

Operators must be licensed to operate this machine.

	Activities	Procedures	Hazards/Risks	Controls
1	Complete the <i>Safety Check & Maintenance Log Book</i> before each day of operation	<ul style="list-style-type: none"> 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. 	<ul style="list-style-type: none"> servicing required or overdue collision due to faulty machine 	<ul style="list-style-type: none"> 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.
2	Prepare to move the load	<p>Assess the load to be moved</p> <ul style="list-style-type: none"> Ensure the load to be moved is evenly distributed and the paint or other containers are properly sealed ensure load is centred and within the means of forklift to carry 	<ul style="list-style-type: none"> unstable or over-weight load causing forklift to tip over or load to fall off spill of contents 	<ul style="list-style-type: none"> check load capacity against load plate if in doubt of load capacity ensure load is centred and tines are set wide enough
3	Pick up load	<ul style="list-style-type: none"> ensure forks are in far enough with load and pallet against forklift body raise the load to give adequate ground clearance 	<ul style="list-style-type: none"> driver not competent load falls off during lifting or contents of containers spills 	<ul style="list-style-type: none"> Ensure driver is licensed or working under training log book with a licensed driver as supervisor ensure load is against load carriage Ensure that spill kit location is known.

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

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			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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