

Walkie Stacker

Safe Work Practice



Working Safely

- Prior to use, team members must be trained by a Mobile Equipment Coach, and have a signed assessment record to use this equipment.
- A copy of the completed Manual Handling Equipment Operation Assessment must be available in the Risk Register for all Team Members authorised to use the equipment
- Only authorised Coles Liquor team members can operate a walkie stacker.
- A list of the authorised users of the equipment must be listed clearly on the equipment
- Know the location of the power disconnect handle or emergency stop button to disconnect the battery power in the event of an emergency.
- **Do not** leave keys in the ignition when equipment is unattended.
- **Do not** share keys with unauthorised team members
- **Always** ensure the equipment is in safe working order, using the pre-operational checklist prior to using the equipment
- **Do not** use faulty equipment. If faulty, place an out of service tag on equipment and report to maintenance

Operation

- Plan the route, ensure the area is clear of pedestrian, stock and other equipment and you have clear vision at all times.
- **Always** wear safety vest/high visibility clothing when using the equipment
- **Do not** carry passengers using the walkie stacker
- **Do not** use the equipment on the trade floor
- Ensure the walkie stacker is working within the rated capacity - weight and gradient of the equipment as stated on the equipment Data-plate e.g. maximum of one (1) pallet at a time
- **Always** give way to pedestrians and ensure there is a minimum distance of three (3) metres from pedestrians when using the equipment
- **Always** place safety signs or traffic cones (or both) to separate walkie stacker and pedestrians including team members entering from trading floor. Use a spotter if required.
- The load must be secure, evenly stacked, with both forks (tynes) positioned fully into the pallet.
- **Always** ensure the load is within its rated capacity, i.e. weight and gradient of equipment as stated on the data plate or operation manual
- Ensure the pallet has adequate shrink wrap to prevent collapse where required. Whole pallets of beer/RTDS that have glue between layers are exempt.
- Bulk stacking of pallets should be completed as per the *How Do I – Bulk Stack Pallets of Stock*.
- Reduce speed when operating on uneven and/or wet surfaces



- Ensure you know the location of the emergency reversing button in case of emergency of being pinned or crushed between stock/wall and machine
- When in operation raise forks just high enough for the pallet to clear floor or racking before and while moving equipment
- Be aware of the mast/load height in the path of travel, for example, light fittings, sprinklers. If required, use a spotter for overhead work
- Keep forks fully retracted to the backrest when travelling
- Move smoothly at a safe speed. This will allow adequate stopping time where required.
- Proceed with caution and sound horn when moving in and out of darker and lighter areas, around blind spots, corners and doorways
- When not in use, the walkie stacker must be parked on flat ground with the hand brake full engaged. Forks should be fully lowered to the ground and should be parked clear of doorways, access ways and fire exits.

Battery Charging

- **Always** refer to Operation Manual prior to charging battery.
- Ensure main power switch and charger switch is in the “off position” when connecting and disconnecting leads
- Check condition of equipment and leads before charging. Make sure leads and plugs are not stretched or damaged with exposed wire
- **Always** allow charger to complete its full charge cycle
- **Always** wear chemical resistant eye protection, gloves, apron when checking and filling up battery water level. PPE is available in the battery spill kit
- Only charge batteries in a designated, well ventilated area.
- Check water level after a full overnight charge.
- Be aware of the nearest first aid kit and where the chemical spill kit is stored
- Ensure a fire extinguisher (dry powder) is near by
- **Do not** conduct battery charging or maintenance near stock
- **Do not** charge batteries within 5m of ignition sources, heat, flammable, combustible, oxidising material, products or stock
- **Do not** allow the battery lid to fall while charging. Secure in its raised position to prevent it falling.
- Batteries with Standard Caps and Baffle Plates – Remove cell cap and check water level is visibility to 6mm above baffle plate. If below, top up using water
- Batteries with built in float indicator – Flip open cell cap. If float is low, top up to required level using water