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| Description: Description: Description: cid:image001.jpg@01CB5F1D.A4AD4420 | **STAFF HANDBOOK**  **FORKLIFTS** | Doc: SH-021 |
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* in00398_Only trained and competent persons holding a current, recognised Forklift Operator’s Certificate may operate and perform maintenance on forklifts.
* Forklifts driven by Trainee Operators must display an “L” plate.
* A pre-start safety check must be carried out at the commencement of each working day or shift by using a [*Forklift Pre Operational Inspection Check List*](file:///C:\Users\Tomlamont\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Master%20Forms\Asset%20Maintenance\Forklift%20Pre%20Operational%20Inspection%20Check%20List.docx).
* Ensure that you operate the forklift safely, according to the weight and performance limits.

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* When leaving the forklift unattended, guard against unauthorised use by ensuring.

1. the controls are in “neutral”
2. power is shut off
3. park brakes are applied
4. forks are fully lowered
5. the ignition key or starter switch key is removed (unless otherwise instructed by the Supervisor).

* Ensure the forklift and its load does not come within 2 metres of a power line.
* Before driving a forklift, ensure you are familiar with safety procedures.
* Forklifts powered by an LP Gas engine must be refuelled, parked and stored according to safety procedures.
* Persons may only be raised or lowered by a forklift designed for that purpose that has an approved work platform.
* Isolate and tag unsafe forklifts and report to the supervisor.
* Follow general safety procedures:

1. wear a seatbelt
2. observe speed limits
3. give way to pedestrians at all times
4. take care on wet or slippery surfaces
5. allow adequate room for turning
6. be aware of hazards
7. drive in reverse if load obscures vision (however, drive forward on an incline)
8. ensure a safe speed for stopping
9. avoid rapid acceleration and deceleration and rapid turns
10. ensure a safe stopping speed
11. cross intersections with care.