



LEMOORE UNION HIGH SCHOOL DISTRICT

5 Powell Ave., Lemoore CA, 93245

To: Lemoore Union High School District Board of Trustees
From: Mark Howard
Date: October 13, 2016
Subject: Contract Approval – Keenan & Associates

Background:

LUHSD purchased a new forklift and scissor lift for the maintenance department and we would like to provide training for the maintenance staff to be certified forklift operators and Aerial Lift Operators. Our insurance provider, Keenan & Associates, has provided the attached agreement to conduct the training.

Financial Impact:

Training cost is \$1,308 for a class of 10 people.

Recommendation:

Approve the Agreement.

October 4, 2016

Mr. Michael Doria
Director of Facilities
LEMOORE UNION HIGH SCHOOL DISTRICT
5 Powell Avenue
Lemoore, CA 93245

RE: PROPOSAL - FORKLIFT OPERATOR TRAINING

Dear Mr. Doria:

Per your recent conversation with Senior Loss Control Consultant Michael Phenicie, Keenan & Associates is providing you with this proposal to perform both Forklift and Aerial Lift Operator Training for up to ten employees of your designation at a site of your choosing.

This training is to ensure that the District's qualified employees authorized to operate powered industrial trucks and lifts are competent to do so in the safest manner possible, and are trained according to Cal/OSHA regulations.

The scope of the operator training program includes the following:

- Regulations – Federal, State, and District Policy
- Types of Trucks and Lifts – Electric, Internal Combustion
- Parts of the Equipment – From Forks to Counterweigh
- Pre-shift Inspection – Including Checklist Template
- Equipment Safety – Stability, Center of Gravity, Load Types, Fall Restraints
- Safe Operation – Best Practices for Moving Loads and Employees
- Fuel Types – Charging and Refueling
- Documentation – License and Certificate Provided

After reviewing all of the requirements, employees will be given a written test and, if passed, they will be evaluated on the skills required to safely operate each forklift and type of lift, platform, or bucket they are authorized to use. If again successful, they will then be cleared for Operator Certification by the District. Keenan and Associates does not certify operators. Only the employer may certify who will be operating their equipment.

Mr. Michael Doria

October 4, 2016

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Classroom training sessions usually take two hours of instruction for each type of equipment plus an operator skills evaluation on each different piece of equipment per employee at each operating location. Generally, it takes one full day for a class of up to 10 for the dual training. Once trained, employees will need to be re-evaluated/re-certified every three years, unless an unsafe operator behavior is observed or an accident takes place, then formal classroom training and re-evaluation/re-certification must take place immediately.

The cost of this service will be \$1,308.00 for the class of up to 10. This cost includes the preparation and instruction time, the instructor, and certificate and license preparation for District distribution. This fee includes the instruction time, trainer, and office time. If you agree with the scope of this proposal, please sign in the box below and email me a copy.

CLOSING

As always, it is my pleasure to provide this proposal to you and the Lemoore Union High School District. If you have any questions, please feel free to contact me at (408) 441-0876, extension 6206.

Sincerely,

Breck Klawitter

Breck Klawitter, ARM-P, CPSI
Director Risk Management

BK/am

Accepted by:

Name

Signature

Date

cc: Mark Howard, Director of Business Services, Lemoore UHSD
Steve Bour, Keenan & Associates, San Jose