

SAFE OPERATING PROCEDURE

Do not use this equipment unless you have been properly trained and instructed in its safe use and have been given prior permission.



**APPROVED EYE
PROTECTION MUST
BE WORN WHEN APPROPRIATE**



**PROTECTIVE
CLOTHING MUST
BE WORN**



**CLOSED IN
PROTECTIVE FOOTWEAR
MUST BE WORN**

PRE-OPERATIONAL SAFETY CHECKS:

1. Check brakes, light and horn are all fully functional before use.
2. Ensure the seat belt or safety restraint is in good condition.
3. Check the load rating plate to ensure the load being lifted does not exceed the load capacity of the forklift or lift truck.
4. Be mindful that the safe working load of the forklift reduces as the mast is tilted forward.
5. Ensure that the lifting forks are in good condition and centred either side of the mast.
6. Ensure the tyre pressure is sound, never drive with a flat or under-inflated tyre.
7. Never use a faulty forklift or lift truck, immediately report any faults to the supervisor.
8. Hold a high risk work licence to operate a forklift truck, or be an authorised trainee.
9. Never operate a forklift truck when fatigued.

SAFE OPERATING PROCEDURE**OPERATIONAL SAFETY CHECKS:**

1. Use the forklift for only the purpose it was designed.
2. Operate the forklift with the load positioned fully against the carriage or back rest. The mast should be tilted significantly backward to safeguard the load.
3. Only use a forklift to raise a person if the truck is designed for this purpose, or a approved work platform has been attached.
4. Ensure rear view mirrors are adjusted correctly, and that you maintain clear view ahead and behind.
5. Maintain a safe work distance from other vehicles and give clear indication of your intentions.
6. Avoid fast acceleration, deceleration and quick turns.
7. Drive cautiously when around pedestrians or slippery surfaces.
8. Drive in reverse if vision is obscured by a bulky load.
9. Ensure that the load leads when driving up gradients. When driving on gradients, tilt the mast back sufficiently to safeguard the load and raise the forks so they clear the ground.
10. Never operate a forklift with the load elevated as it restricts vision.
11. When approaching a bend or blind corner, use the horn and drive slowly.
12. Drive slowly when changing the direction of the forklift.
13. Have someone guide you if a load obstructs your vision.
14. Never leave a forklift unattended when forks are elevated.
15. Never dismount from a forklift while the engine is running, unless the transmission is in park and the parking brake is effectively engaged.
16. When parking the forklift: ensure the forklift is on even ground, the gear has been shifted to park position with the parking brake applied, turn off the ignition and remove the keys.

HOUSE KEEPING

1. Do not refuel an engine-powered forklift unless the motor is stopped and the ignition has been turned off.
2. For gas powered vehicles: change gas bottles in a well-ventilated area clear of a naked flame or source of ignition. Wear cold insulating gloves when changing the gas bottles, spray gas bottle with water to check for an leaks.
3. For electric powered vehicles: wear protective eyewear and gloves when checking batteries and handling electrolyte.

POTENTIAL HAZARDS

- Load stability hazards.
- Refuelling hazards.
- Speed hazards.
- Blind spot hazards.

SAFE OPERATING PROCEDURE

I confirm that I have read the attached Forklift Safe Work Procedure following my training, and confirm that I am competent to operate a Forklift.

DATE:	NAME:	SIGNATURE:



FORKLIFT

SAFE OPERATING PROCEDURE

I confirm that I have read the attached Forklift Safe Work Procedure following my training, and confirm that I am competent to operate a Forklift.

DATE:	NAME:	SIGNATURE: