



<b>SUBJECT</b>	<b>FORKLIFT SAFETY - OPERATOR</b>

## FORKLIFT SAFETY - OPERATOR

There are three main reasons why workers are killed or seriously injured in forklift incidents:

1. Being hit or crushed by a forklift.
2. Being hit or crushed by a load that the forklift is moving.
3. Being crushed in a forklift tip-over

### **SAFETY MEASURES TO FOLLOW:**

#### ***Watch out for people!***

- Before moving your forklift, look in all directions for people.
- Be aware of exclusion zones and pedestrian walkways.
- Make sure delivery drivers stay in their safety zone or away from the loading area.
- Ask about fitting safety or proximity warning devices to your forklift.
- Always look in the direction of travel and keep your forks lowered.
- Slow down and sound your horn at intersections and blind spots.
- Slow down when passing doorways, travelling along passages and at the end of aisles.
- Do not use headphones or mobiles.
- If the load obscures your view, drive in reverse.
- If your vision is restricted, or if travelling in reverse is not practical, use a trained spotter.
- Drive at walking pace when operating near people.
- If a person wants to talk to you, stop and secure the forklift before letting them approach.

#### ***Do not lose your load!***

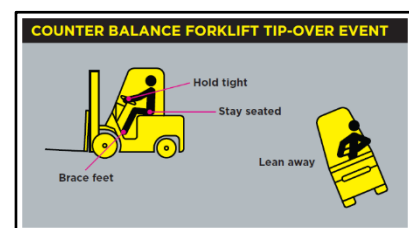
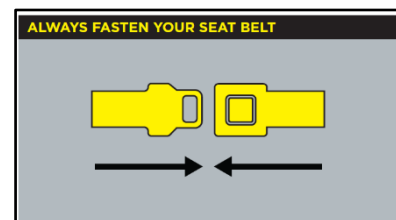
- Make sure your load is stable. If you need to, use a suitable lifting attachment.
- Use a suitable forklift for the load, with the correct load capacity.
- If the load is on a pallet, make sure the load is stable (for example short and squat or secured).
- Do not place a load directly on the forks unless it is intended for direct lifting (for example a strapped bundle of timber or plasterboard stored on gluts).
- Where a load is high or segmented use a backrest extension.
- Do not travel with the load at a height greater than is necessary to keep a reasonable ground clearance.
- Always remain on the forklift during loading and unloading.
- Never lift a load over a person and make sure people are not within striking distance of the load.

## ***When using an attachment***

- Forklifts are designed to lift, lower and move loads that are placed on pallets or skids that have integral lifting pockets.
- Where this is not the case, you should consider using an attachment.
- Prior to purchase or fitment, check the forklift manufacturer will approve the attachment for use on your forklift model.
- Consider the size, shape and weight of the load.
- Ensure the attachment is suitable for the load.
- Various attachments are available to shift an unusual load, like extension tynes (slippers), drum handlers, jibs, bin lifters, grabs, carpet spikes, carton clamps. Fitting an attachment will usually de-rate the capacity of the forklift.
- If approved by the forklift manufacturer (or a competent person) the forklift capacity plate should be amended to include the model number or type of attachment fitted and the capacity rating when that attachment is used.

## ***Belt Up***

- Wear your seat belt.
- Fully loaded, a standard forklift and its load can have a combined weight of five or more tonnes.
- In the event of a sit-down counterbalance forklift tip over or collision, operators are more likely to be killed or seriously injured because they were not wearing a seat belt.
- Your instinct may be to jump free from a forklift in the event of a tip-over, however when doing this, you risk being crushed and killed by the overhead guard.
- Ensure that a seat belt (or other restraint) is installed on the forklift and is in good working condition.
- Always wear your seat belt.
- Remain seated and do not lean out of the forklift.
- In the event of a tip-over, don't jump, brace your feet, hold tight and lean away from the point of impact.



## ***Finally - Eight Simple Safety Tips***

- Always follow the site safety rules, traffic management plan and safety instructions from your employer.
- Ensure your forklift licence is current.
- Check your forklift daily before use – and report any faults or damage.
- Reduce speed on smooth or slippery surfaces.
- Stick to the speed limits.
- Avoid hard braking, speeding, turning on sloping surfaces, driving with the load raised, sharp turning, or travelling on an incline with the load facing downhill.
- Consider regular forklift safety and refresher training.
- Wear high visibility clothing and other appropriate Personal Protective Equipment (PPE).

# SAFETY TOOLBOX TALK



Items Raised/Corrective Action	Action By	Action completed	
		Sign off	Date