

# Carbon Monoxide (CO) Employee Training Checklist

The risk for workplace carbon monoxide poisoning rises substantially in the winter, because the desire to have a warm place in which to work often trumps the need for good ventilation. Here is a checklist you can use to train your workers on carbon monoxide hazards and what they can do to avoid problems.

The following checklist can serve as a guide for topics that should be covered in employee training on carbon monoxide hazards.

Date Discussed	Topic	
	<b>Discuss where carbon monoxide gas is generated at your company.</b>	
	<b>Carbon monoxide gas cannot be detected by the senses. You:</b> <input type="checkbox"/> Cannot taste it <input type="checkbox"/> Cannot see it <input type="checkbox"/> Cannot smell it	
	<b>Signs and Symptoms of CO Poisoning</b> <input type="checkbox"/> Feels like sudden onset of the flu <input type="checkbox"/> Rapid breathing <input type="checkbox"/> Headache <input type="checkbox"/> Chest pain <input type="checkbox"/> Dizziness <input type="checkbox"/> Unconsciousness <input type="checkbox"/> Nausea <input type="checkbox"/> Death	
	<b>How drivers can protect themselves and others:</b> <input type="checkbox"/> Do not allow lifts to idle. <input type="checkbox"/> Keep engines well tuned to emit 1% CO or less. <input type="checkbox"/> Do not adjust the carburetor outside of a tune-up. <input type="checkbox"/> Maintain catalytic converters. <input type="checkbox"/> Do not operate fuel-driven lifts in non-ventilated areas. <input type="checkbox"/> Immediately remove lifts suspected of high CO from operation. <input type="checkbox"/> Be wary of rental lifts. Ask the vendor what % CO they emit. <input type="checkbox"/> Other (?)	
	<b>How employees can protect themselves and others:</b> <input type="checkbox"/> Do not work in confined areas with fuel-driven lifts. <input type="checkbox"/> Do not work in sealed fumigation rooms with fuel-driven lifts. <input type="checkbox"/> Report non-working ventilation immediately to supervisor. <input type="checkbox"/> Notify supervisor immediately if CO monitor alarms. <input type="checkbox"/> Seek help immediately if you suspect CO poisoning. <input type="checkbox"/> Watch for illness in your co-workers. <input type="checkbox"/> Other (?)	
	<b>Pay attention to unusual situations that have caused CO poisoning in the past:</b> <input type="checkbox"/> Restricted ventilation for any reason. <input type="checkbox"/> Non-functional ventilation. <input type="checkbox"/> Use of rented forklifts without knowledge of CO emissions. <input type="checkbox"/> Upset conditions such as restacking collapsed storage. <input type="checkbox"/> Re-routed forklift traffic closer to worker stations. <input type="checkbox"/> Other (?)	
	<b>CO Monitoring in the workplace</b> <input type="checkbox"/> What the CO monitors do. <input type="checkbox"/> What the alarms mean. <input type="checkbox"/> Action to take when an alarm sounds. <input type="checkbox"/> Other (?)	
	<b>Emergency Response</b> <input type="checkbox"/> Seek fresh air immediately if you suspect CO poisoning. <input type="checkbox"/> Call 911 for victims who are ill or unconscious.	