



<b>SAFE OPERATING PROCEDURE</b>	Created	07-04-21
	Reviewed	10-04-21
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<b>Task</b>	<b>LOADING OR UNLOADING A TRUCK USING A FORKLIFT</b> <u>ONLY TRAINED PERSONNEL ARE AUTHORISED TO UNDERTAKE THIS TASK</u>
<b>Plant or Equipment</b>	<b>Forklift (LPG)</b>
<b>“Before” Checks</b>	<ul style="list-style-type: none"> <li>• Undertake daily visual check of forklift and ensure it is in good condition and safe for operation. (Ensure weekly detailed inspection has been completed)</li> <li>• <b><i>If any attachments are required for the loading/unloading of vehicle, understand that this can alter the weight you can lift and the handling of the forklift.</i></b></li> <li>• Ensure that any task to be undertaken, has one sole person in control. If they are being assisted with this task by another operator this needs to clearly be communicated between the two parties.</li> <li>• Ensure plant &amp; personnel separation has been achieved prior to task starting (Separation of pedestrians and machinery must be achieved)</li> <li>• If there are other forklifts operating in the area, communication with other drivers about tasks and routes to be used must be achieved.</li> <li>• Confirm tasks to be undertaken does not exceed lifting capacity and is safe to be completed.</li> <li>• Ensure seat belt is put on and you comply with all safety requirements.</li> </ul>
<b>Operating Procedure</b>	<ul style="list-style-type: none"> <li>• Complete a visual check of the load and develop a plan to complete task safely.</li> <li>• Any party involved in the loading / unloading process, including other forklift operators, drivers, spotters, or anyone else assisting with loading / unloading needs to have the plan clearly communicated and one single person is nominated to oversee the complete process.</li> <li>• Ensure that truck driver remains in cab or goes to driver exclusion zone. If the driver must assist with loading, ensure that they are in clear eyesight whenever forklift is in operation, and there is clear communication between both parties. The forklift operator is in control and responsible for all actions of anyone involved in the loading process.</li> <li>• Determine bay in which stock will be loaded or unloaded into or out of.</li> <li>• After driver has removed gates &amp; curtains, ensure he is <b><u>nowhere near</u></b> the forklift loading zone, while forklift is operating.</li> <li>• Follow the <b>SOP Safe Operation of a Forklift</b> while task is taking place.</li> <li>• When driving up to truck to take load off or pick load up to load, ensure the load is distributed evenly between tynes or adjust tynes accordingly prior to lift taking place (lift up or lift out of truck)</li> <li>• If load is higher than mast and clear sight cannot be achieved, ensure travel is in the reverse rather than forward direction.</li> <li>• If a vehicle has to be moved at any time during the loading process, the controlling forklift driver must direct and spot the vehicle to ensure it is clear of any obstructions. A vehicle can not move, whilst being loaded unless a spotter is in place.</li> </ul>
<b>PPE</b>	<b>Safety Boots, Hi-vis Vest, Hearing Protection</b>



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## Safety Warnings

- When reversing, use both side mirrors and move head around from side to side to ensure there are no pedestrian in pathway or likely to travel into.
- Driving speed should be at walking pace (no more than 10klm per hour)
- Sounds your horn before going around corners or entering/exiting the building
- Forklift tynes are to be just above the ground while travelling without loads
- Start and stop gradually to prevent against load damage
- Ensure driver takes his time exiting from forklift to ensure he reduces likelihood of slipping on concrete as he descends from the set.
- Use a spotter when loads are long or higher than the mast or in tight spaces where there are personnel or equipment

## Completion

- Park on level ground
- Lower forks to the ground
- Engage handbrake and turn off and **remove key**

## Lock/Tag Out

- Notify Supervisor
- Write your name and date details onto a tag out label
- On the back of the tag, explain in the remarks section why the equipment is unsafe for use
- Place the label on the equipment where it is most visible