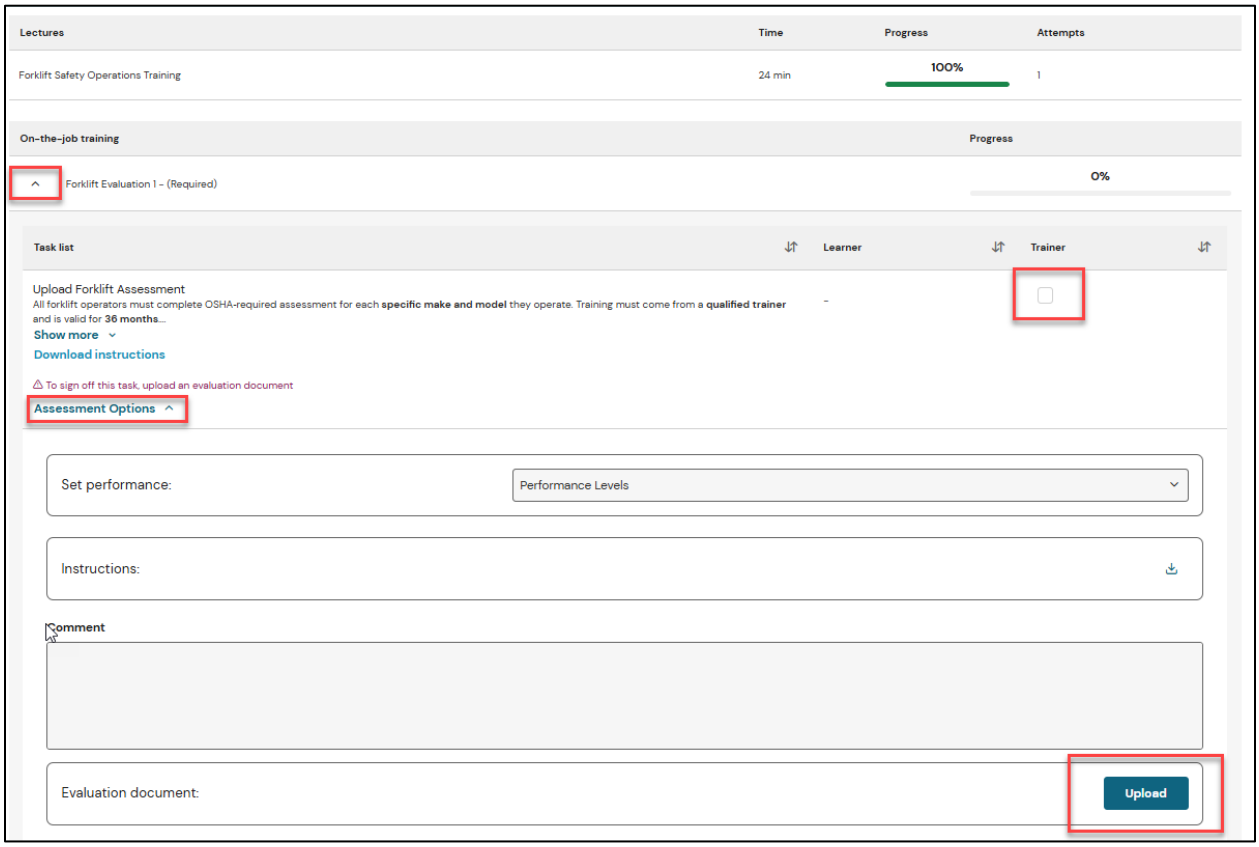


Moving Up

5. Click on **the progress bar** next to the name of the person you want to certify.

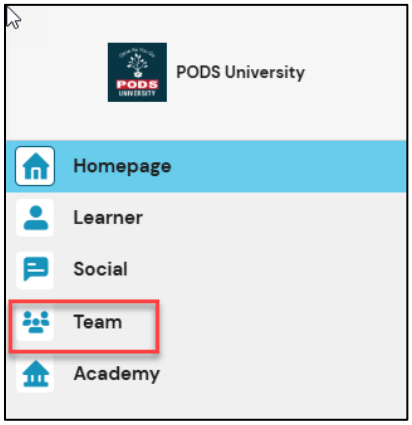


6. Open up **Forklift Evaluation 1 – (Required)**. Open up **Assessment Options**. Choose **Upload** next to **Evaluation document** and upload the completed evaluation form. Check off the **"Trainer" sign-off box**. **If you don't check this box, the task will not show as complete.**

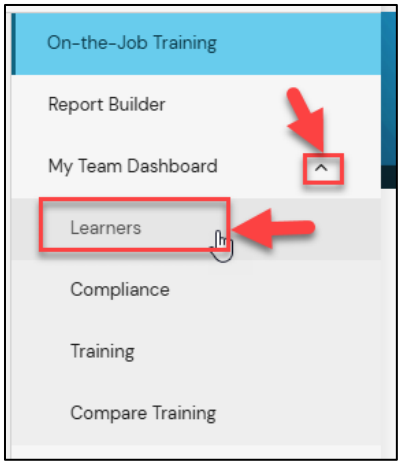


Printing the Certification Card

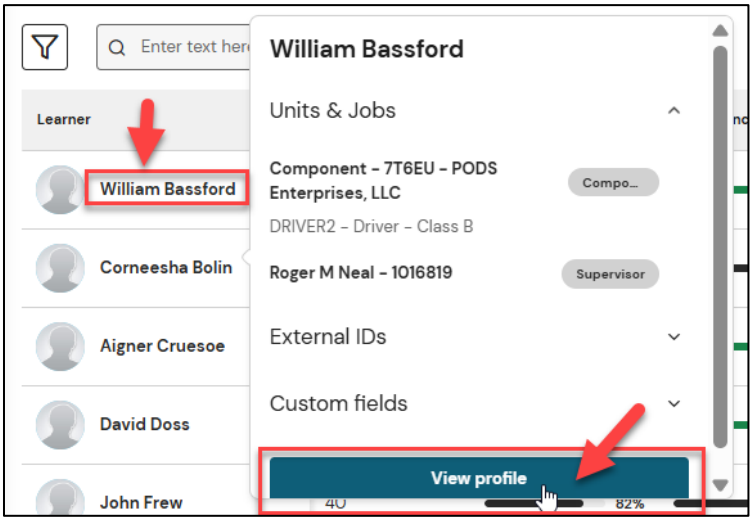
1. From the PODS U home page, go the **Team** tab.



2. Open up the **My Team Dashboard** drop down and click on **Learners**.



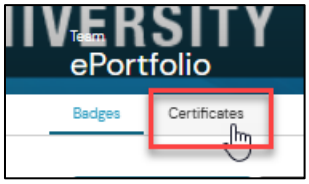
3. Click on the name of the associate you need to print, then click **View Profile** in the pop up.



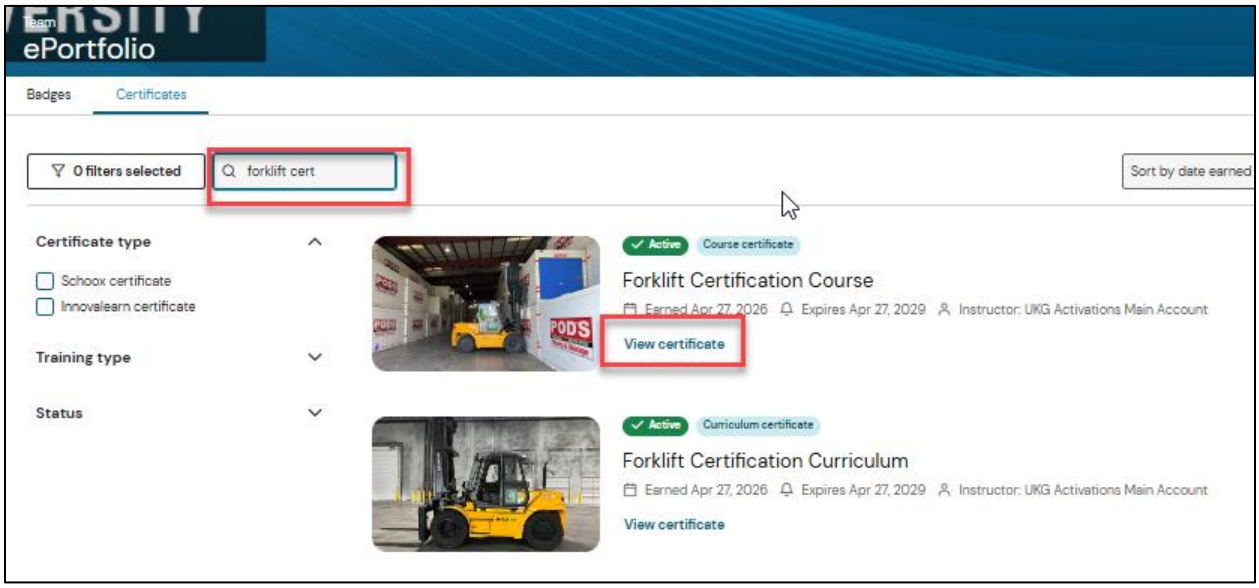
4. Scroll down and click on **Go to ePortfolio**.



3. On their ePortfolio, select **Certificates**.



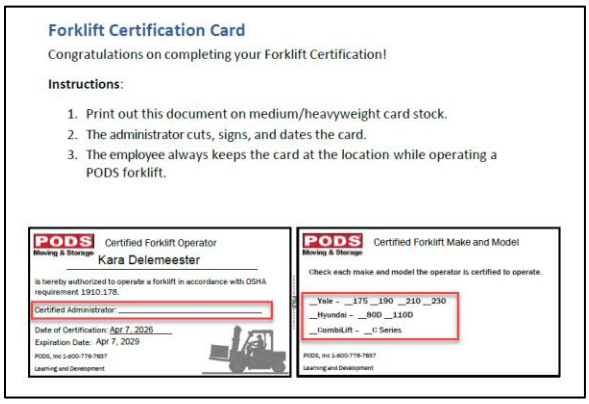
4. Type *forklift certification* into the **search bar** and hit Enter. Click on **View certificate** under the Forklift Certification Course.



The Forklift Certification Card should download and open with your associate's name, certification date, and expiration date already filled out.

PODS Moving Up

5. Print the **Forklift Certification Card**, sign off on the Certified Administrator line, and check off the forklift models the associate is certified for.



Forklift Certification Card

Congratulations on completing your Forklift Certification!

Instructions:

1. Print out this document on medium/heavyweight card stock.
2. The administrator cuts, signs, and dates the card.
3. The employee always keeps the card at the location while operating a PODS forklift.

PODS Moving & Storage — Certified Forklift Operator

Kara Delemeester

is hereby authorized to operate a forklift in accordance with OSHA requirement 1910.178.

Certified Administrator: _____

Date of Certification: Apr 7, 2026

Expiration Date: Apr 7, 2029

PODS, Inc 1-800-776-7637

Learning and Development

PODS Moving & Storage — Certified Forklift Make and Model

Check each make and model the operator is certified to operate.

__Yale – __175 __190 __210 __230

__Hyundai – __80D __110D

__CombiLift – __C Series

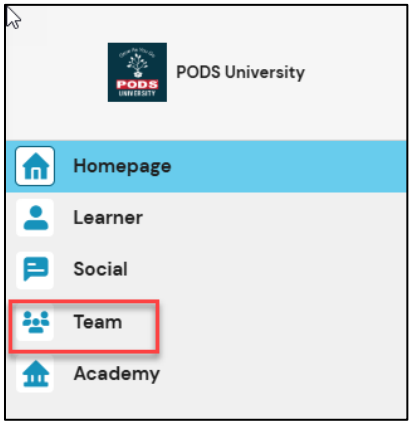
PODS, Inc 1-800-776-7637

Learning and Development

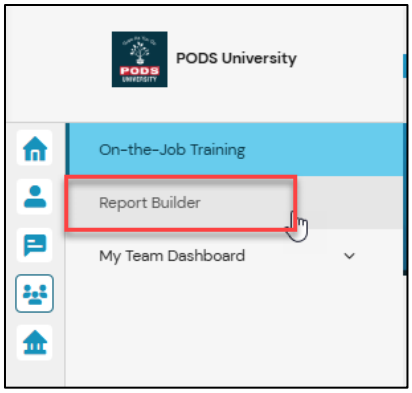
6. Display the Forklift Certification Card visibly and accessibly in your warehouse.

Pulling a Team Forklift Report

1. From the PODS U home page, go the **Team** tab.



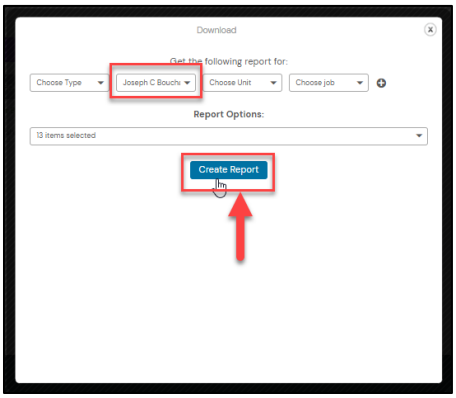
2. Under the Team menu, choose **Report Builder**.



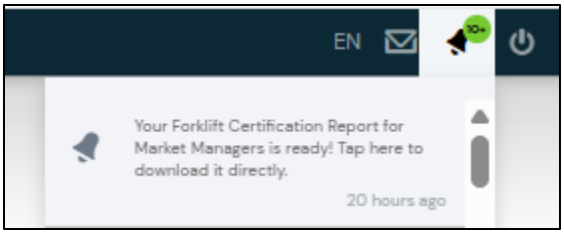
3. Next to the "Forklift Certification Report for Market Managers," click the **three dots, then select download.**



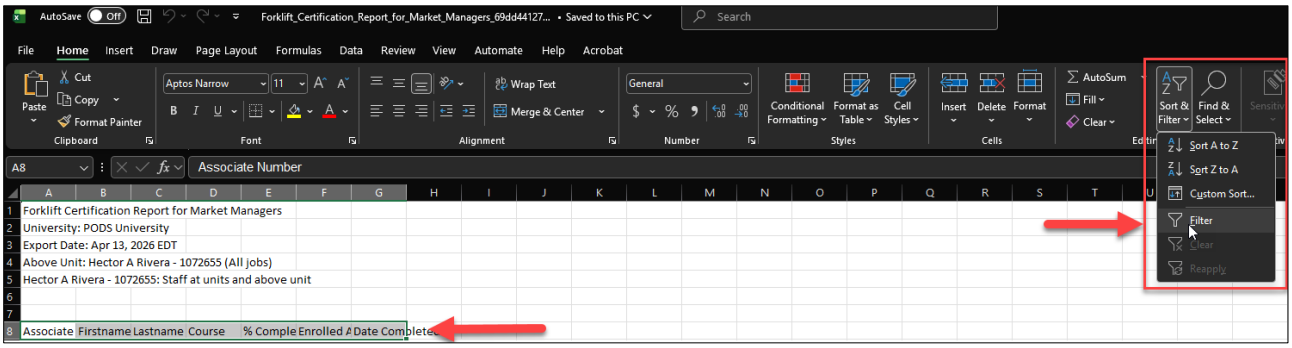
4. Make sure your name is chosen in the second drop down, then click **Create Report**.



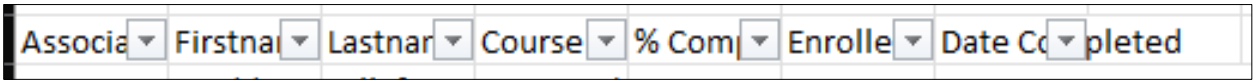
5. Wait a few minutes and then download the report from your **notifications**.

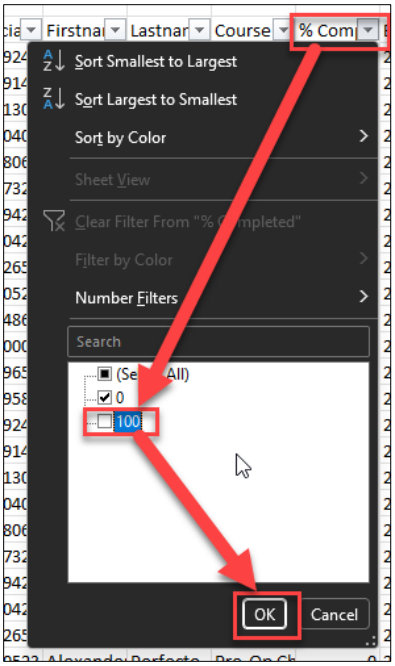


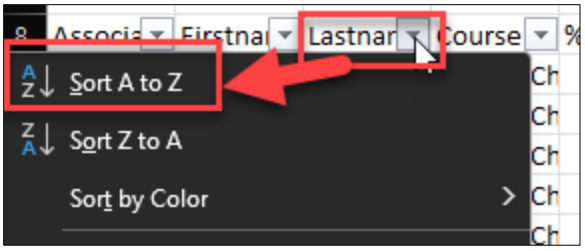
6. In Excel, select the headers, the go to **Sort & Filter** and choose **Filter**.



7. Use the drop down next to each column to sort the data. We recommend sorting **%Completed** to show **only 0**. Then sort **Lastname** by **A to Z**.







8. Schedule training time to associates to complete any overdue or incomplete