

Yard Tech 1st Month Objectives

Mentor's Name: _____ Employees Name: _____

Hire Date: _____ Title: _____

Training Requirement	Initials or (N/A)
Obtained Forklift Certification	
Schedule time for employee to complete Forklift Certification	
Completed Smith Driving	
Schedule time for employee to complete Smith Driving	
Obtained CDL *Recommended	
Provided employee with process to obtain a CDL	
Obtained CPR Certification	
Schedule time for employee to completed CPR Certification	
Ability to identify and handle clean up responsibilities	
Provide employee with outline of clean up tasks	
Ability to identify yard stock materials	
Provide employee with basic overview of yard stock materials	
Ability to identify tools	
Provide employee with basic overview of tools	
Completed LOTO Policy	
Provide employee LockOut Tagout Policy	
Basic understanding of various equipment functions	
Provide employee with basic overview of various equipment functions	
Understanding on how to locate SDS	
Show employee the physical and digital locations of SDS	
Understanding of how to locate and utilize user manual	
Show employee basic locations of user manual	
Ability to navigate and locate resources in MGE Portal	
Provide overview of MGE portal to employee	
Understanding of proper lifting requirements	
Provide employee with ergonomics and lifting documentations	
Additional Training Provided:	
1.	
2.	
3.	
4.	
5.	