

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:
	<input type="checkbox"/> Cannot taste it <input type="checkbox"/> Cannot see it <input type="checkbox"/> Cannot smell it
	Signs and Symptoms of CO Poisoning
	<input type="checkbox"/> Feels like sudden onset of the flu <input type="checkbox"/> Headache <input type="checkbox"/> Dizziness <input type="checkbox"/> Nausea <input type="checkbox"/> Rapid breathing <input type="checkbox"/> Chest pain <input type="checkbox"/> Unconsciousness <input type="checkbox"/> Death
	How drivers can protect themselves and others:
	<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 (?).
	How employees can protect themselves and others:
	<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 (?)
	Pay attention to unusual situations that have caused CO poisoning in the past:
	<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 (?)
	CO Monitoring in the workplace
	<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 (?)
	Emergency Response
	<input type="checkbox"/> Seek fresh air immediately if you suspect CO poisoning. <input type="checkbox"/> Call 911 for victims who are ill or unconscious.