

Risk Element

- Exposure to falling objects;
- Crushing injury;
- Entrapment;
- Chemical.

Precautions to Eliminate/Reduce Risk

- No one shall drive a fork lift truck unless they have been trained and authorised to do so;
- The driver must be over 18 years of age; be mentally and physically fit, have successfully completed a course of training covering the knowledge and skills required for safe operation of the forklift truck they intend to use;
- Weekly checks of the forklift truck.

Safe Working Method

- Pre operational checks of the forklift truck;
- Adhere to site speed limit;
- Drivers are to report any defects, however if any defects arise which affect the safe use of the forklift truck, it must be taken out of service immediately and the key given to the supervisor;
- When topping up fork lift truck batteries operators must wear the correct PPE;
- If the operator is unwell or otherwise indisposed, the supervisor must be informed;
- Passengers should not be carried unless a properly constructed position is provided;
- Care should be taken where there are pedestrians, it is the drivers duty to avoid pedestrians and the pedestrians duty is to avoid the traffic;
- Generally keep to the left but, when in rows of racking it is safer to keep in the centre;
- Sound the horn at potential danger spots, however this does not give automatic right of way;
- Stop before doorways, sound the horn and proceed slowly through;
- Never run over cables pipes etc. that are on the floor unless they are suitably protected;
- Be careful when braking, as braking violently when loaded may cause the load to fall off or the truck to tip;
- When possible drive with the forks lowered to within 150mm of level ground and the mast tilted slightly back. Because of the danger of overturning the truck should not be driven with the load elevated for longer than necessary;
- When a high load restricts vision, drive in reverse. Except when going up an incline;
- Stop people from walking underneath an elevated load;
- If the load appears unsuitable or the pallet unsound it should be left alone and its condition reported to supervision;
- When loaded always travel in reverse down an incline and forwards up an incline when unloaded travel forwards down an incline. At the bottom the forks may have to be raised when descending slopes always travel slowly;
- A forklift truck should not be left unattended on a gradient. If in an emergency it has to be parked on a gradient, then the wheels should be chocked;
- When leaving a forklift truck even for a few seconds, switch off the power. Apply the parking brake and lower the forks;
- On completion of work, the forklift truck must be parked in its allotted parking area, forks fully lowered and tilted forward. The power switched off, parking brake applied and key removed.