

## Safe Work Instruction - Forklift

**DO NOT** use this plant\* or complete this task unless you have been inducted in its safe use and operation by an Authorised Experienced Operator

This SWI may not cover all possible hazards and risks and should be referred to as a control measure in the risk assessment process. Additional training may be required for high risk plant/work. Site and task may change required PPE.

### PERSONAL PROTECTIVE EQUIPMENT



Eye protection must be worn



High visibility clothing must worn



Hearing protection may be worn



Foot protection must be worn



Hand protection may be worn



Head protection may be worn



Walk-a-Round

### POTENTIAL HAZARDS AND RISKS



#### Slip, Trips, Falls

Slip, trip, fall whilst entering and exiting vehicle  
Slip, trip, fall from entry/exit of plant and slippery plant surfaces



#### Cutting, Stabbing or Puncturing

Injury from unexpected movement of plant  
Injury from contact with moving parts



#### Other

Injury due to plant malfunction or misuse  
Injury due to operating of plant in unsuitable weather conditions  
Contact with hot or cold parts of plants  
Hearing damage from excessive noise



#### Struck by Moving Object

Struck by moving object due to unexpected movement of plant



#### Crushing

Crushing due to plant tipping or rolling over  
Crushing due to material falling off plant



#### Entanglement

Entanglement in moving parts

### PRE-OPERATIONAL SAFETY CHECKS

- ✓ Operator is to have a High Risk Work Licence to operate a forklift
- ✓ Complete the inspection checklist for Forklift Trucks
- ✓ Ensure you are familiar with plant operations and controls
- ✓ Know the capacity of the forklift before using it. Do not use a forklift without a loading rating plate
- ✓ Check the route to be taken is clear of hazards and door openings are suitable
- ✓ Seat belt to be worn

### OPERATING PROCEDURES

- ✓ Keep clear of moving plant parts
- ✓ Ensure no person or animal is endangered when operating plant
- ✓ Use 3 points of contact when entering and exiting plant
- ✓ All steps, ladders, platforms should be kept clean (to prevent slips & falls)
- ✓ Be aware of changes in weather conditions that may affect plant operators safety
- ✓ Check weight of load against the weight capacity of the forklift
- ✓ Ensure the lifting tines are secure in the pallet and the load is stable before lifting and driving off

- ✓ Be careful of ceiling clearance or overhead obstructions when raising the mast
- ✓ Always remember that the safe working load of a forklift reduces as the mast is tilted forward
- ✓ Always put the heavy end of the load against the load backrest
- ✓ When approaching a blind corner, use horn and drive slowly
- ✓ Always have someone to guide you if a load restricts your vision
- ✓ Drive slowly, especially when changing direction or on wet or greasy surfaces
- ✓ Avoid harsh braking, especially when carrying a load
- ✓ Before making adjustments bring plant to a complete standstill and isolate

### ENDING OPERATIONS

- ✓ Park forklift on level surface, lower tines, apply brake, place controls in neutral
- ✓ Allow plant to cool before performing any maintenance, refuelling or cleaning
- ✓ For gas powered vehicles, turn off gas and don't park near an ignition source, door way or pit
- ✓ Refuel plant at least 3 metres from combustibles

- ✓ Ensure plant is in good working order and stored in the appropriate location
- ✓ Return key to designated area

**DO NOT**

- ✗ Do not use if plant is faulty. Attach an Out of Service tag and report fault to your supervisor
- ✗ Do not use engine-powered forklifts in poorly ventilated areas
- ✗ Do not allow anyone to ride on the forks.
- ✗ Do not lift a load with the mast tilted forward
- ✗ Do not travel with the forks raised or reach mechanism extended
- ✗ Do not attempt to turn on an incline or sloping surface
- ✗ Do not dismount or mount plant whilst the engine is running
- ✗ Do not leave forks elevated when forklift is unattended
- ✗ Do not refuel an engine-powered forklift unless the motor is stopped and the ignition is turned off
- ✗ Do not leave plant running unattended
- ✗ Do not leave keys in plant whilst unattended
- ✗ Do not use mobile phone while operating plant

**\*Plant in this SWI refers to any machinery, equipment, appliance, container, implement and tool.**