**Safe Work Requirement**

Forklift Safety work instruction

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| PURPOSE The purpose of this instruction is to provide regulation to control the maintenance and operation of forklift to prolong its work life and prevent the incident happened related to forklift. SCOPE This instruction is applicable to all ECDC forklift, to the extent that it does not conflict with the applicable OEM instructions. RESPONSIBILITY      Rig Manager  1. The Rig Manager has overall responsibility for operate, maintenance, repair and safety issues. This includes overall responsibility for ensuring a system is in place to provide the means of forklift operate and maintenance on the location. 2. The Rig Manager is responsible for implementing the approved forklift safety work instruction at rig site where work is carried out under their control. Additionally, they shall ensure that any subcontractor who working under their direction are fully follow this instruction.  HSE Supervisor  1. The HSE Supervisor shall assist the Rig Manager in ensuring all personnel are trained in the use of forklift moving tools and equipment. 2. The HSE Supervisor shall periodically verify that forklift operator are trained and certificated. 3. Provide advice on using all types of protective clothing and equipment.  Mechanic Provide initial training to operator on the use of the forklift and the actions for daily maintenance.  Ensuring that defective equipment part is immediately repaired Fork lift operator Understanding fully and applying correctly procedure in the course of their work at rig site.  Ensuring that safe working practices are being enforced at all times INSTRUCTION AND GUIDELINES    Specifications Forklifts shall be fitted with:   1. An overhead guard to protect the driver from falling objects. 2. An audible warning for reversing. 3. A visual warning (rotating amber beacon mounted on the roof) 4. Automatic limit switches for the lifting device. 5. Seat Belt 6. Fire extinguisher   Some forklifts are fueled by Propane. This is a highly combustible gas that can cause a fire or even explode if not handled correctly so added precautions need to be taken:   1. Do not smoke around propane (smoking on rigs is only permitted in designated safe areas) 2. Report propane leaks immediately. Leaks can be detected by the distinct odor, a hissing sound, and frost on the fittings 3. Minimum PPE requirements for propane refueling (bottle change) are gloves and safety glasses.  General Rules  1. Only competent qualified persons shall operate forklifts, 2. At the commencement of each shift, before operating a forklift, the operator must do a walk-around check to ensure forklift is safe to operate. 3. Report any defects and apply Lockout / Tagout Procedure immediately, do not use a faulty forklift until repaired. 4. Never attempt repairs by yourself. Maintenance work should be performed by the Mechanic and Electrician. 5. The fire extinguisher mounted on the forklift should be inspected monthly. 6. The Safe Working Load (SWL) is to be clearly marked on the vehicle and relevant documents filed in the asset file. Never attempt to lift loads that exceed the forklift's maximum rated capacity, or pick up unbalanced or badly stacked loads. 7. Forklifts must be properly equipped when operating in hazardous areas e.g. flame proofing, air starter, spark arrester, air intake shut off, etc. 8. Holes must not be burned, or drilled, in the ends of the forks to attach chains, wire rope, or other devices for lifting purposes. A certified cradle is to be supplied for such operations. In addition, no objects shall be welded to the forks under any circumstances. 9. The forklift should be inspected weekly by the Operator and Rig Mechanic to see that it is in safe working. 10. Maintenance records shall be kept for the forklift in the asset file. 11. Hardhats, eye protection and seat belts will be worn at all times when operating forklifts. 12. Forklifts shall not be used for the transport of personnel. Passengers are strictly forbidden. 13. Never allow anyone to be lifted on the elevating forks, pallet, load or bucket. 14. Forklifts should only be used on flat/level surfaces and shall carry loads within their rated capacity. 15. The vehicle's work areas should be, at all times, kept as dry as possible. If they are found to be too slick for safe operations the vehicle should be parked in a safe area and its further use restricted. 16. Be aware of the forklift’s capabilities and always work within them. 17. Ensure that your forklift is the correct type for the area you are to work in. Do not enter a hazardous zone with an unsuitable forklift. 18. The forklift operator should remain alert and aware of the presence of pressure vessels, pressure and fuel lines, fuel compartments, and exercise caution while maneuvering the vehicle in such areas. Extra attention required on land locations concerning overhead lines, guy wires, derrick escape lines and overhead power lines. 19. Always adopt the correct driving position. You must be correctly seated with all parts of your body within the limits of the driving compartment. At no time should you reach between the mast uprights or place any part of your body on or outside any special guards or screens. The seat belt must be fastened when operating the forklift. 20. Maintain a firm grip on the steering wheel during travel. On most forklifts a steering knob is fitted to facilitate simple single handed steering. This knob should be held firmly with one hand at all times. 21. Never park the forklift, or leave a load in the way of fire fighting equipment, exits or anywhere it would be an obstruction or safety hazard. 22. Do not allow anyone to step over the reach over the forks or be anywhere near the rack or anywhere near the articulating sections for loaders while the forklift is being operated. 23. At crossings, aisles or gangways, slow down and sound horn. Watch for the sudden and unexpected appearance of people from concealed entrances, etc. 24. Drivers should never drive over unprotected cables, pipes, etc. 25. Ensure bridge plates, ramps and loading docks are strong enough to withstand the combined weight of the forklift and load, and ensure that they are firmly fixed. 26. When in motion, the forks should be lowered to the lowest practical position to provide maximum view and stability. The mast should be tilted backwards to increase load stability. 27. All starts/stops should be gradual to prevent the load from shifting. 28. Face direction of travel and keep a clear view of the way ahead. If a bulky load obscures your vision – the forklift should be driven in reverse. 29. Do not use the reach mechanism as a means of pushing or dragging loads into position. 30. Do not move reach forklifts, laden or unladen, with the reach mechanism extended, except for the last few inches when stacking. 31. The forklift operator should avoid turning on ramps to prevent tipping over. 32. When operating on inclines the load should be kept upgrade for stability. 33. Observe the following rules before raising / lowering loads, forks or attachments: 34. Understand the approximate weight of the load and the load’s center of gravity particularly when using attachments 35. Never attempt to lift / lower unstable loads, if required rearrange the load before moving the load 36. Ensure that the footbrake or parking brake is applied before extending or retracting the forks. 37. Ensure the area is cleared of all obstacles 38. Do not allow anyone to walk under elevated forks, loaded or unloaded. 39. Do not lift loads with the mast/fork carriage tilted forward. 40. The forklift should not be parked in an enclosed area with the engine running. 41. At the completion of a task or if the forklift is left unattended the operator shall make sure that: 42. The forks are fully lowered 43. The controls are neutralized 44. The brakes are set and the gearbox should be in neutral 45. Power or engine is shut off  Yard/Warehouse Forklift Safety  1. Hard hats and protective footwear will be worn in warehouse during forklift operations 2. Forklift operators will be required to wear a hard hat while driving forklift 3. The yard area beyond the car park boundary will require hard hat and protective footwear  Summary Statement Forklifts form an integral part of the company’s operations. They can be used in complete safety where appropriate control measures are observed.  The three most important steps are to:   1. Ensure that only qualified operators are allowed to use forklifts 2. Plan daily, routine and major servicing to maintain safety 3. Always operate forklifts sensibly, consistent with the type of load and prevailing conditions |