

STANDARD OPERATING PROCEDURE

Powered Industrial Lift Trucks (Forklifts)

ALL workers require direct supervision until authorised by **COMPANY NAME**

PROHIBITED OPERATIONS

- No person shall operate PILT's without competency training, VOC and written authorisation from the company.
 - Do not use a forklift for purposes for which it was not designed without completing a written Risk Assessment first.
 - Do not carry out maintenance unless you are trained to undertake those tasks.
 - Do not handle fuel or LPG, service the engine, or recharge the battery while smoking or when near an open flame.
 - Do not dismount from a forklift while the engine is running unless the transmission is in neutral position, fork tips on the ground, steer wheels are straight ahead and the parking brake is on.
 - Do not lift or transport any person on any part of the machine, pallet or load.
 - Do not use a raised work platform unless authorised to do so. Refer to the approved work platform SOP.
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PRE-OPERATIONAL SAFETY CHECKS

1. All powered industrial lift trucks & forklifts will be inspected prior to use to ensure good mechanical condition. Inspect fuel level, engine coolant and other items on the checklist. Do not operate the machine if leaks are found.
 2. Ensure the steps, windows, mirrors and cab are kept clean at all times with no loose objects that could fall.
 3. Load backrests, attachments and fork pins are fitted and secure. Forks should be centred either side of the mast.
 4. Check that flashing light, beeper, horn and other warning devices are functioning properly.
 5. Function test the effectiveness of the **stopping** system, **steering** system and all **operating controls**.
 6. Faulty equipment must not be used. Report suspect machinery immediately by completing the fault report.
 7. Ensure a safe work area by removing obstacles and people prior to operating the equipment.
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OPERATIONAL SAFETY CHECKS

1. Check and wear seat-belts while operating the machine.
 2. Always check that the way is clear before moving and especially check blind spots before backing up.
 3. Operate at a safe speed, slow down and prepare to stop near doorways and blind corners and use the horn.
 4. Drive according to load and environmental conditions. **Always** travel in reverse if the load blocks forward view.
 5. Slow down before turns to maintain stability. Always travel straight up and down ramps and slopes.
 6. Always check for surface hazards and avoid running over objects or holes which could cause instability.
 7. Do not use the machine to handle loads that are not palletised or unitised without a written Risk Assessment.
 8. Ensure a communications system is established when working alone.
 9. If at any time the machine becomes unstable or tipped, shut it down, keep others away and request assistance.
 10. Always enter and leave the machine in a safe manner. Use the handholds and maintain 3 points of contact.
 11. Ensure that the lifting forks are secure into the load and the load is stable before lifting or driving off.
 12. Be careful of clearances and overhead obstructions when raising the mast.
 13. Never travel with the load raised as it restricts view and effects stability. Approach the stack/truck with load low.
 14. Always have someone guide you if a load restricts your vision. Ensure safety observer is a safe distance away.
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DANGER ZONE

- Stop the forklift if any person (includes delivery drivers) comes within **3 metres** of the machine or load.
- A greater distance may be required depending on the type of load, height and potential spill zone.
- If the machine must be moved while people are within the danger zone or could come in to the danger zone unexpectedly, a competent safety observer must be used to guide and keep others away.
- Obey the **Traffic Management Plan** at all times.

END OF SHIFT OPERATIONS AND FUEL

- Check for safety and park where the machine will not block other vehicles, safety equipment or exits.
- Park the machine on a level surface, steer wheels straight ahead and fork tips flat on the ground.
- Leave the work area in a safe, clean and tidy condition. Remove any foreign objects from cab and counterweight.
- Do not refuel unless the motor is turned off with no source of ignition near by.
- Change LPG bottle in a well ventilated area with no source of ignition, use gloves, eye protection and test for leaks with soapy water. Close the LPG gas bottle valve at end of shift.
- Secure the machine from unauthorised use by removing the key.

TEMPLATE

POTENTIAL HAZARDS

- Collisions with other vehicles, structure or people.
- Slip, trip, fall from vehicle
- Noise
- Tip over, falling objects or load
- Flying debris in eyes
- Crushing
- Fumes

PERSONAL PROTECTIVE EQUIPMENT

- High-visibility clothing must be worn in the warehouse. Hard hats where there is a risk of falling objects.
- Safety boots in good condition, properly laced, must be worn at all times. Worn-out soles and heels could lead to slips and falls.
- Eye protection will be worn where there is danger of falling or flying debris from equipment or loads, especially in windy conditions.
- Hand protection will be worn when changing attachments, carrying out maintenance or when handling any other material where there is danger of cuts or puncture injury.

Authorisation to operate forklifts on site.

Authorisation expires in conjunction with the formal training Verification Of Competency **expiry date**. Authorisation may also be revoked when;

The worker has been observed to operate or drive in an unsafe manner.

The worker has been involved in an accident or near-miss incident.

The worker has received an evaluation that reveals that the worker is not operating equipment properly.

Forklift Type:

Front loading counterbalanced up to 3000kg capacity

Forklift tasks worker is authorised to do:

Load and unload trucks

Stack pallets and bins in store

Move standard loads around site

And other tasks authorised by supervisor

Forklift tasks worker is restricted from doing:

NO stacking or de-stacking powder above 4 metres

Worker to complete

I have read and understood this SOP.

I agree to comply with all company procedures and operate safely at all times.

Name: **Ima Worker**

Signed:

Date:

Supervisor / Manager to complete

The worker has completed basic competency training and received adequate instruction in other tasks and is now **authorised** to operate the machine and complete tasks listed above.

Name: **The Boss**

Signed:

Date: