

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



APPROPRIATE FALL PROTECTION MUST BE WORN AT ALL TIMES



CLOSED IN PROTECTIVE FOOTWEAR MUST BE WORN



PROTECTIVE CLOTHING MUST BE WORN

PRE-OPERATIONAL SAFETY CHECKS:

1. Obtain authorisation from the immediate supervisor before operating a order picker.
2. Ensure the order picker is not covered in any wet or slippery material before use, arrange removal of such material when appropriate.
3. Ensure the operator is licensed to Perform High Risk Work - Working at heights.
4. Perform a pre-start check of all components and the platform.
5. Inspect the area that the order picker will be used in for any potential risks or hazards, ensure the area is safe to operate the order picker in.
6. Set the brakes before raising the lift.
7. Never operate a faulty lift. If any faults are found, isolate the order picker using a Lock Out Tag
8. system and report the faults to the supervisor immediately.
9. Ensure the guardrails are securely in place and ensure the load being placed on the platform does not exceed the rated capacity of the order picker.
10. Ensure that all personal that are on the platform have been trained and are authorised to be on the platform.
11. Anyone on the platform must be wearing the appropriate fall protection PPE (harness that is
12. securely attached to the lifter).
13. Ensure that no one is in the immediate area that the order picker is being used in.

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OPERATIONAL SAFETY CHECKS:

1. Never stand on guard rails for extra height.
2. The lifter must be in the lowered position when moving the order picker to enable the operator to have a clear line of sight.
3. Do not use ladders or any other devices on the order picker to increase working height.
4. Always move the lifer slowly in aisles to reduce the risk of collision with racking.
5. Never carry objects larger than the platform of the order picker.
6. Never exceed the order pickers vertical reach limit.
7. Ensure the load weight is evenly distributed on the platform.
8. Ensure the access gates or the opening is closed at all times during use.
9. Treat any overhead powerlines or cables as active and remain at least 3 meters away.
10. All occupants of the platform must be using appropriate anchorage.
11. If fitted, enable 'Dead Man' button to prevent movement of the machine.
12. Lower the platform when the task is complete, detach from anchor points.

HOUSE KEEPING

1. Store the order picker in a suitable position, and charge in the dedicated charging area.
2. Complete a post-operation inspection of the order picker and complete maintenance reports when appropriate.

POTENTIAL HAZARDS

- Falls or tip over hazards.
- Contact with power lines.
- Collapse of equipment.