

# FORKLIFT OPERATION SAFE WORK PROCEDURE

**DO NOT use this equipment unless you have been instructed on its safe use and operation and have been given permission**

## PERSONAL PROTECTIVE EQUIPMENT



Must have a Forklift Licence.



Long and loose hair must be contained.



Hearing Protection must be worn



Sturdy footwear must be worn at all times in work areas.



High Vis Protective clothing must be worn.



No dangling jewellery to be worn.

## PRE-OPERATIONAL SAFETY CHECKS

- ✓ Ensure you are familiar with the safe operating procedures prior to the commencement of work.
- ✓ Check for hydraulic leaks.
- ✓ Check seatbelt is in good condition and operates.
- ✓ All persons operating forklifts must have a forklift endorsement licence (F Endorsement).
- ✓ A High Vis Vest must be worn at all times when on the forklift.
- ✓ Ensure you are aware of the location of the fire extinguisher and first aid kits prior to the commencement of work.
- ✓ Operators are to be alert at all times.
- ✓ Unless specifically authorised and able, do not attempt repairs or adjustment to forklift trucks.
- ✓ Ensure the area is uncluttered, clean and clear of grease, oil.



## OPERATIONAL SAFETY CHECKS

- ✓ Beep the horn when going around blind corners or in and out of the building.
- ✓ Ensure no one in the surrounding area will be put at risk when you are using the forklift. Be mindful of factory staff at all times.
- ✓ Follow and obey all instructions from your supervisor.
- ✓ Avoid running over loose objects on the floor.
- ✓ Passengers are not to ride on the forklift.
- ✓ Only carry loads that are supported by the carriage or the backrest extension.
- ✓ Boxes are to be stacked no higher than 6 high. Ensure pallets are loaded evenly and the forklift is low when moving with a load. Don not exceed the rated capacity of the forklift.
- ✓ Avoid making fast starts, jerky stops and quick turns.
- ✓ Always operate at a safe speed. Reduce speed when making turns.

## ENDING OPERATIONS AND CLEANING UP

- ✓ Before leaving the operator's position, bring the forklift to a complete stop, place directional controls in neutral, apply the parking break and lower load-engaging means fully, unless supporting an elevated platform.

- ✓ Leave the equipment and work area in a safe, clean and tidy state.
- ✓ Remove the key when carrying out maintenance to ensure the engine is off.

## POTENTIAL RISKS AND INJURIES

- ⓘ Eye & face injuries
- ⓘ Factory Staff
- ⓘ Trapping risks.
- ⓘ Crushing risks.
- ⓘ Cuts and abrasions.
- ⓘ Electric shock.
- ⓘ Repetitive strain injuries
- ⓘ Hair/clothing getting caught in moving machine parts.



## DON'T

- ✗ Do not use faulty equipment. Immediately report suspect equipment.
- ✗ Do not use a tool for any other purpose than what it is designed to do.
- ✗ Do not carry a sharp tool in your pocket.
- ✗ Speed.
- ✗ Do not carry passengers.



**This does not necessarily cover all possible risks associated with this equipment and should be used in conjunction with other references. It is designed as a guide to be used to compliment training and as a reminder to users prior to equipment use.**

*This information is based on material published in manufacturers operating guides*