

# **Forklift Rodeo Guide**

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# Section 1

## A Brief Overview

## **A Brief Overview**

The forklift rodeo includes both individual and four-person teams. However, only four-person teams are invited to the state competition. All operators must be authorized to operate a forklift and sponsored by an organization.

Typically the rodeo takes place during normal working hours at any site that can accommodate the five driving events. But, when necessary, the competitions may be held on weekends. It's best if a sponsoring material handling company provides forklifts of the same make.

Low score wins! Although speed is required, scoring combines driving time with adjustments for penalties and bonus points. Penalties add time while bonus points subtract time. Penalties result from violating specific forklift driving rules contained in section 9. Bonus points are gained for each correct answer on the forklift quiz. Questions, and correct answers, are taken from the Master Question File in section 10.

Operators may compete for team and individual recognition. Prizes can be awarded at the safety council's discretion such as first, second, and third place teams and individuals. Additional prizes may be awarded to the individual with the fewest penalty points, or the organization demonstrating the most team spirit. Awards may be presented immediately following the event or at the next available safety council meeting.

It is recommended you solicit volunteers from local business and industry to staff the event. Entry fees, sponsorship fees, and donations financially support the event. Judges are highly visible during the event and should have the highest integrity. A head judge should be appointed to resolve any disputes.

Consider partnering with another safety council in your region to maximize resources. When partnering with three or more safety councils, refer to the qualifications for invitation on the following page.

# 2003 Ohio Forklift Rodeo Championship

## Qualifications for Invitation

The following guidelines have been developed to inform safety councils of the criteria and process used to invite local forklift rodeo teams to the statewide competition.

1. The first and second place teams\* from a forklift rodeo sponsored\*\* by a **single** safety council will be invited to participate in the Ohio Forklift Rodeo Championship.
2. Should **two** safety councils sponsor a rodeo, the first and second place teams from each safety council will be invited to participate in the Ohio Forklift Rodeo Championship.
3. Should a forklift rodeo competition be sponsored by **three or more** safety councils, **no more than four** teams will be invited to the Ohio Forklift Rodeo Championship. The sponsors of the forklift rodeo will determine which teams will qualify for the Ohio Forklift Rodeo Championship.

The process by which the sponsor will determine qualifiers to the Ohio Forklift Rodeo Championship must be declared to BWC's Division of Safety & Hygiene at least one month prior to their event. The following are examples of how sponsors may determine a team's qualification for the state-wide competition.

- A.) Selection of the top four scoring teams from all of the competing teams.
  - B.) Selection of the top scoring team from each safety council (not to exceed four teams).
4. Participation by teams located outside the sponsor(s) safety council jurisdiction is at the discretion of the sponsor(s).
  5. The sponsor(s) must declare their intention to host a forklift rodeo competition by August 31, 2002. All forklift rodeos must be complete by February 8, 2003.
  6. The sponsor(s) will notify BWC's Division of Safety & Hygiene of the qualifying teams, complete contact information, and individual names within 10 days of their event or February 12, 2003, whichever comes first.
  7. BWC's Division of Safety & Hygiene will provide a formal invitation, event rules and participant application to the qualifying teams by February 15, 2003. Applications must be submitted by February 28, 2003 to be eligible for competition.

\* A **team** consists of four individuals plus one alternate (optional), representing the same company or business, within the state of Ohio, that operate sit-down powered industrial trucks (PIT's).

\*\*A **sponsor** is a safety council that undertakes direct responsibilities in connection with a forklift rodeo by organizing, funding, publicizing, and supporting the event. All sponsors must be clearly named and identified in marketing materials.

## Additional Information

- ◆ Although organizations may enter operators on an individual basis, most enter teams of four (with an alternate operator). Only teams of four (with an optional alternate operator) will be considered eligible for invitation to the Ohio Forklift Rodeo Championship.
- ◆ Typical entry fees are from \$25 up to \$35 per individual (no team fee or discount) and sponsoring fees are from \$100 to \$200 per organization. Sponsors will be recognized in all event publicity.
- ◆ Suggested publicity: Chamber of Commerce mailings, in-plant posters, in-plant newsletters, local radio, local TV, local newspaper, and banners at the event.
- ◆ Hold the event inside if possible. If held outdoors, inclement weather may cause delays in the competition or discourage participation.
- ◆ When selecting a site for the event, consider space for the following: check-in & registration, forklift quiz area, a "warm-up" area, and the driving events. Also consider room for spectators and ceiling height limitations (e.g., Hot Shot course). Suggested floor space requirement is a building approximately 100' X 200'.
- ◆ Traffic cones and/or pallets are used to design the course layout, although traffic cones are preferred over pallets. (Pallets require constant pick-up and make a lot of noise when they fall.)
- ◆ To avoid confusion, allow one person to schedule all check-in times. Check-in times can be based on distance needed to travel to the venue or on a "first come, first served" basis. Start intervals can be from 20 to 30 minutes.
- ◆ All forklifts should be the same make and model. Four-wheeled forklifts will suffice but three-wheeled forklifts maneuver through some of the events (e.g., Basket Slalom and Pallet Ballet) better.
- ◆ Provide one forklift per course and an additional forklift for participants to "warm-up" or practice on. This additional forklift can also be used as a back-up should a forklift breakdown.
- ◆ When participants check-in and register, they receive their Contestant's Score Sheet. When all events are complete, the score sheet is turned-in to the scorekeeper.
- ◆ The forklift quiz consists of a combination of 25 questions pulled from the Master Question File in section 10 of this booklet. The quiz is administered immediately following check-in and registration. The quiz has no pass/fail component, it is for bonus points only. Refer to rule #7 in section 9, "Official Rules."
- ◆ At the contestant's first driving event, they may be required to conduct a pre-operation safety inspection for the judge.
- ◆ Maintain the same judges for the duration of the rodeo to ensure continuity in the judging. Conduct a judges training session prior to the event. Assign two judges per event: one to judge while the other times the event.
- ◆ Encourage participating organizations to layout the driving events at their own sites to practice. (Course layouts are provided in section 7)
- ◆ Consider a traveling trophy for the first place team award, or GRAND CHAMPION. In other words, the award can be displayed at the winning sponsoring company then passed-on to the next year's winning company.

# Section 2

## Getting Started

# Getting Started

This is a suggested presentation outline for a typical forklift rodeo.

- I. Volunteers
  - A. Administrative support
  - B. Awards
  - C. Chairman
  - D. Forklift support
  - E. Head judge
  - F. Judges and timers
  - G. Publicity
  - H. Registration and check in
  - I. Scorekeeping
  
- II. Forms
  - A. Reservation
  - B. Application
  - C. Waiver and hold harmless
  - D. Driver's license
  - E. Forklift certification
  
- III. Introductions
  
- IV. Events
  - A. PIT Quiz (Bonus Points)
  - B. Basket slalom
  - C. Box car
  - D. Circle course
  - E. Four square
  - F. Hot shot
  - G. Pallet ballet
  - H. Trailer hitch
  
- V. Scoring
  - A. Low Score Wins
  - B. Basic Rule Violation
  - C. Major Rule Violation
  - D. Bonus Points
  
- VI. Recognition (suggested)
  - A. Top 3 Individuals (per event, and overall)
  - B. Individual with Fewest Penalty Points
  - C. Top 3 Teams
  - D. Team Spirit
  - E. Traveling Trophy
  
- VII. Questions and Answers  
(closing)

# Section 3

## Budget

# FORKLIFT RODEO

## Sample Budget

Income:

Entry Fees  
(82 @ \$35) \$2,870.00

Sponsorships  
(5 @ \$150) 750.00

Total Income \$3,620.00

Expenses:

Awards (Plaques & Certificates) \$500.00

Banners 180.00

Gift Certificates, Forklift Pins  
500.00

Judges' Shirts 100.00

Miscellaneous 50.00

Postage 80.00

Facility Rental 500.00

Supplies 100.00

Total Expenses: \$2,010.00

Net Income: \$1,510.00

Section

4

Staffing  
Requirements and  
Timetable

## Suggested Staffing Requirements & Responsibilities

Position	Brief Description
Administrative Support	Photocopy various forms as needed; mail packets as directed, and receive and distribute money.
Awards	Select awards. Assist in presentation of awards.
Chairman	Select volunteer staff; select rodeo site; select day(s) of competition; select forklift support; supervise set-up and tear-down of event; direct opening & closing ceremonies; present awards.
Forklift Support	Provide forklifts.
Head Judge	Train judges and scorekeeper. Make final decisions regarding protests. Assist judges and scorekeeper.
Judges & Timers	Proctor and grade quiz; judge driving events using Judge's Worksheet; time contestant's in each driving event; record time and penalties on Contestant's Score Sheet, and; set-up and tear-down assigned driving event.
Publicity	Arrange for local publicity (radio, TV, newspaper): prior to event, during event, and awards presentation. Coordinate with local safety council.
Registration & Check-In	Register and check-in contestants.
Scorekeeper	Track contestant's scores. Records quiz scores on Contestant's Worksheet.

<b>Task</b>	<b>When</b>	<b>Comment</b>
Select chairman/co-chairmen	12 months out	Determined by safety council's executive committee
Select site	12 months out	
Select date(s)	12 months out	<b>Must be prior to Feb. 1 to be eligible for the Ohio Forklift Rodeo Championship.</b>
Notify BWC's Division of Safety & Hygiene of rodeo date	3-6 months out	Must be by August 31 for winners to be invited to Ohio Forklift Rodeo Championship
Select forklift sponsor	6 months out	
Distribute brochures and application	3 months out	Mailed by administrative support
Select remainder of volunteer staff	3 months out	Performed by safety council's executive committee
Select source(s) for cones, skids, and/or baskets	3 months out	Determined by rodeo committee
Select source(s) for awards	3 months out	Determined by awards chairman
Select source(s) for publicity	3 months out	Determined by publicity chairman
Schedule contestants	1 month out	Performed by scorekeeper
Create scoring file	1 month out	Performed by scorekeeper
Train judges	2 weeks out	Performed by head judge
Set-up driving events	1 day out	Performed by respective judges
Tear-down driving events	1 day after	Performed by respective judges
Present awards and other recognition	Day of event or within 1 month after	Performed by event chairman

\* Forklift Rodeo Committee consists of a representative from each local safety council. Rodeo chairman/co-chairman, rodeo awards chairman, rodeo publicity chairman, rodeo scorekeeper chairman, and rodeo head judge.

# Section 5

## Awards and Recognition

## Suggested Awards & Recognition

The following is a list of possible awards for your competition. Feel free to use as many of these recommendations as you wish. Refer to the Qualifications for Invitation in section 1 to determine the method for choosing teams for the Forklift Rodeo Championship.

- Individual Awards
  - 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> per event
  - 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> place overall
  - Fewest Penalty Points
  
- Team Awards
  - 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> place overall
  - Team Spirit
  
- Miscellaneous
  - Traveling Trophy for 1<sup>st</sup> place team award
  - Recognition of Sponsors, Judges, Head Judge, and Chairman

# Section 6

## Material and Equipment Needs

## Suggested Material and Equipment

### Driving Events:

- Forklifts – 6 (one per event and one for warm-up/spare)
- Traffic Cones (three cones = one skid) or Skids (one skid = three cones)
- Traffic Barrels or cones to outline courses
- Baskets or Crates
  - Basket Slalom – 1
  - Four Square – 3
  - Pallet Ballet – 1
  - Trailer Hitch - 2
- Backboard & Basketball
- Yellow Caution Tape (to outline courses)
- Duct Tape (to indicate direction of travel)
- Contestant's Score Sheet

### Forklift Quiz:

- Tables and Chairs
- Pencils
- Quiz
- Answer Key

### Judges and Timers:

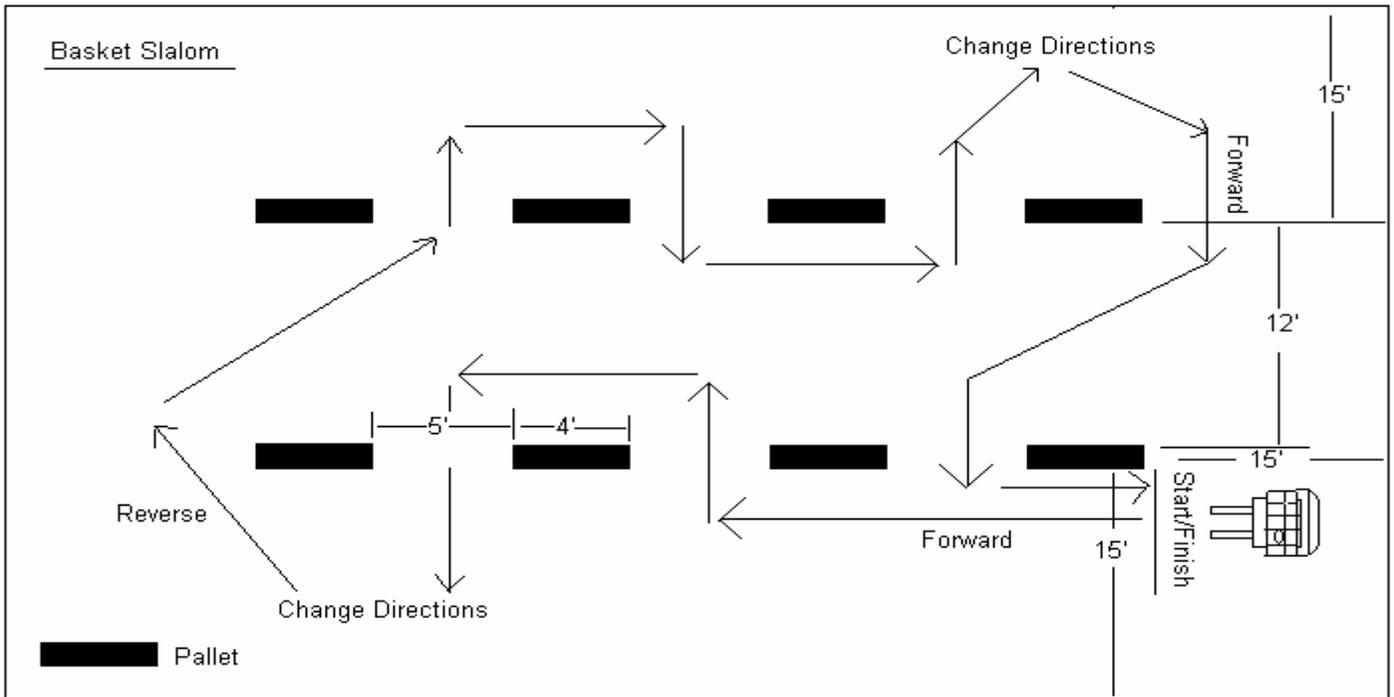
- Clipboards and Pencils
- Stop Watches
- Chairs
- Judge's Work Sheet

### Registration and Scorekeeping:

- Laptop Computer/Overhead Projector/Whiteboard
- Computer Projector
- Extension Cord (for computer, projector, or overhead projector)
- Screen
- Forms:
  - Participation Application
  - Waiver
- Tables – 3 (registration, scorekeeping, and awards)
- Chairs
- Easels (for information signs)

# Section 7

## Layout of Driving Courses



61 x 43 ft.

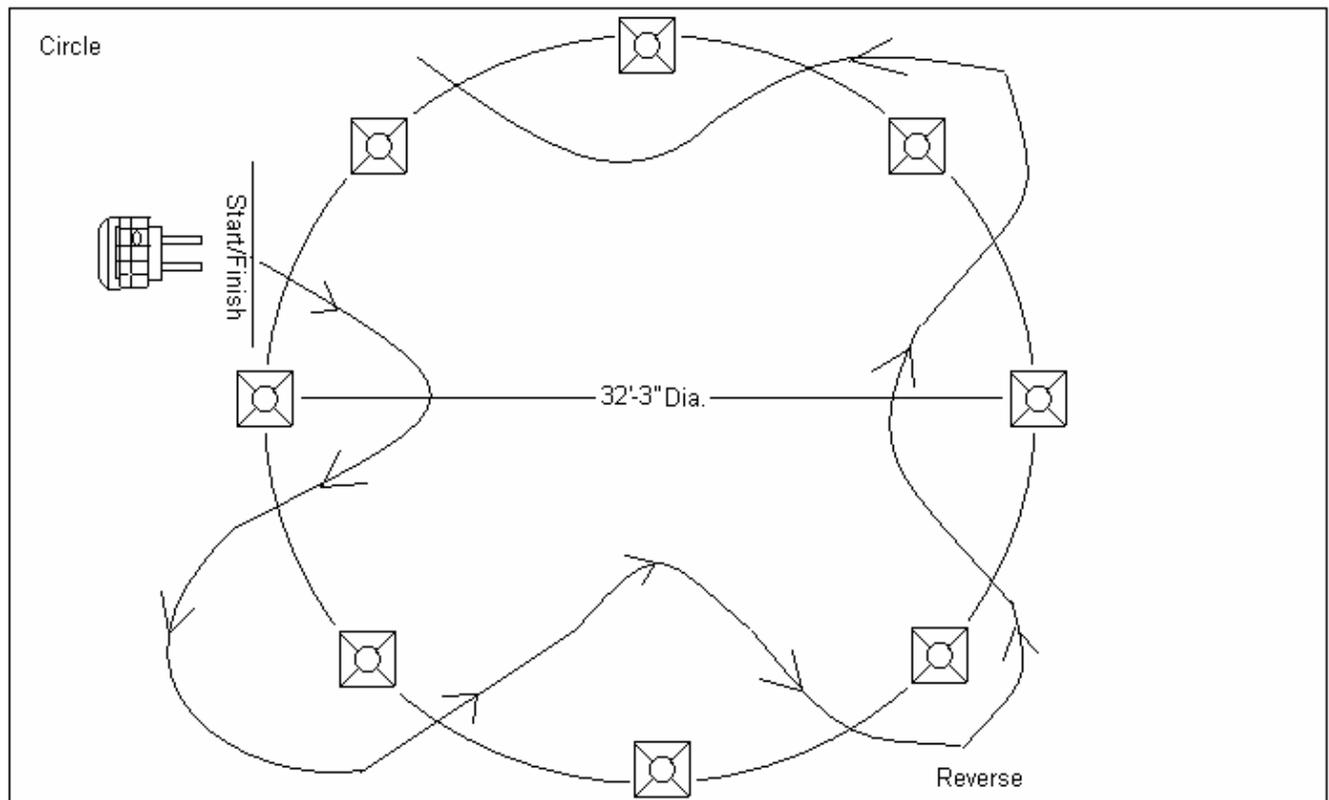
**Procedure:** The operator picks up the load at the start/finish line and drives forward through the openings in the diagram. The operator then stops at the designated point and drives in reverse through the openings as shown. The operator then stops again at the designated point and drives forward through the last openings as shown, crosses the finish line, then parks and dismounts the vehicle in the proper manner.

**Judging:** Timing starts when the load leaves the ground at the start/finish line and stops when the rear wheel(s) cross the start/finish line. Penalty points will be charged for each observed violation. Driving outside the event area and out of control driving will result in a disqualification.

**Load:** No load is required for this course.

**Equipment:** Pallets are used in this diagram as obstacles. You may also use traffic cones to represent obstacles as long as they are spaced 4 ft. from each other.





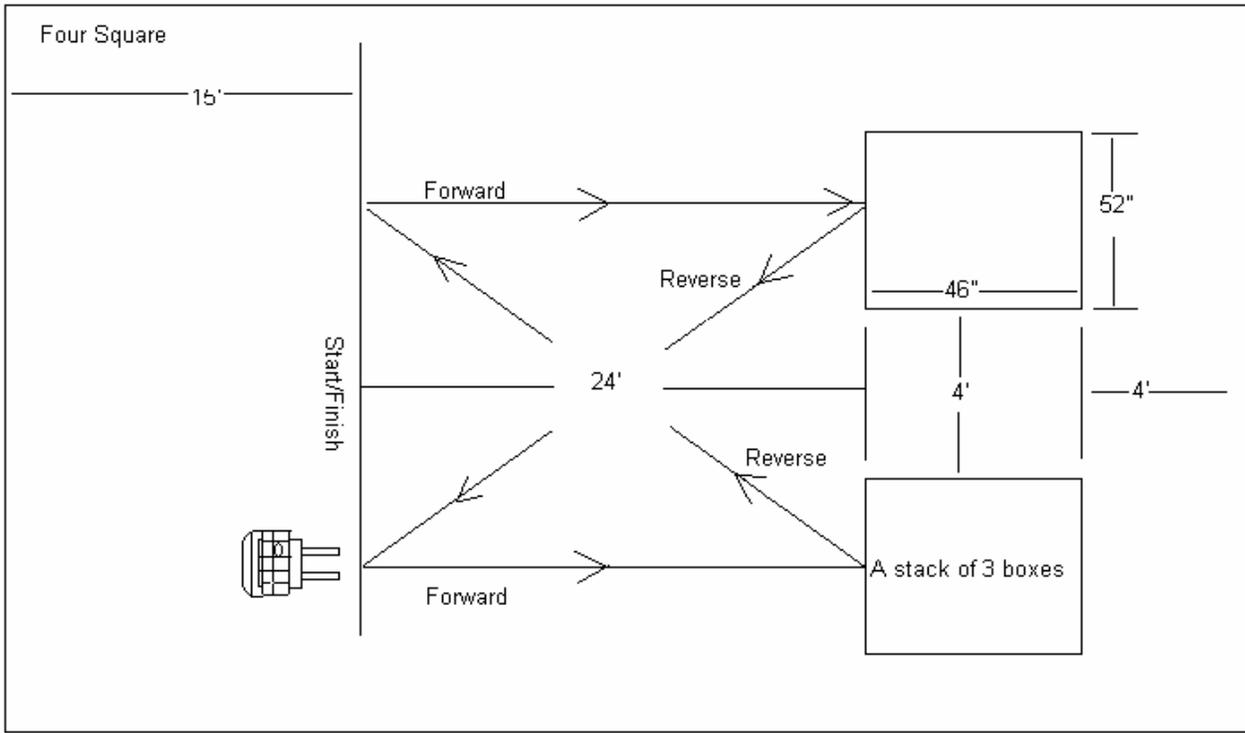
50 x 50 ft.

**Procedure:** The operator travels around the circle twice with lowered empty forks. One trip is made forward and the other in reverse. The operator is not permitted to go through one opening forward and the next in reverse.

**Judging:** Timing starts when the front forks cross the start/finish line and stops when the rear wheel(s) cross the start/finish line. Penalty points will be charged for each observed violation. Driving outside the event area and out of control driving will result in a disqualification.

**Load:** One basket, crate or pallet.

**Equipment:** Traffic cones or pallets. The pallets must be 4 ft. long. The cones must be placed to form a 4 ft. obstacle. The space between the obstacles is typically 50-55 inches. This spacing can be adjusted to accommodate the width of the make of forklift you are using.



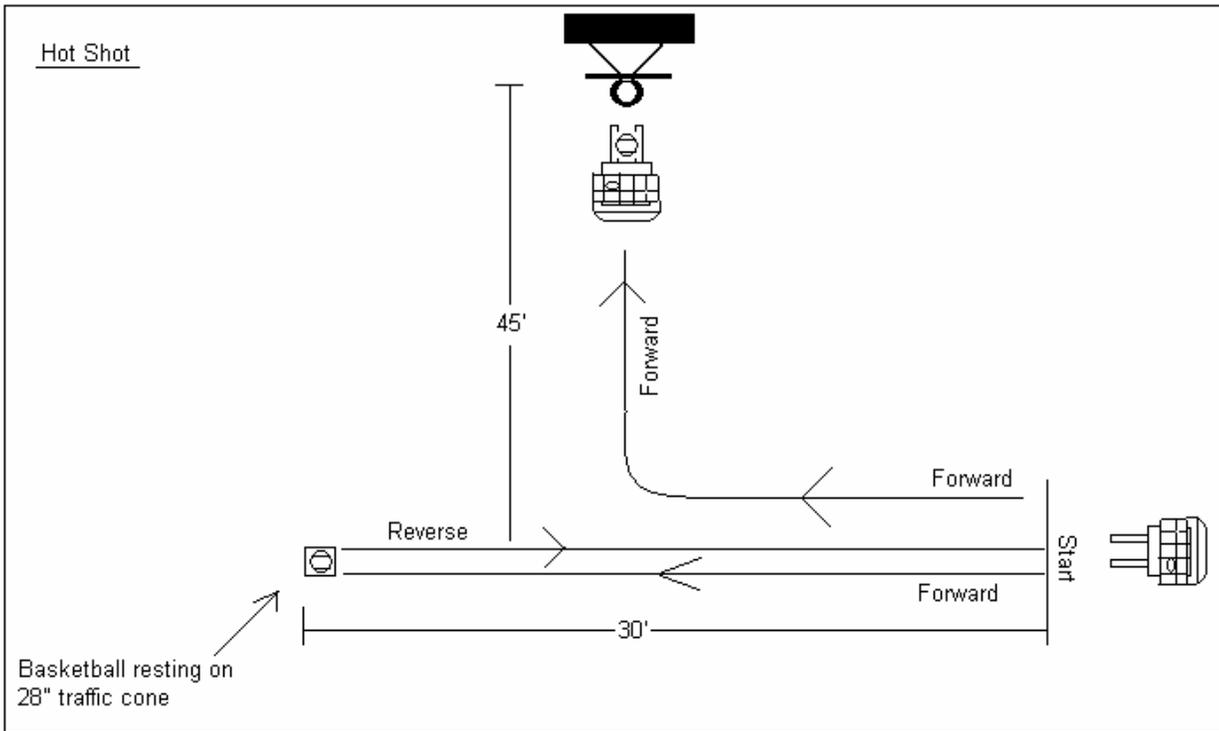
47 x 21 ft.

**Procedure:** The operator must restack the three load items, one at a time, taking them from the first stack and stacking them in the adjacent square following the path specified. Each time the operator returns to the start/finish line the rear wheel(s) must cross the line. Upon completion, the operator parks the vehicle and dismounts in the proper manner.

**Judging:** The time will begin when the forward ends of the forks/load cross the start/finish line and stop when, after stacking, the rear wheel(s) cross the start/finish line. One penalty point (10 seconds) will be charged for each observed violation. Driving outside the event area and out of control driving will result in a disqualification.

**Load:** Three baskets, crates, or pallets.

**Equipment:** Three baskets, crates or pallets



40 x 50 ft.

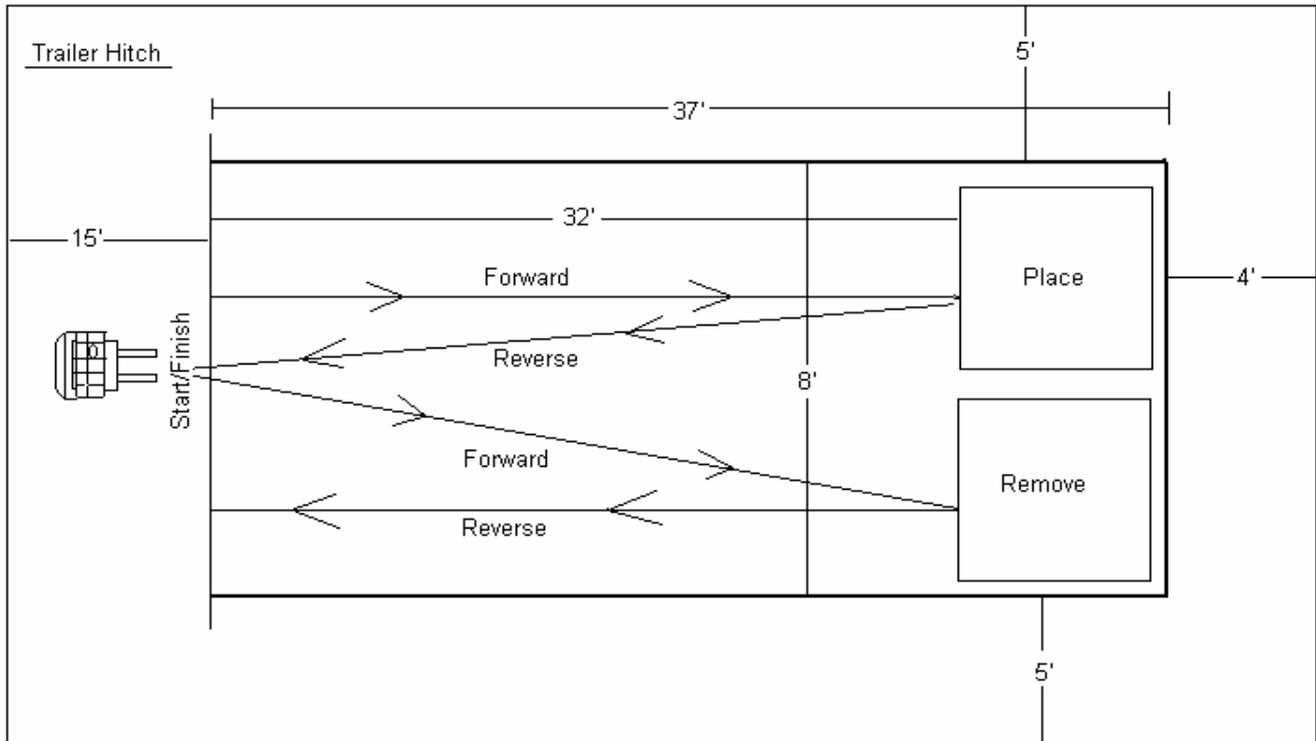
**Procedure:** The operator will position him/her self at the left side of the operator's compartment before the start. At the start signal given by the judge, the operator will mount the forklift in the proper manner and begin the course. The operator will move to the ball resting on the cone, pick up the ball and maneuver to the basket. The operator will approach the basket, elevate the ball, and attempt to drop it through the hoop. The operator will then return to the original start position, park and dismount in the proper manner.

**Judging:** The operator is allowed two minutes to complete the course. If the ball is dropped during the course, the event is terminated. The operator is not allowed to leave the vehicle during the event. Penalty points will be charged for each observed violation. Driving outside the event area and out of control driving will result in a disqualification. Successful completion of the course will result in the awarding of a ten second bonus.

**Load:** One regulation size basketball.

**Equipment:** One traffic cone, one regulation 10' high basketball hoop, one regulation basketball.





56 x 21 ft.

**Procedure:** The operator must enter the trailer with a load and place it in the unoccupied corner of the trailer. The operator will then back out of the trailer empty, clearing the start/finish line with the forks, and then reenter the trailer to pick up the other load. The operator must then back out of the trailer, park the vehicle and dismount in the proper manner. Note: prior to starting the event, operators should be prepared to answer the judge's questions regarding safety procedures related to enclosed trailer operations.

**Judging:** The time begins when the front edge of the forks/load cross the start/finish line and ends when the rear wheel(s) clear the start/finish line. One penalty point will be charged for each observed violation. Driving outside of the event area and out of control driving will result in a disqualification.

**Load:** Two baskets, crates or pallets.

**Equipment:** Two baskets, crates or pallets.

# Section 8

## Event Checklist

# FORKLIFT RODEO CHECKLIST

Purpose: To quickly review status of key areas just prior to commencing event.

- Administrative Support
- Awards and Recognition
- Chairman/Co-chairmen
- Forklift Support
- Judges
- Publicity
- Registration and Check-in
- Rules
- Scorekeepers
- Timers

## ADMINISTRATIVE SUPPORT

- Respective Chamber representative
- Mailing of material
  - Participation Reservation form
  - Participation Application form; Waiver form; Official Rules; Master Question File and Layout of Events
- Copying of material
  - Contestant's Score Sheet; and Judge's Worksheet
- Receipt and disbursement of money
  - Entrance fees
  - Sponsorship fees
  - Rental fee
  - Awards
- Scheduling
- Donated items
- Thank you notes

## AWARDS and RECOGNITION

- Team
- Individual
- Sponsor(s)
- Judges

## CHAIRMAN/CO-CHAIRMEN

- One for each respective safety council
- Select volunteers
- Rodeo site
- Day(s) and time(s) of competition
- Set-up and tear-down
- Opening ceremony
- Awards presentation
- Event obstacles
- Signage
- Refreshments and snacks

## FORKLIFT SUPPORT

- One forklift per event
- One forklift for warm-up
- Vendor's display

## JUDGES/TIMERS

- Head judge
- Training session
- Layout of events & load requirements (cones, skids, tape, baskets, etc.)
- Quiz
- Contestant's Score Sheet
- Judge's Worksheet
- Clipboards
- Stop Watches
- Chairs

## PUBLICITY

- Chamber of Commerce mailings
- Local newspapers
- Local TV/Access TV

## REGISTRATION and CHECK-IN

- Tables and chairs
- Posters and easels
- Chamber representative

## RULES

- Revisions
- Event layouts
- Procedure
- Judging

## SCOREKEEPERS

- Tables and chairs
- Laptop computers
- Projector and screen

# Section 9

## Official Rules

# Suggested Official Rules

**General:** The following are the rules for competition. Recommendation, corrections, suggested changes should be submitted to the Rodeo Committee Chairman.

## “THE EMPHASIS IS SAFETY!”

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**Note:** Although it is necessary to include speed as a skill requirement to provide some measure of driver efficiency and to insure a fair evaluation, excessive speed (as determined by the judge) will not be tolerated! One indication of excessive speed is frequent and repeated skidding of the tires, either in accelerating or braking.

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**Rule #1:** The promotion of safe and efficient operation of Powered Industrial Trucks, also known as forklifts or towmotors, is the sole purpose of the *Rodeo*. The competition will be conducted in accordance with OSHA Standard 29 CFR 1910.178, Powered Industrial Trucks, and guidelines gleaned from the Ohio Division of Safety and Hygiene, the powered industrial truck industry and other professional sources.

**Rule #2:** The Forklift Rodeo Committee reserves the right to introduce new and additional rules as necessary to insure a safe and successful Rodeo. All participants will be advised of any changes prior to the beginning of the Rodeo. Should a change be required during the Rodeo all participants will be notified prior to commencing the next event. No previous scores will be revised as an affect of the new and/or revised rule/s.

**Rule #3: All participating drivers must check in at the registration desk and receive a starting / score slip. Check-in begins promptly at \_\_\_\_\_ a.m./p.m. at \_\_\_\_\_.**

**Note: Check in times will be set for each team(s) registered based on order of registration, first come, first served and the best interest of an orderly participation.**

**Rule #4:** Individual Drivers, or a designated Company official (for example, a team captain), must present all of the required documentation as outlined in the “Participation Application”.

**Rule #5:** Team participation will be based on a company-specific, named, four-person team. Alternates may be registered and substitutions made prior to the start of that team’s first event. Once a team member has begun participation no substitution may be made. A team captain will be identified no later than registration and will be the spokesman for the team. The team captain may be a non-driving company representative.

**Rule #6:** Drivers must report to the head starter at the first event, with their starting slip, at their scheduled time. Failure to report on time and / or a lost starting slip will result in disqualification. There will be no alibi rounds.

**Rule #7:** Each participant will complete a 25 question Forklift Operations Quiz prior to participating in the competition. This quiz will be composed of questions taken from a Master Question File (MQF) that has been developed by the Rodeo Committee. This MQF will be provided to all companies that have indicated they will participate, individual or team. It is up to the competing company to distribute or otherwise make the quiz available to all participants for advance study. This quiz is not a pass-fail examination, rather, each participant will be awarded a one (1) second deduct for each correct answer. Example: a participant correctly completing 20 of the 25 questions will be awarded a 20 second deduction in the calculation of his/her score. Those participants that have a reading deficiency, if identified by the sponsoring company, will be given the quiz verbally.

**Rule #8:** Each participant may be asked to satisfactorily complete a vehicle inspection at the first event (only) using the Electric Truck Operator’s Daily Checklist. This ‘event’ will be accomplished by the operator response to a series of six related and prescribed questions offered by the judge at the first event.

**Rule #9:** This is a “low score” wins event. Winners will be determined by the lowest total time. Total time equals actual driving time for the event plus penalties.

- a. Basic Rule Violation = Plus one penalty point. Some examples include failure to set the parking brake when dismounting, failure to look to the rear before backing, carrying the forks too high, failure to tip the mast slightly back before maneuvering, maneuvering with the load elevated, other OSHA 29 CFR 1910.178 violations, bumping course “cone”, etc.
- b. Penalty Point= five (5) seconds added to the actual time.
- c. Major Safety Violation = An infraction deemed a Major Safety Violation will result in a first warning to be annotated on the score sheet and a ten (10) point penalty, 50 second add-on. A second major overall Rodeo safety violation will result in overall Rodeo disqualification. Excessive speed, skidding the tires, tipping the forklift, intentionally running over cones to shortcut the course etc., are examples of a major safety violation.
- d. An infraction (violation) deemed intentional will result in a ten (10) point 50 second add-on and will count as a Major Safety Violation (9.c above).
- e. The pre-operational check will be included in the first driving event. Each of the six (6) questions is valued at one penalty point. A miss will result in the addition of one penalty point, five (5) seconds added to the time.

**Rule #10:** The speed limit for this Forklift Rodeo is five (5) miles per hour. Should it be necessary for the judge to address (excessive) speed with a driver, timing will be interrupted while the judge counsels the driver. A speed violation is considered a Major Safety Violation (Ref. Rule #9.c). When the judge gives the signal the driver will resume the event and timing will be resumed.

**Rule #11:** Forklift traveling height is not addressed by OSHA (29 CFR 1910.178). It is addressed by most truck manufacturers and is addressed by the BWC, Ohio Division of Safety and Hygiene in their 12/92 safety guide for Powered Industrial Trucks as follows; “whether loaded or empty, carry forks and platforms on lift trucks as low as possible.” The Rodeo MQF, Question #6 answer to the Question, “Travel with your load?” is 2 to 4 inches off the floor. For the purposes of the Rodeo competition, the desired height is two to four (2-4) inches, however, no penalty will be invoked unless the height exceeds six (6) inches. Note: Several of the obstacles (cones) will be marked with tape positioned at six inches to provide a guide to the operators and the judges.

**Rule #12:** Drivers will be held responsible for those questions / issues addressed in the Master Question File (MQF). The following will, however, be given special emphasis during the driving phase of the rodeo:

- a. Operators will look to the rear before backing. Use of mirrors will be noted but are considered only as a supplement to a clear and deliberate effort to establish full eye contact with the route to be taken.
- b. Operators will keep all parts of their bodies inside the forklift perimeter at all times. This is interpreted to preclude placing one’s hand/s on the overhead guard supports at any time since the finger/hand will be outside the forklift perimeter and operators have been known to lose fingers/hands as a result of this body position.
- c. Operators will not maneuver with an elevated load, i.e., one with the load above the traveling height noted in Rule #12, above! Lower the load before traveling.
- d. Operators will react in a proper manner to all blind corners / intersections, i.e. sound the horn, slow down and proceed with caution.
- e. Dragging forks will be noted and result in a penalty assessment.
- f. Smoking is not permitted in the vicinity of battery or propane operated forklifts.

The mast should be tilted slightly back with the load against the backrest while traveling.

- g. Properly mounting and dismounting the forklift.
- h. Proper use of the parking brake – set before dismounting.
- i. Seat belts will be used.
- j. The operator shall consider the use of each vehicle as the first operational use of that unit for the shift and conduct a proper pre-op inspection unless waived by the judge. Ask the judge to waive the inspection to satisfy this requirement! He / she will consider it completed and allow you to proceed. Note: The exception is the first course you drive, Rule #8.
- k. Understand that you should not attempt to jump clear should a forklift tip over. Rather you should hold on to the steering wheel with both hands, brace yourself and remain in the protection of the vehicle, overhead guard, the fact that you are secured by the seat belt etc.
- l. At Event “Trailer Hitch”, you will simulate completing the checks required of entering an enclosed trailer, still attached to its’ tractor, by describing all that is required to the Judge. The Judge will not ask you, but rather expect you to do the check by describing it to him / her verbally prior to driving the event. Insure the trailer wheels are chocked and the brakes set; check the floor capacity; set the dock plate; and turn on vehicle and the dock lights.
- m. When stacking a load make sure to tilt the load forward only when over the stack.

**Rule #13:** Course obstacles may vary. The Rodeo sponsor reserves the right to use whatever device is appropriate and available. For example, wooden pallets, highway barricades, rubber (orange) traffic cones etc. When a pallet is bumped they normally fall over. When traffic cones are used, bumping a cone/s will be considered a penalty point – the obstacle will have fallen over. The course outline illustrations suggest pallets. Traffic cones will be set up to outline the same configuration, spacing etc. Note: The Rodeo Committee has elected to use traffic cones, unless unanticipated circumstances preclude their use.

**Rule #14:** Any debated calls, protests etc., will be resolved by the Head Judge whose ruling will be final.

**Rule #15:** The following tie-breaker criteria are to be used to determine the standings in any event and event place, i.e., first, second and third place.

- a. The driver with the least penalty points in an event wins that event or place in that event, i.e. first, second or third etc.
- b. The best quiz score is to be used as the second tie-breaker in the event that penalty points are even.
- c. The third tie-breaker is the basketball dunk.
- d. Should the above (penalty points, quiz score, or basketball dunk) fail to resolve the tie, then a tie will be declared (first, second or third) in that event. For example, if one person scores a 65 and two people score 69’s, the low score of 65 shall be designated the first place winner. The two at 69 will be declared as second-place tie recipients, receiving second place awards so designated – tied for second. The third place position shall not be awarded.

**Rule #16:** There will be first and second place “team” awards for the teams with the lowest aggregate score (aggregate score equals the sum of the final total (net) scores of the four drivers). Additional awards are at the discretion of the Rodeo Committee.

**Rule #17:** Protests will be handled at the time of the alleged difficulty. The Head Judge will assess the situation and make a ruling, which will be final. Protests will be registered in a professional manner! Loud, abusive or aggressive behavior will result in a summary disqualification and ejection from the Rodeo Arena site

**Rule #18:** All team entries must be submitted by \_\_\_\_\_ unless an exception is granted by the Rodeo Chairman. Lineup changes will be accepted through registration on the day of the event. Once registration is completed team changes will not be permitted.

**Rule #19:** Losing direction – lost – in an event will require the driver to return to the point where he/she began to error and resuming the course in the proper manner. If the course is not accomplished in the proper manner, i.e., in accordance with the course diagram and instructions, the contestant driver will receive a “gross error” score.

# Section 10

## Master Question File

## MASTER QUESTION FILE (MQF)

Operator: \_\_\_\_\_ Date: \_\_\_\_\_

Company: \_\_\_\_\_

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### Introduction:

The most important key to safe operation of Powered Industrial Trucks is the Operator. This Master Question File (MQF) has been developed to assist companies, supervisors, maintainers and operators of Powered Industrial Trucks in attaining and maintaining the knowledge necessary to safely and efficiently operate these potentially dangerous vehicles. This bank of questions is also intended to serve as a study guide for operators of Powered Industrial Trucks and help prepare them for tests and quizzes that they will be required to take in pursuit of achieving and maintaining operational qualification and authorization (licensing) to operate these vehicles. It is to serve as the study guide in preparing participants for the Forklift Rodeo twenty five (25) question quiz that each participant must take prior to competing in the Rodeo. A bonus of one (1) point for each correct quiz answer will be awarded to the operator's driving score. This is a "no-fail" quiz.

**General:** 1. The term "Powered Industrial Trucks" is a term established and applied to specialized industrial trucks powered by electric motors or internal combustion engines. It encompasses a whole array of vehicles often more commonly known as forklifts, lift trucks, towmotors, tractors, platform lift trucks, motorized hand trucks etc.

2. The Occupational Safety & Health Administration (OSHA) has developed a Standard, 29 CFR 1910.178, entitled "Powered Industrial Trucks" that provides the basic guidance (the law) that governs the operation of these vehicles. It contains safety requirements relating to fire protection, design, maintenance and use of fork trucks, tractors, platform lift trucks, motorized hand trucks and other specialized trucks powered by electric motors or internal combustion engines.

3. The OSHA Standard 29 CFR 1910.178 encompasses a great deal of the earlier and long-standing reference for the operation of these vehicles produced by the American Society of Mechanical Engineers and their American National Standards Institute (ANSI). Their Standard, ANSI---B56.1a - 1995 is a valuable reference to all operating powered industrial trucks.

4. Sources of information and research for the development of this MQF include the OSHA Standard, 29 CFR 1910.178, ANSI---B56.1-1983 (Revised), the Ohio Division of Safety & Hygiene, manufacturer's recommended procedures and other related technical publications and codes. Companies using powered industrial trucks are encouraged to supplement these documents with policies and procedures that provide site-specific guidance to their operators to insure a safe and efficient operation in their location/s. Some questions in this document are based on accepted, good operating practices.

## Instructions:

Mark True/False Questions by checking (✓) the correct response, True or False. For multiple choice, circle the most correct answer/s. More than one multiple-choice answer may be correct. In this case circle all of the correct answers.

Note: When the question is stated in a “false” way, a *Note* is included to clarify why the question is false and to help the reader understand the correct procedure and to prepare for any quiz taken from this document.

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### Section A: General Requirements:

1. “Powered Industrial Trucks”. It contains safety requirements relating to fire protection, design, maintenance, and use of fork trucks, tractors, platform lift trucks, motorized hand trucks, and other specialized industrial trucks powered by electric motors or internal combustion engines.  
 True                       False
  
  2. Modifications and additions to powered industrial trucks which affect capacity and safe operation shall not be performed by the customer or user without manufacturers’ prior written approval. Capacity, operation, and maintenance instruction plates, tags, or decals shall be changed accordingly.  
 True                       False
  
  3. The user shall see that all nameplates and markings are in place and are maintained in a legible condition.  
 True                       False
  
  4. There are eleven different designations of industrial trucks or tractors as follows: D, DS, DY, E, ES, EE, EX, G, GS, LP, and LPS. These designations indicate type of unit, i.e. how it is powered, special safeguarding, locations where they can / cannot be used with regard to fire and explosion concerns etc.  
 True                       False
  
  5. Smoking is permitted in electric truck battery charging areas:  
 True                       False
- [Note: There is a potential for a hazardous (explosive) atmosphere in the presence of battery charging facilities.]
6. Gasoline and propane powered forklifts may produce unacceptable levels of carbon monoxide if they are not maintained in good, “tuned” operational condition:  
 True                       False

### Section B: Operations

1. Who may operate forklifts?
  - A. Supervisors
  - B. Friends
  - C. Authorized co-workers
  - D. Trained and authorized workers
  
2. Drivers must check their vehicles?
  - A. Monthly
  - B. Daily
  - C. At the beginning of the shift
  - D. Weekly
  
3. Riders are allowed on a forklift?
  - A. If Strapped in
  - B. On the forks in an approved safety platform
  - C. Never
  - D. Towed behind the unit
  
4. Who has the right-of-way?
  - A. Your lift.
  - B. Another lift
  - C. Things approaching from the left
  - D. Pedestrians

5. What should you do before driving into a trailer?
  - A. Insure the wheels are chocked and/or dock locks are engaged.
  - B. Check the floor of the trailer before entering
  - C. Set the dock plate
  - D. Turn on your truck lights and fixed auxiliary lights ( If available)
  - E. All of the above
  
6. Travel with your load?
  - A. High enough to see under it
  - B. 2 feet off of the floor
  - C. 2 to 6 inches off of the floor
  - D. Low enough to see over it
  
7. Travel down ramps?
  - A. Avoid this, if possible
  - B. In reverse
  - C. Forward
  - D. Only with loads
  
8. How far should forks go under the pallet?
  - A. Half way
  - B. Three fourths
  - C. One fourth
  - D. All the way
  
9. What type of suspension does a forklift have?
  - A. 4 point
  - B. 2 point
  - C. 3 point
  - D. Leaf springs
  
10. You should dismount your forklift?
  - A. Facing it
  - B. Facing away from it
  - C. Four point stance
  - D. Two point stance
  
11. Refueling is more dangerous and requires more attention with?
  - A. Propane lifts
  - B. Gasoline lifts
  - C. Battery lifts
  - D. All of the above
  
12. During the pre-operational check you should check?
  - A. Hydraulic system
  - B. Brakes
  - C. Tires
  - D. All of the above
  
13. When picking up a load?
  - A. Lift and then tilt the load forward slightly
  - B. Never exceed the rated load capacity of the forklift
  - C. Lower the load to about 2 feet off the floor
  - D. Check under the load to make sure it is secure
  
14. When approaching blind spots or aisles?
  - A. Stop and check for danger
  - B. Sound the horn
  - C. Slow down and proceed with caution
  - D. All of the above
  
15. When raising a load the vehicle center of gravity?
  - A. Shifts rearward
  - B. Shifts to the side
  - C. Shifts forward
  - D. Remains the same due to the counter weight position

16. If your vision is obstructed in any way when traveling with a load?

- A. Raise the load so you can see under it
- B. Lower and tilt the load forward so you can see over it
- C. Travel in reverse
- D. Travel forward

17. Never leave a lift truck running while unattended?

True  False

18. You may exceed the forklift load capacity by 10% if customer satisfaction is at stake?

True  False

[Note: Never exceed the load capacity under any circumstances! Ref: Manufacturer's specifications.]

19. It is all right to park on an incline without wheel blocks or chocks.

True  False

[Note: Wheel blocks or chocks are required IAW CFR 29 19010.178(m)(5)]

20. Speed is the most frequent factor (cause) of powered industrial truck accidents when traveling with a load.

True  False

21. A forklift steers more easily loaded than empty.

True  False

22. It is all right to push another vehicle to start it.

True  False

[Note: Prohibited by 29 CFR 1910.178]

23. If you stop your vehicle, you may back-up immediately without looking and clearing behind you.

True  False

[ Note: Division of Safety & Hygiene & 29 CFR 1910.178(n)(6), "...the driver shall be required to look in the direction of, and keep a clear view of the path of travel".]

24. It is dangerous to drive through an oil or water puddle.

True  False

25. The operator should inspect his / her truck at the beginning of his / her shift each day.

True  False

26. A forklift has the operational priority to park or stack materials in front of fire doors, block aisles, block stairways or to block emergency equipment.

True  False

[ Note: Prohibited by 29 CFR 1910.178(m)(14) ]

27. The operator of a lift truck is responsible for knowing the load capacity and the weight of the vehicle.

True  False

28. The mast should be tilted slightly back with the load against the backrest while traveling.

True  False

29. Freight car brakes should be set and the car wheels blocked before attempting to load the freight car.

True  False

30. Give warning signals (horn) before entering a freight car.

True  False

31. It is necessary to report slippery conditions.

True  False

32. You can refuel gasoline lift trucks while in a building.  
 True  False  
[ Note: Prohibited by fire codes and company fire safety & prevention plans]
33. Steering wheel knobs may spin so as to break the operator's fingers.  
 True  False
34. It is dangerous to have sparks or flames near batteries.  
 True  False
35. You can lift as much weight with the ends of the forks as you can with the forks all the way under the load.  
 True  False  
[ Note: 29 CFR 1910.178(o) and manufacturer's instructions ]
36. When backing out from under a load, the forks may be caught in the load if they are not level and clear of the load.  
 True  False
37. Safety shoes are recommended for forklift operators.  
 True  False
38. Forklift operators are responsible for the general cleanliness of their vehicles.  
 True  False
39. Pedestrians share the responsibility for keeping clear of your vehicle in fork truck working areas.  
 True  False
40. Operators should try to repair any mechanical trouble that develops.  
 True  False  
[Note: 29 CFR 1910.178(q) states that "...All repairs shall be made by authorized personnel.]
41. Bent or damaged dockboards must never be used.  
 True  False
42. It is not recommended that you start, turn or stop a truck suddenly.  
 True  False
43. One other person may ride on your truck with you.  
 True  False  
[ Note: 29 CFR 1910.178(m)(3) ]
44. All operators of powered industrial trucks shall be properly trained, deemed qualified and authorized (in writing) by the current employer to operate a truck.  
 True  False
45. It is all right to grasp the rear overhead supports of the cage when traveling in reverse to help stabilize yourself.  
 True  False  
[Note: 29 CFR 1910.178(m)(4), "The employer shall prohibit arms or legs from being placed between the uprights of the mast or outside the running lines of the truck." Grasping the rear overhead support of the cage positions a portion of the operators' hand outside of the running line of the forklift which has resulted in serious hand injuries, to include finger amputation!]
46. There is no hazard in the operator of a powered industrial truck smoking while operating the vehicle.  
 True  False  
[Note: Although not strictly prohibited in 29 CFR 1910.178, smoking is considered a hazard in fire prevention circles due to the potential of a fuel leak hazard with respect to internal combustion engine operations. Smoking also introduces a distraction to an operation that demands the full attention of the operator to avoid a mishap that could result in product damage, injury or even death.]

47. Use of a seat belt, when provided, is optional and does not provide much protection to the operator in the event of a tip-over.  
\_\_\_\_\_ True \_\_\_\_\_ False  
[Note: Although not currently addressed in 29 CFR 1910.178, the use of seat belts, when provided, is considered to be absolutely essential to the operator's safety and critical to survival in the event of a tip-over.]
48. Raising or lowering the steering / braking handle will cause a powered "walkie" to stop.  
\_\_\_\_\_ True \_\_\_\_\_ False
49. Narrow aisle trucks cannot be used in pollution free environments because of their exhaust.  
\_\_\_\_\_ True \_\_\_\_\_ False
50. The overhead guard and load backrest has been removed from your truck and are being repaired. It is safe to use this truck as long as you are careful.  
\_\_\_\_\_ True \_\_\_\_\_ False  
[Note: 29 CFR 1910.178(m)(9)]
51. Spread the forks as wide as possible before lifting a load. You do this by pushing the forks away from you.  
\_\_\_\_\_ True \_\_\_\_\_ False
52. Lift and lower loads smoothly, with the mast vertical or slightly back, never forward.  
\_\_\_\_\_ True \_\_\_\_\_ False
53. A truck without a load will never tip over, even on a ramp (inclined plane).  
\_\_\_\_\_ True \_\_\_\_\_ False  
[Note: Refer to manufacturer's handbook, load and balance instructions]
54. Professional lift truck operators turn corners quickly to show how fast they can move loads.  
\_\_\_\_\_ True \_\_\_\_\_ False  
[Note: 29 CFR 1910.178(8), (9) & (15) and manufacturer's handbook]
55. Professional lift truck drivers check each load for weight and stability.  
\_\_\_\_\_ True \_\_\_\_\_ False
56. You can stick your legs or arms outside the operator's compartment as long as you are protected by a wide load.  
\_\_\_\_\_ True \_\_\_\_\_ False  
[Note: 29 CFR 12910.178(m)(4)]
57. Railroad tracks should be crossed slowly, at an angle.  
\_\_\_\_\_ True \_\_\_\_\_ False
58. Professional lift truck operators remove loose objects from the aisle instead of running over them.  
\_\_\_\_\_ True \_\_\_\_\_ False
59. When overtaking a pedestrian from the rear, you should:  
A. Continue on as long as the pedestrian is not in front of you  
B. Go around the pedestrian  
C. Sound your horn and stay clear of the pedestrian
60. When entering or leaving a building, you should:  
A. Slow down and blow your horn  
B. Stop, sound your horn and proceed slowly  
C. Stop, then drive out
61. Another person may ride the bare forks of a truck:  
A. Never  
B. If absolutely necessary  
C. If the operator approves or has the permission of the supervisor

62. In case of an accident, damaging the truck or other property, you should:
- A. Keep your mouth shut and get out of the area
  - B. Report it to your supervisor
  - C. Report it to maintenance
63. When driving UP a ramp with a load, the load should be on:
- A. The uphill end of the truck
  - B. The downhill end of the truck
  - C. Whichever is the most convenient and expeditious (faster)
64. When driving DOWN a ramp with a load, the load should be on:
- A. The uphill end of the truck
  - B. The downhill end of the truck
  - C. Whichever is the most convenient and expeditious (faster)
65. Who has the right-of-way in plant aisles?
- A. Pedestrians
  - B. Powered industrial truck operators
66. If we assume that traveling in a powered industrial truck is similar to traveling in an automobile, which of the following would apply?
- A. Maintain a safe distance from the vehicle ahead of you
  - B. Use an audible warning device when you approach locations of obstructed vision
  - C. Observing speed limits, pedestrian right-of-way and emergency vehicle priority are all important factors in safely operating a powered industrial truck
67. To check fluid levels, you should use:
- A. Match
  - B. Cigarette lighter
  - C. Dip stick or small measuring device
68. It is okay to dismount a motorized, rider hand truck when:
- A. You are going to pick up a load
  - B. You have slowed the truck
  - C. The truck has come to a complete stop
69. When operating a motorized hand truck on a grade, the forks should always be:
- A. Downgrade
  - B. Upgrade
  - C. It does not matter
70. The auto reverse switch on a walkie truck is there:
- A. To keep you from being pinned and injured by your own truck
  - B. As another option for changing directions
  - C. To help you maneuver the truck in tight areas
71. When operating a narrow aisle truck and approaching a steep grade, what should you do?
- A. Go up slowly
  - B. Check truck grade ability
  - C. Narrow aisle trucks are not designed for use on steep grades - see your supervisor
72. How can you tell if a truck can safely lift the load you wish to handle?
- A. Try to estimate the weight of the load by its size
  - B. Check the truck's capacity plate to determine the weight and load center limitations
  - C. Try lifting the load slowly to see how it reacts
73. Which factor(s) should you consider when approaching a load?
- A. Make sure the forks are spread as wide as possible
  - B. Make sure the truck is square to the load
  - C. Make sure the mast is vertical

74. You are operating a counterbalance truck and you are approaching an intersection. What should you do?
- A. Stop
  - B. Look to see if the way is clear
  - C. Sound your horn to warn pedestrians
75. You must bring a load down a ramp with your counterbalance truck. Which direction should you travel?
- A. In reverse, with the load uphill
  - B. Travel forward, with the load downhill
76. A co-worker wants to ride on the back of your truck. You should tell him / her:
- A. Okay, as long as you hold on tight
  - B. No one is permitted to ride on a forklift
  - C. Okay, as long as you sit in the operator's compartment
77. If your sit-down counterbalance truck begins to tip over, do not attempt to jump clear! Why?
- A. You could get trapped under the truck or the overhead guard, which will likely be fatal!
  - B. Forklifts will not tip over
78. You are told to lift a co-worker on your truck's forks. You should:
- A. Make them stand on a pallet that you will lift
  - B. Use a securely attached platform that meets OSHA standards
  - C. Push the forks together to provide a better standing / riding surface
79. When leaving your truck unattended, you should put the directional control in neutral, fully lower the forks and:
- A. Tilt the mast fully back
  - B. Hide the key
  - C. Set the parking brake, turn the ignition off and remove the key
80. Is it okay to operate powered industrial trucks with your head and arms outside of the operator's compartment?
- A. No! Never place any part of your body outside the compartment
  - B. Yes, as long as the truck is not in an aisle
  - C. Yes, but only if your are moving a load
81. Anyone in your company can operate a motorized hand truck with the supervisor's permission:
- A. Yes, they are quite simple to operate
  - B. No. Only qualified and authorized personnel are permitted to operate these or any other powered industrial trucks
82. Before loading or unloading a tractor-trailer, the trailer wheels should be chocked and the brakes set:
- A. Yes, but the dock plate must also be secured and the trailer's floor capacity and general condition checked
  - B. Yes and there are no other factors you need to be concerned with
83. Professional powered industrial truck operators sound their horn:
- A. To let pedestrians know they are in a hurry
  - B. To warn pedestrians and other traffic of their presence, especially at blind corners and intersections
  - C. There is no requirement to sound the horn
84. A documented (written) safety training program is required. It should encompass classroom training as well as hands-on driver training. This program will serve to meet the requirement to insure only qualified and authorized drivers operate company trucks. This training will:
- A. Reduce injuries to operators and co-workers
  - B. Reduce damaged loads (product) and equipment
  - C. Both "a" and "b" above

85. Running over loose objects, to include electrical cords, air hoses etc., on the roadway surface will be avoided.  
 True  False
86. Wheel stops or other recognized positive protection shall be provided to prevent railroad cars from moving during loading or unloading operations:  
 True  False
87. Fixed jacks may be necessary to support a semitrailer and prevent upending during the loading or unloading when the trailer is not coupled to a tractor.  
 True  False
88. Positive protection is not required to prevent railroad cars from being moved while dockboards or bridge plates are in position:  
 True  False  
[Note: 29 CFR 1910.178(k)(2) requires positive protection against movement during loading and unloading]
89. Trucks shall not be driven up to anyone standing in front of a bench or other fixed object:  
 True  False
90. A powered industrial truck is "unattended" when the operator is 25 feet or more away from the vehicle which remains in his / her view, or whenever the operator leaves the vehicle and it is not in his / her view.  
 True  False
91. When a powered industrial truck is left "unattended", load-engaging means shall be fully lowered, controls shall be neutralized and brakes set. Wheels shall be blocked if the truck is parked on an incline. The power may be left on.  
 True  False  
[Note: The power must be turned off when a truck is left "unattended"! Ref.: 29 CFR 1910.178(m)(5)]
92. The flooring of trucks, trailers, and railroad cars shall be checked for breaks and weakness before they are driven onto:  
 True  False
93. A load backrest extension shall be used whenever necessary to minimize the possibility of the load or part of it from falling rearward.  
 True  False
94. All traffic regulations shall be observed, including authorized plant speed limits. A safe distance shall be maintained approximately three truck lengths from the truck ahead, and the truck shall be kept under control at all times.  
 True  False
95. If the load being carried obstructs forward view, the driver shall be required to travel with the load trailing.  
 True  False
96. When ascending or descending grades in excess of 10 percent and carrying a load, you must travel with the load up grade:  
 True  False
97. Stunt driving and horseplay is permitted so long as it is done in good taste:  
 True  False  
[Note: 29 CFR 1910.178(n)(9) strictly prohibits stunt driving and horseplay!]
98. Elevators shall be approached slowly, and then entered squarely after the elevator car is properly leveled. Once on the elevator, the controls shall be neutralized, power shut off, and the brakes set.  
 True  False

99. Motorized hand trucks must enter elevators or other confined areas with the load end forward.  
\_\_\_\_\_ True \_\_\_\_\_ False
100. Where industrial trucks are used on a round-the-clock basis, they shall be examined after each shift. Defects, when found, shall be reported as soon as convenient and corrected:  
\_\_\_\_\_ True \_\_\_\_\_ False
101. Maneuvering with elevated loads requires great caution. When picking up a load from the top of a stack of pallets or other containers, extreme caution must be exercised. Which of the following apply?  
A. You should insure the forks are fully under the load and the load is against the backrest  
B. Once the load is clear of the stack, lower it before attempting any maneuvering whatever  
C. Insure that the load position and weight are within the limits noted on the truck "Capacity Plate"  
D. All of the above
102. When stacking a load you should:  
A. Get out and check the stacking spot before you lower the load  
B. Tilt the load forward before moving over the stack to make the load level  
C. Never move backward with the load raised  
D. Tilt the load forward only when over the stack
103. A license is required for which of the following devices?  
A. Powered hand trucks  
B. Manual hand carts  
C. Powered, counterbalance powered industrial trucks  
D. Hand carts
104. What should you do before driving into an enclosed trailer?  
A. Insure the trailer rear wheels are chocked  
B. Check the condition of the trailer floor  
C. Set the dock plates  
D. Turn on your lights
105. No person shall be allowed to stand or pass under the elevated portion of any truck, whether loaded or empty.  
\_\_\_\_\_ True \_\_\_\_\_ False
106. Only approved industrial trucks shall be used in hazardous locations.  
\_\_\_\_\_ True \_\_\_\_\_ False
107. Other trucks traveling in the same direction at intersections, blind spots, or other dangerous locations shall not be passed.  
\_\_\_\_\_ True \_\_\_\_\_ False
108. Fuel tanks (gasoline) may be filled while the engine is running so long as spillage is avoided.  
\_\_\_\_\_ True \_\_\_\_\_ False
- [Note: Fuel tanks may not be filled while the engine is running, under any conditions.  
Ref.: 29 CFR 1910.178(p)(2)]

# POWERED INDUSTRIAL TRUCK MASTER QUESTION FILE (MQF)

## “ANSWER SHEET”

As of: 12 Jan 2000

T = True

F = False

Section “A”

Section “B”

1. T	1. D	26. F	51. T	76. B	101. D
2. T	2. C	27. T	52. T	77. A	102. D
3. T	3. B	28. T	53. F	78. B	103. A,C
4. T	4. D	29. T	54. F	79. C	104. A,B,C,D
5. F	5. E	30. T	55. T	80. A	105. T
6. T	6. C	31. T	56. F	81. B	106. T
.	7. B	32. F	57. T	82. A	107. T
.	8. D	33. T	58. T	83. B	108. F
	9. C	34. T	59. C	84. C	
	10. A	35. F	60. B	85. T	
	11. D	36. T	61. A	86. T	
	12. D	37. T	62. B	87. T	
	13. B	38. T	63. A	88. F	
	14. B,C	39. T	64. A	89. T	
	15. C	40. F	65. A	90. T	
	16. C	41. T	66. A,B,C	91. F	
	17. T	42. T	67. C	92. T	
	18. F	43. F	68. C	93. T	
	19. F	44. T	69. A	94. T	
	20. T	45. F	70. A	95. T	
	21. T	46. F	71. C	96. T	
	22. F	47. F	72. B	97. F	
	23. F	48. T	73. A,B,C	98. T	
	24. T	49. T	74. B,C	99. T	
	25. T	50. F	75. A	100. T	

# Section 11

## Forklift Rodeo Forms

## Forms Overview

- ◆ Participation Application (company commits operators to compete)
- ◆ Waiver, Release and Hold Harmless Agreement
- ◆ Individual Score Sheet (issued to each participant and entries made by each respective judge)
- ◆ Judge's Event Penalty Worksheet with Scoring Explanation (entries made by each respective judge)
- ◆ Competition Results
- ◆ Quiz Answer Sheet

Not included in this section:

- ◆ Participation Reservation (company indicates interest in event)
- ◆ Valid Drivers License
- ◆ Forklift Certification

## Forklift Rodeo Application to Participate

This form should be completed by each company for its participation in the Safety Council Forklift Rodeo. A minimum of four (4) entrants will satisfy the team requirement. We recommend one (1) alternate for each team.

Company Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

City \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: (    ) \_\_\_\_\_ Fax: (    ) \_\_\_\_\_

Company Authorizing Official: \_\_\_\_\_

Position: \_\_\_\_\_

Signature \_\_\_\_\_

Entry Checklist – the following will be completed for each entrant, to participate:

PARTICIPANT'S NAME (PLEASE PRINT)	HOLD HARMLESS WAIVER	DRIVER'S LICENSE	FORKLIFT CERT.
#1			
#2			
#3			
#4			
Alternate			

# FORKLIFT RODEO

## WAIVER, RELEASE and HOLD HARMLESS AGREEMENT

**It is recommended that this document be reviewed by legal counsel.**

**The undersigned, in consideration of the ability to participate in the Forklift Rodeo, to be held at \_\_\_\_\_, states and covenants as follows:**

I understand that there may be risks and dangers involved in such activities and further that unanticipated and unexpected dangers may arise. My participation is voluntary and I assume all risks of personal injury and/or property damage that may be sustained in connection with the activities associated with this event.

I covenant for myself, my estate, executor, heirs and assign not to initiate any claim procedure or to file suit in respect to personal injury, property damage, or death I may experience or sustain arising directly or indirectly out of my participation in the Forklift Rodeo in the facility or during ingress or egress therefrom

I specifically agree that I will indemnify, save and hold harmless the event sponsors, organization, facility, officers, agents, employees and instrumentalities from any and all losses, claims, actions, or proceedings of any kind or character which may be presented or initiated to recover money, property, damages for any death, personal injury or property damage suffered at the said Forklift Rodeo arising directly or indirectly from any activities in which I may have participated.

I represent that I am of lawful age and legally competent to sign this release. I have read it carefully and, understanding its contents, have signed it of my own free will.

\_\_\_\_\_  
Printed Name (Participant)

\_\_\_\_\_  
Printed Name (Witness)

\_\_\_\_\_  
Signed Name (Participant)

\_\_\_\_\_  
Signed Name (Witness)

\_\_\_\_\_  
Participant's Street Address

\_\_\_\_\_  
City, State and Zip Code

\_\_\_\_\_  
Date

# INDIVIDUAL SCORE SHEET

COMPANY \_\_\_\_\_

PARTICIPANT'S NAME \_\_\_\_\_

		Min.	Sec.	Total Sec.	JUDGE'S INITIALS
<b>Event #1</b>	ACTUAL TIME	<input type="text"/>	<input type="text"/>	= <input type="text"/>	
	PENALTY POINTS	<input type="text"/>			<input type="text"/>
<b>Event #2</b>	ACTUAL TIME	<input type="text"/>	<input type="text"/>	= <input type="text"/>	
	PENALTY POINTS	<input type="text"/>			<input type="text"/>
<b>Event #3</b>	ACTUAL TIME	<input type="text"/>	<input type="text"/>	= <input type="text"/>	
	PENALTY POINTS	<input type="text"/>			<input type="text"/>
<b>Event #4</b>	ACTUAL TIME	<input type="text"/>	<input type="text"/>	= <input type="text"/>	
	PENALTY POINTS	<input type="text"/>			<input type="text"/>
<b>Written Quiz</b>	Score (BONUS)	<input type="text"/>			<input type="text"/>
<b>Hot Shot</b>	Score (BONUS)	<input type="text"/>		= <input type="text"/>	
	PENALTY POINTS	<input type="text"/>			<input type="text"/>

## Scoring Explanation

	<b>Element</b>	<b>Point Factor</b>	<b>Discussion</b>
1	MOUNT/STARTING/DISMOUNT	1	The operator will be observed for technique. Does he/she use the accepted mount/dismount position, i.e., a three point stance - both hands on the vehicle, one foot on the floor and one on the vehicle, neutral before start, parking brake use, etc.
2	SEAT BELT (Fastened)	4	Does the operator buckle up prior to placing the vehicle in motion? Proper use of all of the installed equipment is a requirement. Seat belts are now a requirement on all trucks and may not be removed!
3	LOAD PICK UP (Load against or within 1 inch of the backrest & tilted back slightly)	2	Does the operator smoothly and without undo bumping, pick up the load. Does he/she raise the load to the proper traveling height and tip the mast back slightly? Is the load against (within one inch) of the backrest? Traveling while raising or lowering the load will result in a penalty for maneuvering with an elevated load. See Item #10.
4	TRAVEL HEIGHT (2 - 6 inches)	2	This issue varies between manufacturers. The Rodeo Rules Committee has elected to set the prescribed height at 2 - 6 inches. Loads observed to be carried above 6 inches will be penalized for each occurrence.
5	FULL STOP BEFORE CHANGING DIRECTIONS	3	An essential in professional, smooth and safe driving, especially to avoid a load loss and the perception of reckless driving. It is a major consideration in the Rodeo in an effort to control excess speed!
6	MANEUVERING WHILE LOAD IS ELEVATED (Above 12 inches)	4	A major cause of tip-over is maneuvering with the load elevated, especially at or near maximum extensions. As the load height is increased the load center and center of gravity become more critical. Lower the load to traveling height <u>before</u> doing any maneuvering. Back away from a stacked load, lower the load, then travel!
7	BACKING WITHOUT FIRST LOOKING	3	Essential to the safety of pedestrians, avoiding running over/bumping other obstacles and hitting permanent fixtures etc. One could drive off of a loading dock, etc., if not fully aware of all that is going on around the vehicle.
8	BLIND INTERSECTION PASSAGE	2	Slow, stop if necessary and check all intersections, sound the horn and proceed if clear! Consider all of the barricades as blind intersections. If in doubt, sound the horn!
9	DRAGGING FORKS	2	Poor technique abuses the machine and could result in loss of control! Not in compliance with the standard.
10	STACKING LOAD (Baskets/Tubs square & secure)	----	Poorly stacked loads can present a serious hazard. They may dislodge, tip over, etc. Baskets/Tubs must be feet engaged prior to advancing in the course. Clock continues to run, hence no specific penalty and no penalty factor.
11	BODY POSITION (Always inside vehicle perimeter)	2	If you allow any part of your body to be outside the perimeter of the vehicle you set yourself up for a potentially serious injury. This includes taking hold of the overhead guard supports. Operators have lost fingers as a result!
12	STRIKING OBSTACLES	3	Very poor operator technique and judgement. You can damage facilities, equipment, your vehicle and can knock over loads, possibly causing injury or death to others. In the Rodeo, this is a critical element in controlling speed!
13	TRACTOR-TRAILER ENTRY QUIZ	2	The Rodeo operator is expected to address the pre-entry check: a) the dock plate is set, b) trailer wheels are chocked and or dock lock is engaged (if available), c) the floor of the trailer is checked to be sound, d) the forklift headlights and/or dock lights are utilized. Failure to respond correctly will result in a penalty x 2 PF for each error/omission.
14	START/FINISH LINE COMPLIANCE	5	The operator contestant complies with all Start/Finish Line requirements as outlined in the course diagram. For example, in the Trailer Hitch event, the operator must "clear the trailer" (forks clear the Start/Finish line).
15	EXCESSIVE SPEED	5	Speed is one of the most frequent causes of forklift accidents. As in any vehicle, you reduce your reaction time with excess speed! Professional drivers do not find it necessary to speed as a substitute for maneuvering skill!
16	OTHER	1	Other minor discrepancies in violation of the OSHA Standard 1910.178, Rodeo Rules and the Master Question File (MQF).
17	MAJOR SAFETY VIOLATION	10	If, in the Judge's view, the operator's driving behavior presents a significant hazard or violation of the intent of the Rodeo a major safety violation may be declared. A second major safety violation will result in disqualification. If the Judge determines, in his/her opinion that the operator is intentionally running over the obstacles, an operator will be disqualified from further participation in the Rodeo.



**Forklift Rodeo**

**JUDGE'S EVENT PENALTY WORKSHEET**

Date: \_\_\_\_\_

TEAM: \_\_\_\_\_ EVENT: \_\_\_\_\_ JUDGE: \_\_\_\_\_ Start Time: \_\_\_\_\_ Finish Time: \_\_\_\_\_

No.	ELEMENT	POINT FACTOR	<u>Name</u>		<u>Name</u>		<u>Name</u>		<u>Name</u>	
			Time	PP	Time	PP	Time	PP	Time	PP
1	MOUNT/ STARTING FORKLIFT/DISMOUNT	1								
2	SEAT BELT (FASTENED)	4								
3	LOAD PICKUP (Smooth, Backrest & Tilt Back)	2								
4	TRAVEL HEIGHT (2 - 6 Inches)	2								
5	FULL STOP BEFORE CHANGING DIRECTION	3								
6	MANEUVERING WHILE ELEVATED (Above 6 inches)	4								
7	BACKING WITHOUT FIRST LOOKING	3								
8	BLIND INTERSECTION PASSAGE	2								
9	DRAGGING FORKS	2								
10	STACKING LOAD (See Note #6)	---								
11	BODY POSITION (Inside Vehicle Perimeter)	2								
12	STRIKING OBSTACLES (Cones etc.)	3								
13	START/FINISH LINE COMPLIANCE	5								
14	TRACTOR-TRAILER ENTRY QUIZ	2	(Max of 3)		(Max of 3)			(Max of 3)		
15	EXCESSIVE SPEED	5								
16	OTHER (Minor Discrepancies)	1								
17	MAJOR SAFETY VIOLATION	10								
<b>TOTALS</b>										

**Notes:** 1. Score is determined by net time which is the raw time plus penalty (point) time minus bonus time. Low score wins! 2. Each penalty point is equal to +5 seconds; bonus minus 5 seconds. 3. Penalty x factor x 5 sec = penalty time in seconds. Judges will transfer the total driver penalty points from this worksheet to the individual driver Score Sheet. The penalty point conversion to penalty seconds will be calculated at the Scoring Center. 4. "Point Factor" is the degree of hazard established for the purposes of the Rodeo. 5. For the Four Square event, the baskets must all be square and the feet in place before the event is considered complete and the clock stopped! 6. Basket / Tub feet must be engaged each time prior to advancing in the Event.