

Safe Operating Procedure #01 – Forklift Operation

Operators must be licensed to operate this machine.

	Activities	Procedures	Hazards/Risks	Controls
1	Assess working conditions.	Observe the surrounding area for potential hazards that may pose danger while the forklift is being used. Implement appropriate controls where possible.	Slippery, uneven, soft surfaces or potholes, leading to loss of traction and stability, resulting in tipping or uncontrolled movement or load falling off. This can lead to death, serious injury or significant damage to nearby structures and objects. Weather hazards, including strong winds, rain, storms and extreme temperatures. These can cause stability issues, reduced visibility, overheating of machine, frying of the electronic control systems or other issues, resulting in harm to others or damage to the forklift. Overhead powerlines, resulting in electrocution to those nearby. Forklift tynes could be tangled in the powerlines, resulting in significant damage and structural failure of the powerlines. This could lead to death or significant injury of the	The operator is to assess any hazards that may cause danger when operating the forklift. Appropriate measures are to be taken accordingly depending on the nature of the hazards in the workplace. In some cases, operation of the forklift may be too dangerous and work is to be either postponed or carried out through alternate, safer methods. All people in the surrounding area are to be made aware that the forklift is going to be in use prior to operation. Individuals to stay away from forklift paths of travel. The operator is to ensure they are fit for work by being free from illness or injury. The forklift is not to be driven while under the influence of drugs or alcohol.

Safe Operating Procedure #01 – Forklift Operation

			operator. Other potential hazards include people, buildings, trestles, stacked steel, trees, fences, trucks, other machinery, dangerous goods and other obstructions. These may contribute to an accident.	
2	Complete the <i>Safety Check & Maintenance Logbook</i> before each day of operation	Complete checks as per the list set out in the logbook. Complete logbook for the day, paying special attention to the horn, lights and reverse beepers.	Servicing overdue or repairs required. Machine faulty, resulting in breakdown while operating, loss of load, tipping of forklift or collision. Each of these could potentially result in the death or serious injury of the operator or others.	Ensure that all parts of the machine are in good condition as set out in the logbook. Check that there is a fire extinguisher nearby that has been inspected by a competent technician in the past six months. Check tyres to ensure that they are in good condition, with no rubber missing or uneven wear, that they are securely fitted to the vehicle, and that they are properly inflated. Prior to use, conduct the post start check to ensure that all functions are working correctly. Check all lights, warning devices, steering system, mast and tilt controls, tyne controls, and other operational functions are in good working order. If a fault has been found, do not operate the forklift. Ensure it is parked in a secure location, remove the key, note the fault in the logbook, tag out the machine and inform the supervisor. Forklift is not to be used again until it has been cleared by a competent technician. The forklift is never to be used without a secure seatbelt that is in good condition being worn.

Safe Operating Procedure #01 – Forklift Operation

			Operator moving or falling out of forklift while it is in operation.	
3	Getting on and off of the forklift	Use the assistance inbuilt on to get on and off safely	Slips, trips and falls resulting in injury. Strain on the body due to awkward movements.	Always maintain three points of contact when entering and leaving the forklift. Be wary of potentially slippery ground surfaces when leaving the forklift. Only use steps and hand holds provided on the plant. Do not jump off the forklift. Wear non-slip boots.
4	Prepare to move the load	Assess the load to be moved. Estimate the weight of the load using any weights shown on material, the weight measuring tool, or other method as necessary. Check the dimension of the load to be lifted. Compare to guidance on forklift data plate to ensure that the load is safe to carry.	Unstable or overweight load causing forklift to tip over or load to fall off. Electrocution from overhead powerlines.	Check that the weight and dimensions of the load are within the forklift's capabilities as per the data plate. If extension tynes or other attachments are being used, the adjusted data plate that has been put on the forklift by the forklift manufacturer or other authorised party must be followed. Ensure that the load is centred and the tynes are set wide enough. Once forks are all the way in the load and the tynes have been moved back down to the base of the mast, tilt the tynes slightly towards you to secure it. Be wary of the location of overhead powerlines before lifting up forks in the air. If forks get entangled in powerlines, try to break free if safe to do so, call for help, and exit the vehicle as soon as it is safe to do so. Tag out the

Safe Operating Procedure #01 – Forklift Operation

				machine, record the event in the logbook, inform the supervisor, and do not use the forklift again until it has been inspected and deemed suitable for use by a competent individual. The following is the minimum distance required to stay away from powerlines based on voltage. Contact the relevant electricity network operator to find out the voltage of any powerlines that are near the work area. Up to 132,000V = 3m Between 132,000V and 330,000V = 6m Above 330,000V = 8m
5	Pick up load	Move the forks into the load. Ensure forks are in far enough, with the pallet being against the forklift body. Raise the load a bit and tilt back slightly to secure load.	Load falling off tynes, resulting in death, serious injury or damage to contents. Forklift tipping due to uneven distribution of weight, causing death or serious injury. Collision with structures causing damage.	Load must be secure against forklift and weight is evenly distributed before lifting it up further. Never use only one fork to pick up a load. Ensure side shift is recentred before driving. When picking up a pallet from racking, get as close to the racking as possible without colliding with it to ensure that forks can go as far into the pallet as possible before lifting.
6	Transport the load	Move the load to the correct location.	Load falls off during travel, resulting in death or serious injury of nearby individuals, or damage to contents. Forklift strikes other materials, personnel, vehicles or structures, causing death or	Ensure pathways are clear and there are no overhead obstructions. Do not use mobile phone or smoke whilst operating the forklift. Be mindful of people or other obstructions in the area. Constantly check your surroundings while operating the forklift, scanning for people or other hazards. Wherever there are designated pathways for the forklift, one must stay in these zones unless other suitable control measures such

Safe Operating Procedure #01 – Forklift Operation

			serious injury to others, or damage to contents. Forklift tips, causing death or serious injury to operator or nearby individuals	as barriers have been put in place to ensure others are not able to get into the area. Maintain speed limit of 10km/hr. When moving around corners, sound horn and only proceed if you are sure that the area is clear. If reversing, ensure line of vision is clear and no personnel are in the path of travel. Check mirrors prior to and while reversing. Do not have load lifted high in the air while driving the forklift around. Do not brake sharply while turning. Slow down before turning. Do not drive over potholes or other unsafe surfaces. Avoid driving on slippery surfaces wherever possible. If slippery surfaces cannot be avoided, you must drive, turn and brake slowly, and slopes should be avoided wherever possible. Do not turn while on a slope. If driving up a slope and you have a load, you must drive forward. If going down a slope with a load, you must drive in reverse. Do not drive with the tynes in the air . Never carry an additional passenger on the side of the forklift unless the machine has a specific attachment approved and serviced by a competent individual that allows this. If forklift begins to tip, do not jump out of the forklift. Lean away from the point of impact and brace yourself.
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Safe Operating Procedure #01 – Forklift Operation

			Lack of visibility leading to an accident.	If your view is impeded, due to a large load, you may have to drive in reverse, use a spotter, use mirrors or repack the load if possible in a way that improves visibility. Ensure lighting is adequate in the areas that the forklift will be used prior to moving. Artificial lighting may be required.
7	Deliver the Load	Reach end-point slowly and as close as possible Lower forks and unload carefully. If loading onto another stack, assess the stability of the receiving stack before placing it.	Forks do not disengage smoothly. Stack falls over, contents of load spills or collapse of structures resulting in harm to an individual or damage to other structures. Load becomes an obstruction to other work, resulting in an accident.	Ensure fork tynes have disengaged properly before making any further movements. Never place a load on a stack that is unstable or is at risk of collapsing due to having to bear too much weight. If you are unsure whether this is the case, ask for assistance to help assess the stability. If the stack is deemed to be an unsuitable location to place the load, another suitable location must be found to place it. Do not place a load in a spot where it may be an obstruction to other work processes, including walkways, pathways of travel, doors, emergency equipment and other obstructive positions.
8	Park the Forklift	Park the forklift in the dedicated areas and take the proper precautions to prevent unauthorised use.	Forklift is in an obstructive position, resulting in an accident or disruption to work processes. Forklift is driven by an unauthorised individual.	Park in the dedicated locations so that paths of travel and work are not disrupted. Lower tynes to the ground before leaving the forklift. Remove ignition keys and either give them to the supervisor or put them in the correct location.

Safe Operating Procedure #01 – Forklift Operation

			Damage done to the machine, resulting in issues on next startup.	Conduct post-operational checks to verify the forklift is still in good condition and that no damage was done to it during operation.
9	Refuelling	Change over the LPG bottle.	Escape of gas and exposure to sources of ignition causing explosion, fire or burns.	Disengage empty LPG bottle and the full one away from all sources of ignition. No smoking while near the forklift. Ensure that there is a fire extinguisher nearby, and that nearby individuals understand what types of fires it is suitable for and know how to use it.

- Personal Protective Equipment that must be used: **Hi vis clothing, non-slip steel capped footwear, eye protection**

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.

Bundy Card #	Name	Signature	Date

Safe Operating Procedure #01 – Forklift Operation
