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