SAFE WORK INSTRUCTION

FORKLIFT

PERSONAL PROTECTIVE EQUIPMENT

- Close fitting / protective clothing to cover arms and legs must be worn.
- Safety footwear must be worn.

POTENTIAL RISKS

1. Multiple, including collision, crushing, toppling, and carbon monoxide.

DON'Ts

- Do not use faulty equipment. Immediately report suspect machinery to your supervisor.
- Do not use engine-powered forklifts in poorly ventilated areas.
- Do not allow anyone to ride on the forks.
- Do not load a load with the mast tilted forward.
- Do not travel with forks raised or reach mechanism extended.
- Never travel with the load elevated.
- Do not attempt to turn on an incline or sloping surface.
- Do not dismount from a forklift while the engine is running unless the vehicle has completely stopped, transmission is in park position, and the parking brake is effectively engaged.
- Do not leave forks elevated when forklift is unattended.
- Do not refuel an engine-powered forklift unless the motor is stopped and ignition turned off.

PRE-OPERATIONAL SAFETY CHECKS

- Ensure you have a current “F” licence endorsement and ensure you are familiar with all machine operations and controls.
- Check brakes, lights and horn before use.
- Ensure reversing beeper and warning lights are operational.
- Ensure seat belt/safety restraint is in good condition and it is worn.
- Know the capacity of the forklift before using it. Do not use a forklift without a load rating plate.
- Check gas-powered vehicles for gas leaks in fuel lines.
- Ensure the lifting forks are in sound condition and centred either side of the mast.
- Check tyre pressures. Never drive with a flat or under-inflated tyre.

OPERATIONAL SAFETY CHECKS

- Watch out for pedestrians.
- Ensure the lifting tines are secure into the pallet and the load is stable before lifting or 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 guide you if a load restricts your vision.
- Slow down when changing direction or on wet or greasy surfaces.
- Avoid harsh braking, especially when carrying a load.

ENDING OPERATIONS AND CLEANING UP

- When stopping the forklift:
  - Park on even ground and lower the forks to the ground.
  - Shift the gear selector to park position and apply the parking brake.
  - Turn off the ignition and remove the keys.
- For gas-powered vehicles, turn off gas and don’t park near an ignition source, doorway or pit.
- For battery-operated vehicles, charge in well-ventilated area

REFUELLING

- For gas-powered vehicles, change gas bottles in a well-ventilated area clear of a naked flame or source of ignition.
- For battery-operated vehicles, charge in well-ventilated area.