

QSCU OHS&R MANAGEMENT SYSTEM

PROCEDURE 24 – Forklift Trucks

1. PURPOSE

This procedure describes requirements for the safe use of Forklift Trucks (FLT's) and all conventional reach and counterbalanced lift trucks equipped with forks including registration, inspection, operation, maintenance and the training and testing of drivers.

The procedure applies to all Forklift operations on company controlled sites, including the use of hired Forklifts, Forklifts supplied by Contractors and operations performed by contractors.

2. MANDATORY REQUIREMENTS

1. Forklift operations shall be subjected to a documented hazard and risk assessment and control measures shall be agreed and put into place to reduce the risk as far as practicable. Risk assessments shall consider use of:

- reversing beepers;
- flashing lights;
- seat belts
- roll cages
- windscreen protection; and
- battery isolation switches.

2. There shall be adequate designation and/or signage of Forklift Truck "go" and "no go" areas so that Forklift Trucks do not interact with pedestrians and or operate on steep sloping, uneven, unstable surfaces, unguarded edges, or other areas unsuitable for its use.

3. Any critical plant items and, where practicable, areas with reduced height clearance shall be protected by barriers. Where the use of barriers is not practicable, such areas shall be clearly marked and/or signposted.

4. Seat belts shall be fitted to all Forklift Trucks operated in a seated position and shall be worn when Forklifts are in motion.

5. All Forklifts shall be equipped with a dry chemical powder fire extinguisher and roof protection. All new and where appropriate, existing Forklift Trucks shall be fitted with speed limiting devices.

6. All Forklifts shall have signs fitted in the cabin to:

- indicate their rated capacity at different load centres and elevations (refer to AS 2359.1);
- provide safety directions in the event of a roll-over (refer to AS 2359.1);
- warn that Forklifts must only be operated in approved areas, by authorised personnel

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7. People responsible for the purchase or hire of a FLT shall ensure the risks associated with the intended use of the FLT have been assessed (as described above) and the required operating conditions, safety equipment and other features of the FLT have been specified and referenced on the purchase order / hire contract.
8. Forklift attachments shall be selected and shall only be used in accordance with the Forklift suppliers' recommendations.
9. Company Forklift Trucks and any attachments shall be registered, inspected and maintained in accordance with the suppliers' recommendations.
10. Both company and hired Forklift Trucks shall be inspected for safety and operational defects at the beginning of each shift prior to its use (refer attached form as a guideline). If a defect is detected, the relevant manager shall be notified immediately and the defect rectified as soon as is practicable and where the defect is significant and will affect the safe use of the Forklift Truck, it shall be taken out of service until the defect is rectified.
11. Forklift Trucks shall only be operated by personnel who have been trained, licensed (registered) and authorised to operate the type of Forklift and any attachments involved. Forklifts shall be secured to prevent unauthorised use when not in use.
12. Forklift Truck drivers who have an existing illness or injury that would impact the appropriate use of a forklift truck shall notify the Company immediately and shall undergo a health assessment and receive clearance from a company nominated doctor prior to operating the forklift truck.
13. Appropriate Personal Protective Equipment (PPE) shall be worn while operating and refuelling Forklift Trucks, and while servicing or filling Forklift Truck batteries.
14. Forklift Trucks shall not be refuelled or recharged within 10 metres of a naked flame or other direct ignition source. People who are required to refuel or recharge Forklift Trucks shall be suitably trained.
15. Forklift Trucks shall only be used to provide a working platform where allowed by local legislation, a suitable cage, lifeline and harness have been provided and the risks involved have been appropriately assessed and controlled. Where required, cages used for lifting people shall comply with local legislative requirements.
16. OHS&R training records shall be retained indefinitely.
17. Regular reviews of this procedure shall be conducted to ensure compliance with the mandatory requirements.

3. RESPONSIBILITIES

Responsible Manager

Ensure compliance with this procedure

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4. REFERENCE DOCUMENTATION

A. AUSTRALIAN AND NEW ZEALAND OHS&R LEGISLATION

5. FORMS

A. PRE-OPERATING INSPECTION GUIDE FOR FORK LIFT TRUCKS

UNCONTROLLED DOCUMENT