
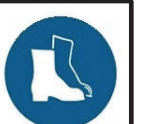
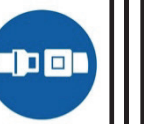
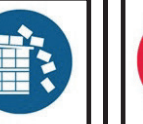













LOCKSMITHS

SAFE OPERATING PROCEDURE ELECTRIC FORKLIFT

DO NOT use this equipment unless you have been instructed in its safe use and operation and given prior permission.

PERSONAL PROTECTIVE EQUIPMENT

 PROTECTIVE CLOTHING MUST BE WORN	 FOOT PROTECTION MUST BE WORN	 SEAT BELT MUST BE WORN	 STACK CORRECTLY	 DO NOT TRAVEL WITH RAISED LOAD	 RIDING ON FORKS IS STRICTLY PROHIBITED	 DO NOT EXCEED SPEED LIMIT	 ONLY AUTHORISED DRIVERS ARE ALLOWED TO OPERATE FORKLIFT
							



PRE-OPERATIONAL SAFETY CHECKS

NOTE: To operate a forklift, you must have a high risk work licence or be closely supervised while you are getting a high risk work licence. A high risk work licence requires you to be first trained by a Registered Training Organisation.

- Read Operators Manual.
- Locate and ensure you are familiar with all machine operations and controls.
- Forklift operators should check the following before starting work;
 - **Tyres:** check all tyres for wear or damage, and pressure (if applicable).
 - **Fluids:** check oil, hydraulics, battery, fuel, coolant and brake fluid.
 - **Seating:** check the condition and adjustment.
 - **Warning devices:** check lights, horns, reversing beeper and flashing light.
 - **Capacity:** check that the load capacity data plate is fitted and legible.

- **Mast:** check for any wear or damage to the lift chains and guides.
- **Hydraulic cylinders and hoses:** check for any leaks.
- **Fork arms (Tines):** check for wear, damage, cracks or repairs.
- **Seatbelt:** make sure it is in good working order.
- **Guarding:** check that all guards are in place.
- **Controls:** check that all pedals and controls operate correctly.
- **Brakes:** check that all (including parking brake) operate correctly.

- Ensure there is a Traffic Management Plan in place and you understand and comply with its requirements.
- An unsafe forklift must be isolated, tagged and reported to the appropriate person immediately.

OPERATIONAL SAFETY CHECKS

- Use care boarding/alighting the machine to avoid slips/trips that could result in injury – ensure 3 points of contact and use any steps on the machine.
- Ensure seatbelt is correctly fitted and worn.
- Always be on the lookout for pedestrians and other vehicles.
- Never carry passengers unless the forklift is designed to carry more than one person - an additional seat, footrest and seatbelt should be provided.
- Do not allow any person to ride on the forks or load.

Date of last review	Name	Signature
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OPERATIONAL SAFETY CHECKS (Cont.)

- ✓ Always remember the Safe Working Load of a forklift reduces as the mast is tilted forward.
- ✓ Attachments must have rated capacities and be designed for the forklift on which they are intended to be used.
- ✓ Ensure that 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.
- ✓ Do not lift a load with the mast 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
- ✓ Slow down when changing direction or on wet or greasy surfaces.
- ✓ Do not travel with forks raised or reach mechanism extended.
- ✓ Avoid harsh braking, especially when carrying a load.
- ✓ Do not attempt to turn on an incline or sloping surface.
- ✓ Do not leave forks elevated when forklift is unattended.
- ✓ 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.
- ✓ Do not dismount from a forklift while the engine is running unless the transmission is in park position, forks are lowered and the parking brake is effectively engaged.
- ✓ A forklift may not be left on an incline unless it is safely parked and the wheels blocked.
- ✓ Remove the ignition key and secure the forklift at all times when not in use.
- ✓ Forklifts must not be parked near ignition sources or in areas that will block exits, stairways, fire extinguishers or any other emergency equipment.

BATTERIES & RECHARGING

- ✓ Do not recharge an electric forklift unless the motor is stopped and ignition turned off.

- ✓ Wear protective eyewear and gloves when checking batteries and handling electrolyte.
- ✓ Charge batteries in well-ventilated area.

ENDING OPERATIONS AND CLEAN UP

- ✓ Forklift must be safely parked in the designated area when not in use.
- ✓ Park the forklift in a well-lit area under cover and on a level and even surface. Make sure the forklift is at least three metres away from a power line.
- ✓ Before getting off the forklift, the controls must be neutralized, power shut off, parking brakes engaged, key removed, and the forks secured in a lowest position, flat on the surface, and not obstructing walkways or aisles.
- ✓ Forklifts must not be parked near ignition sources or in areas that will block exits, stairways, fire extinguishers or any other emergency equipment.
- ✓ An unsafe forklift must be isolated, tagged and reported to the appropriate person immediately.

MAINTENANCE

- ✓ Maintenance must only be performed by qualified personnel in accordance with the Maintenance section of the Operators Manual.
- ✓ Ensure all equipment has been tested and tagged as per applicable state/territory regulations.
- ✓ This Safe Operating Procedure DOES NOT apply to any equipment that has been modified outside manufacturer's specifications.

POTENTIAL HAZARDS AND INJURIES

- i** Trips/slips with possible muscular skeletal injury when boarding or alighting the machine.
- i** Forklifts can tip over if you;
 - Accelerate quickly in reverse.
 - Brake too quickly, especially on a loaded forklift.
 - Brake or accelerate while cornering.
 - Brake or accelerate down a slope.
 - Carry a load facing down a slope.
 - Carry an unevenly balanced load.
 - Collide with another vehicle.

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POTENTIAL HAZARDS AND INJURIES (Cont.)

- Drive across inclines or uneven ground, such as potholes (particularly with a height difference greater than 20mm across the front wheels).
- Drive with the fork arms raised too high (loaded or unloaded).
- Strike low doors or overhead structures; turn too fast; or use a forklift that is not designed to tow (pushing or pulling).

i Crushing.

i Sprains, strains and other soft tissue injuries to the neck, back and arms from;

- continuously and/or repeatedly looking up during high stacking.
- continuously and/or repeatedly looking behind while reversing.
- Repeatedly hitting bumps or driving on uneven surfaces.
- Using poorly positioned or poorly maintained controls.

i Potential for fire and burns when refuelling or cleaning up fuel spills.

DON'T

- ✗ DO NOT operate unless licensed or under instruction from a licensed operator.**
- ✗ DO NOT operate this machine without adequate PPE.**
- ✗ DO NOT operate without fastening seat belt.**
- ✗ DO NOT exceed speed limit in the workplace.**
- ✗ DO NOT carry passengers unless the forklift is designed to carry more than one person - an additional seat, footrest and seatbelt should be provided.**
- ✗ DO NOT reach through the mast or place parts of your body outside the forklift while it is in operation.**
- ✗ DO NOT raise people on fork arms or pallets.**
- ✗ DO NOT allow anyone to stand, work or walk under raised fork arms.**
- ✗ DO NOT allow people to walk beside you or be in close proximity to a travelling forklift.**
- ✗ DO NOT load the forklift above the weight specified on the load capacity plate.**
- ✗ DO NOT attempt to turn on an incline or sloping surface.**

- ✗ DO NOT leave forks elevated when forklift is unattended.**
- ✗ DO NOT lift a load with the mast tilted forward.**
- ✗ DO NOT allow people to be near stacked loads being loaded or unloaded - high stacked loads can become unstable and topple.**
- ✗ DO NOT bump pallets, push piles of material out of the way or move heavy objects by using makeshift connections and attachments.**
- ✗ DO NOT dismount from a forklift while the engine is running unless the transmission is in park position and the parking brake is effectively engaged.**
- ✗ DO NOT park near ignition sources or in areas that will block exits, stairways, fire extinguishers or any other emergency equipment.**
- ✗ DO NOT smoke or use mobile phones when checking batteries or recharging.**
- ✗ DO NOT use faulty equipment. Immediately report any suspect equipment and apply a **DO NOT USE TAG**.**



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I confirm I am competent to operate an ELECTRIC FORKLIFT following my training and reading of the attached Safe Operating Procedure

Date	Name	Signature



