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Date Document was developed: 12/12/2023 Date of last update: 26/02/2024

Approved By: Operations Support Manager

11-WH-WI-091 Forklift Work Instruction

Note:

This document does not serve as a replacement for training, it is designed to act as a reminder for employees prior to machine operation. Refer to the machine's risk assessment "11-WH-RA-091" and user manual for further information.

1 Purpose/Scope

The purpose of this document is providing instructions on how to operate, safely use and adjust the forklift under Risk Assessment "11-WH-RA-091" and asset numbers FE02014 and FE02015.

2 Safety Requirements

2.1 Required Personal Protective Equipment (PPE)

Work Clothes	Gloves	Hearing Protection	Safety Eye Wear	Other
☐ Long Sleeves	☐ High Heat	☐ Class 1	☐ Glasses	□ Safety Boots
☐ Long Pants	☐ Cut Resistant	☐ Class 2	☐ Goggles	☐ Respirator
☐ Work Apron	☐ Welding	☐ Class 3	☐ Face Shield	☐ Dust Mask
☐ High-Vis	☐ Nitrile Gloves		☐ Welding Helmet	☐ Safety Harness

2.2 Competency And Skills

Only employees listed in the Machinery Competency Register <u>"09-HR-ER-004"</u> may operate this machine. Employees using this machine must hold a forklift licence, be qualified and ensured to drive this machine.

3 Operational Safety Rules

3.1 Before Operation

- 1. Before operation, check that you are wearing all required PPE.
- 2. Do not wear loose clothing or jewellery and tie up any long hair.
- 3. Ensure work area is clean, well-lit and clear of trip hazards.
- 4. Investigate the area where the picker is going for:
 - Flat, even, and solid ground to park the picker.
 - Hazards or dangers above and around the area.
- 5. Inspect equipment before use for damaged parts.
- 6. Ensure you have done the forklift pre-start form "11-WH-FO-004".
- 7. Never attach overhanging loads.
- 8. Never exceed the maximum safe working load of the forklift.
- Be aware that the forklifts used at FSMBEH have longer than usual forks, and gas-powered forklifts have a longer body.
- 10. Warn nearby staff to keep at a safe distance.
- 11. If you are using the forklift safety cage, refer to "11-WH-WI-016" for operational safety.



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3.2 During Operation

- 1. Never allow anyone under or in front of a raised load/forks.
- 2. If you lose control of the forklift and it begins to tip sideways:
 - You must remain in the forklift and brace yourself until the forklift is stationary and safe to exit.
 - ii. Do not jump from it while it is tipping.
- 3. Use the horn on the forklift every 3 metres and drive slowly when approaching intersections, corners, blind spots, other machines and areas with pedestrians.
- 4. Never allow anyone to ride the forklift, ride on top of the forks or on a pallet.
- 5. Ensure you are wearing the seat belt when operating the machine.
- 6. Monitor your load as you travel to ensure the stability of both the load and the forklift.
- 7. Drive smoothly, refraining from excessively rapid acceleration and quick stops.
- 8. Use a spotter when necessary, such as when there is limited visibility.
- 9. Always put the heavy end of the load against the guard.
- 10. Use extra caution when operating on a slope.
- 11. If you have to make an emergency stop, quickly lower the load to the ground.
- 12. Never attempt to lift a load with one fork.
- 13. Do not lift loaded pallets with broken slats.
- 14. When moving, the load should not be raised more than necessary to maintain reasonable clearance from the ground.
- 15. Do not travel with forks raised or reach mechanism extended, forks must be down if the forklift is not carrying a load.
- 16. Do not leave forks elevated when forklift is unattended.
- 17. Do not dismount from a forklift while the engine is running unless the transmission is in park position and the parking brake is effectively engaged.
- 18. Do not refuel a gas-powered forklift unless the motor is stopped and ignition turned off.

4 Operation Instructions

- 1. Get in the driver's seat, buckle the seat belt and turn the ignition key on.
- 2. Approach the load straight on.
- 3. Insert both forks into the pallet until it hits the guard, take care as the FMSBEH forklifts have longer than usual forks.
- 4. Use the lift control lever to bring the pallet up.
- 5. Use the tilt control lever to tilt the pallet back.
- 6. Keep the pallet low for safe travel by using the lift control lever to bring the pallet down.
- 7. Approach the load destination slowly, making sure to beep every 3 meters, then lower the load, making sure to tilt the pallet forward again before backing out.
- 8. Reverse the forklift, making sure you do not scrape the slats on the pallet.

4.1 After Operation

- 1. To park the forklift:
 - i. Bring the forklift to a stop.
 - ii. Fully lower and retract the forks and tilt the forks forward.
 - iii. Bring the parking brake lever up.
 - iv. Turn the key switch off and remove the keys from the ignition.

4.1.1 Storage and Stowage

- 1. Park the forklift in a suitable position where it is not blocking exits, on pedestrian walkways, blocking doorways, on a sloped surface etc.
- 2. Charge the forklift when it is not in use if it is an electric forklift.

5 Maintenance And Service

- 1. Visually inspect the forklift for any damage.
- 2. Inspect the forklift for any fluid leaks.

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- 3. If damaged or leaking, report the damage to your immediate supervisor.
- 4. Fill out the forklift pre-start form "11-WH-FO-004" daily to ensure any problems are caught early.

5.1 Lock out/Tag out Procedures

Lockout/Tagout procedures apply if the tool or machine is malfunctioning or damaged, report the damage to your immediate supervisor to ensure the tool or machine is removed or clearly tagged "out of service" until it can be repaired.

Date:	
Ioperational safety procedures shown.	have read and understood this work instruction and agree to follow the
Employee Signature:	
Trainer Name:	Trainer Signature