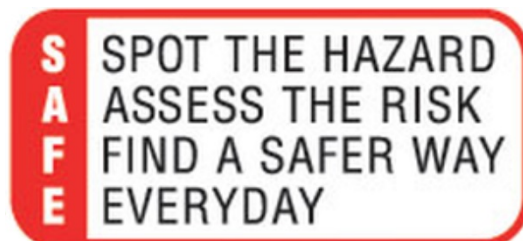


Prepared By:	Simon Young	Copy No.:	1		
Title:	Technical Author				
Reviewed by:	Carl Edwards	Authorised by:	Malcolm Coates		
Title:	HSQE Advisor	Title:	HSQE Manager		
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Risk Element

- Unsafe/incompetent operator may cause harm to self and pedestrians;
- Forklift striking pedestrians;
- Items falling on pedestrians;
- If incorrectly used forklift may overturn;
- Fire may occur at disconnection or connection to charger;
- Pedestrians may be injured by forklift or load.

Precautions to Eliminate/reduce Risk

Always

- Carry out a pre-shift check of the lift truck;
- Wear operator restraints;
- Look all around before moving off;
- Look in the direction of travel;
- Travel at a speed suitable for the location and the load you are carrying;
- Travel with the forks lowered, but clear of the ground;
- Watch out for pedestrians;
- Watch out for obstructions;
- Avoid sudden stops and violent braking;
- Slow down at corners, doorways, and at every danger spot and sound the horn, where necessary;
- Apply the parking brake when leaving the lift truck;
- Face the lift truck and use steps and handholds when getting in or out.

Never

- Operate a lift truck unless you are trained and authorised to do so;
- Use a lift truck or equipment you know is not working properly;
- Operate controls from outside the cab, unless it is designed so you can do this;
- Stand on or near the controls to reach the load or anything outside the cab;
- Travel on uneven ground unless the lift truck is suitable for this;
- Run over unprotected cables or flexible pipes;
- Try to carry out repairs, always leave this to a qualified maintenance engineer;
- Operate a lift truck when under the influence of alcohol or drugs;
- Use mobile phones or other hand-held devices while operating or travelling.

Loads

Always

- Observe floor loading limits, be aware of the weight of the laden lift truck;
- Ensure there is adequate clearance for the lift truck and load, including overhead lower loads at a safe speed;
- Use suitable attachments for lifting unusual or wide loads and follow the manufacturer's instructions;
- Ensure you are properly trained, competent and authorised to operate the lift truck with the attachment being used.

Never

- Lift loads greater than the capacity of the lift truck;
- Move a load that appears unsuitable or unstable (including on a damaged pallet);
- Travel with a bulky load which blocks your view;
- Travel with a raised load, unless the lift truck is designed for this;
- Use an attachment unless an authorised dealer or manufacturer has supplied the lift truck to use this option.

Always

- Use a safe work method when using working platforms.

Never

- Lift a person on the forks, or on a pallet, or similar, balanced on the forks;
- Carry passengers, unless the lift truck is designed for this;
- Allow people to walk under raised forks or loads;
- Pick up a load if someone is standing close to it.

Safe Working Method

Work Equipment Must be

- Suitable for its conditions of use; adequately maintained;
- Used only by those given appropriate instruction and training in its use;
- Used in accordance with received training, written instructions (if appropriate), with manufacturer's instructions given to all users;
- Be fitted with adequate guarding and controls.

General Safety Issues

The following should be considered as part of lift truck safety:

Selection of drivers and training - ensure that those chosen to drive the lift truck and physically able and have recognised training on lift truck use.

Safety working area for lift trucks - the working area should be designed for lift trucks including clear marking of lift truck/ pedestrian crossing points, provision of sufficient width and height for the full range of movements, people prohibited areas if necessary and clear marking of barriers and structures in the likely movement areas.

Protecting pedestrians and operators - clear segregation of pedestrian and vehicle routes should be ensured. Signage and audible warning devices should be used as appropriate. Drivers should be protected by Roll over protective structures, restraining devices and helmets.

Use and maintenance of lift trucks - the right lift truck should be selected for the range of operations likely to be carried out. The truck must be maintained at regular intervals to ensure safe operation.

Battery care - when topping up fork lift truck batteries operators must wear goggles, rubber or PVC gloves and a protective apron operation.

When You Have Finished Working

Always

- Park the lift truck on level ground, never on a slope;
- Leave the lift truck with the mast tilted forwards and the forks fully lowered, with the tips on the floor;
- Apply the parking brake, select neutral, switch off the engine and remove the key;
- Return keys or other activating devices to their place of safekeeping.