



<b>SAFE OPERATING PROCEDURE</b>	Created	07-04-21
	Reviewed	10-04-21
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Task	<b>SAFE OPERATION OF 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>If faulty, do not use and report immediately.</li> </ul>
<b>Operating Procedure</b>	<ul style="list-style-type: none"> <li>Carefully raise and lower forks and set to traveling position (no higher than the mast hinge and as close to the ground as possible)</li> <li>Be aware of your surrounding prior to undertaking your tasks. Make sure the area is clear and safe</li> <li>Sound the horn when coming to blind spots, doorways and when approaching any other potential collision zones</li> <li>Adhere to a speed limit of 5 km per hour (walking pace)</li> <li>Drive backwards when a raised or high load restricts vision</li> <li>When loaded, reverse down declines and drive forward when traveling up inclines</li> </ul>
<b>PPE</b>	<b>Safety Boots and Hi-vis Clothing required in all operational areas.</b>
<b>Safety Warnings</b>	<ul style="list-style-type: none"> <li>Be careful when driving, especially around pedestrians and when reversing</li> <li>Do not pick up a load if someone is standing close to it</li> <li>Do not drive faster than a walking pace.</li> <li>Do not allow people to walk underneath loads</li> <li>Start and stop gradually to prevent against load damage</li> <li>Passengers are not to be carried on trucks</li> <li>Back stops are not to be used for towing</li> <li>Use a spotter when loads are long or higher than the mast or in tight spaces where there are personnel or equipment</li> </ul>
<b>Completion</b>	<ul style="list-style-type: none"> <li>Park on level ground</li> <li>Neutralize controls</li> <li>Lower forks to the ground</li> <li>Engage handbrake and turn off and <b>remove key</b></li> </ul>
<b>Storage</b>	<ul style="list-style-type: none"> <li>If practicable, store plant or equipment so that it does not introduce another hazard into the workplace</li> </ul>
<b>Lock/Tag Out</b>	<ul style="list-style-type: none"> <li>Notify Supervisor</li> <li>Write your name and date details onto a tag out label</li> <li>On the back of the tag, explain in the remarks section why the equipment is unsafe for use</li> <li>Place the label on the equipment where it is most visible</li> </ul>