

**Operators must be licensed to operate this machine.**

	Activities	Procedures	Hazards/Risks	Controls
1	Complete the <i>Safety Check &amp; Maintenance Log Book</i> before each day of operation	<ul style="list-style-type: none"> <li>complete checks as per log book and fill in log book for the day – pay special attention to horn, lights, reverse beepers. Check that there is a fire extinguisher on board and that it has been inspected within the last 6 months.</li> </ul>	<ul style="list-style-type: none"> <li>servicing required or overdue</li> <li>collision due to faulty machine</li> </ul>	<ul style="list-style-type: none"> <li>Notify the Supervisor if forklift is not in proper order and in the event of a fault, do not proceed until Supervisor instructs you to. Supervisor must document fault in Works Diary. Repair to be arranged and alternate safe-to-use equipment to be provided.</li> </ul>
2	Prepare to move the load	<p>Assess the load to be moved</p> <ul style="list-style-type: none"> <li>Ensure the load to be moved is evenly distributed and the paint or other containers are properly sealed</li> <li>ensure load is centred and within the means of forklift to carry</li> </ul>	<ul style="list-style-type: none"> <li>unstable or over-weight load causing forklift to tip over or load to fall off</li> <li>spill of contents</li> </ul>	<ul style="list-style-type: none"> <li>check load capacity against load plate if in doubt of load capacity</li> <li>ensure load is centred and tines are set wide enough</li> </ul>
3	Pick up load	<ul style="list-style-type: none"> <li>ensure forks are in far enough with load and pallet against forklift body</li> <li>raise the load to give adequate ground clearance</li> </ul>	<ul style="list-style-type: none"> <li>driver not competent</li> <li>load falls off during lifting or contents of containers spills</li> </ul>	<ul style="list-style-type: none"> <li>Ensure driver is licensed or working under training log book with a licensed driver as supervisor</li> <li>ensure load is against load carriage</li> <li>Ensure that spill kit location is known.</li> </ul>

## Safe Operating Procedure #01 – Forklift Operation

4	Transport the load	<ul style="list-style-type: none"> <li>ensure pathways are clear and there are no overhead obstructions</li> <li>do not use mobile phone or smoke whilst operating the forklift</li> <li>if reversing ensure line of vision is clear and no personnel are in the path of travel</li> <li>maintain speed limit of 10kms/hr</li> <li>sound horn and only proceed around corners when area is clear</li> <li>Ensure that no-one is to ride on forklift at any time</li> <li>Reversing forklift</li> </ul>	<ul style="list-style-type: none"> <li>load falls off during travel</li> <li>Forklift strikes other materials or personnel or vehicles</li> <li>Operator is distracted</li> <li>Spill of contents or other materials that are struck</li> <li>Coming in contact with workers, objects, structures resulting in damage, injury or death</li> </ul>	<ul style="list-style-type: none"> <li>drive clear of other materials</li> <li>drive slowly and be clear on who is giving way when in vicinity of other drivers</li> <li>do not use mobile phone whilst driving watch for others</li> <li>sound horn where necessary and ensure reverse beeper operates</li> <li>Always look behind before moving</li> </ul>
5	Deliver the load	<ul style="list-style-type: none"> <li>approach end-point slowly and as close as possible</li> <li>lower forks and unload carefully and if loading onto another stack assess the stability of the receiving stack.</li> </ul>	<ul style="list-style-type: none"> <li>forks do not disengage smoothly</li> <li>stack falls over</li> <li>spill of contents</li> </ul>	<ul style="list-style-type: none"> <li>ensure fork tines have engaged properly</li> <li>ensure any stack is stable before loading further materials on top</li> </ul>
6	Park the forklift	<ul style="list-style-type: none"> <li>park away from other vehicle movements or away from blind areas</li> <li>ensure forks are in lowered position and key is not left in ignition.</li> </ul>	<ul style="list-style-type: none"> <li>forklift travels without authorised operator in control</li> </ul>	<ul style="list-style-type: none"> <li>park away so as not to interfere with other paths of travel or work</li> <li>remove ignition keys</li> <li>lower tines before leaving forklift</li> </ul>
7	Refuelling	<ul style="list-style-type: none"> <li>change over LPG tank</li> </ul>	<ul style="list-style-type: none"> <li>escape of gas and exposure to sources of</li> </ul>	<ul style="list-style-type: none"> <li>disengage empty and install full LPG tank away from all</li> </ul>

			ignition causing explosion, fire or burns	sources of ignition.
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- Personal Protective Equipment that must be used:

**Hi vis clothing, safety footwear**

This SOP has been developed in consultation with me and I agree to follow it and carry out tasks in a safe manner, reporting any problems to my immediate Supervisor.

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## Safe Operating Procedure #01 – Forklift Operation

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## Safe Operating Procedure #01 – Forklift Operation

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