

# Safe Operating Procedure

## FORKLIFT TRUCK

**DO NOT use this equipment unless you have been instructed in its safe use and operation and are licenced to use it**

### PERSONAL PROTECTIVE EQUIPMENT



### PRE-OPERATIONAL SAFETY CHECKS

- ✓ Locate and ensure you are familiar with all machine operations and controls.
- ✓ Check brakes, lights and horn before use.
- ✓ Ensure reversing beeper and warning lights are operational.
- ✓ Ensure seat belt/safety restraint is in good condition.
- ✓ Know the capacity of the forklift before using it. Do not use a forklift without a load rating plate.
- ✓ Check gas-powered vehicles for gas leaks in fuel lines.
- ✓ Ensure the lifting forks are in sound condition and centred either side of the mast.
- ✓ Check tyre pressures. Never drive with a flat or under-inflated tyre.

### OPERATIONAL SAFETY CHECKS

- ✓ Watch out for pedestrians.
- ✓ Ensure 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.
- ✓ Always remember that the safe working load of a forklift reduces as the mast is 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 vision.
- ✓ Slow down when changing direction or on wet or greasy surfaces.
- ✓ Avoid harsh braking, especially when carrying a load.

### REFUELLING

- ✓ For gas-powered vehicles, change gas bottles in a well-ventilated area clear of a naked flame or source of ignition.
- ✓ For battery-operated vehicles, charge in well-ventilated area.

### ENDING OPERATIONS AND CLEANING UP

- ✓ 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.
  - Turn off the ignition and remove the keys.
- ✓ For gas-powered vehicles, turn off gas and don't park near an ignition source, doorway or pit.

### DON'T

- ✗ Do not use faulty equipment. Report any faults immediately.
- ✗ Do not use engine-powered forklifts in poorly ventilated areas.
- ✗ Do not allow anyone to ride on the forks.
- ✗ Do not lift a load with the mast tilted forward.
- ✗ Do not travel with forks raised or reach mechanism extended.
- ✗ Never travel with the load elevated.
- ✗ Do not attempt to turn on an incline or sloping surface.
- ✗ Do not dismount from a forklift while the engine is running unless the vehicle has completely stopped, transmission is in park position, and the parking brake is effectively engaged.
- ✗ Do not leave forks elevated when forklift is unattended.
- ✗ Do not refuel an engine-powered forklift unless the motor is stopped and ignition turned off.

**This SOP does not necessarily cover all possible hazards associated with this equipment and as a reminder to users prior to equipment use.**