

Safe Work Instruction	Issue date: 28/04/10
Fork Lift Trucks	Review date: 01/04/11

Document no. SMS-06-SW-0400	Work description Use of Fork Lift Trucks (FLT) and cages/platforms.
	Scope Applies to all types of FLT and FLT work cages/platforms to ensure they are operated safely and maintained in good working order.
Review date 01/04/11	References <ul style="list-style-type: none"> • OHS Reg 2001 Chapter 5 • AS 2359 Series : Powered industrial trucks • NSW WorkCover on work platforms for forklift trucks Position Paper: 15 Nov 2002 • NSW WorkCover Forklift drivers Guide 1998 • SMS-06-GD-0225 Plant • SMS-06-GD-0403 Plant Risk Assessment • SMS-16-FM-0716 Mobile Plant Pre-Start Daily Checklist • SMS-16-FM-0715 Mobile Plant Periodic Inspection

Responsible supervisor <i>Insert name in BLOCK letters</i>	PPE and precautions	Competencies or qualifications	Licences or permits required
	<ul style="list-style-type: none"> • Gloves, • Safety glasses or goggles • High visibility orange clothing 	Trained and competent in the specific FLT. WorkCover Certificate of Competence for ride-on forklift trucks (LF) – ticket must be carried by operators at all times. Walky FLT's are to be operated only by persons assessed as competent by a person holding a Certificate of Competency	N/A



Tools and equipment required
See below
IF CONTROL MEASURES ARE NOT SUITABLE AND MAJOR CHANGES ARE NEEDED, CONDUCT A RISK ASSESSMENT AND DEVELOP NEW CONTROLS ACCORDING TO SMS-06-PR-0104 WORKPLACE RISK MANAGEMENT .

Procurement	<ul style="list-style-type: none"> • All Fork Lift Trucks and attachments procured by RailCorp personnel or used by contractors on RailCorp premises are to comply with the applicable part of AS2359.
Pre-start checks	<ul style="list-style-type: none"> • FLT drivers are to check their machine before the start of each shift and pre-operation. • Record the pre-start check on either the Mobile Plant Pre-Start Daily checklist or Mobile Plant Periodic Inspection checklist. • Work is not to commence unless the forklift is in proper working order and the work area is clear of obstacles.
Work environment	<ul style="list-style-type: none"> • Areas where FLT's routinely operate are to have traffic management assessments carried out and where appropriate, have traffic management plans developed. Where traffic management plans are in place, FLT's are to be operated strictly in accordance with those traffic management plans.
Safe operation	<ul style="list-style-type: none"> • All FLT's are to be operated in a safe manner. • FLT's are to be used only for the purposes for which they are designed unless an alternative use has been assessed by a competent person as not increasing the risk of injury or harm occurring. • FLT's should be operated within the manufacturer's design parameters, and only in areas for which they have been designed. • Within buildings and poorly ventilated areas gas or electric forklifts are to be used. • FLT's are not to be operated on public roads except in compliance with RTA road rules
Operating	<ul style="list-style-type: none"> • FLT's are to be only be used on hard level surfaces. Four-wheel drive or rough-terrain type are to be used on uneven or unstable ground. • When raising the load: <ul style="list-style-type: none"> - apply the handbrake when raising or lowering the load - "ease in" the hydraulic controls

Safe Work Instruction	Issue date: 28/04/10
Fork Lift Trucks	Review date: 01/04/11

	<ul style="list-style-type: none"> - make sure the forks are centred when they are entering a pallet. • Do not put slings around forks • Do not enter the pallet with the mast tilted back or forward and do not allow the forks to protrude through a pallet. • Do not allow more than a third of the top section of an unwrapped load to stand above the top of the load backrest extension. • Do not raise a load with one fork. • The load should always rest against the heel of the fork arms • If the load weight is unevenly distributed on the pallet put the heavy end of the load against the heel of the fork arms. • Make sure the forks are centred on either side of the mast. • When tilting the load: <ul style="list-style-type: none"> - raise the load clear of the stack before tilting the load backwards - always travel with the load tilted backwards and low to the ground - when putting the load down, always bring the load over the stack before tilting forward - deposit the load with the mast vertical or tilted slightly forward.
Travelling	<p>FLT's are one person vehicles and you can only carry passengers in a WorkCover accepted platform. Seat belts must be worn at all times where they are fitted.</p> <p>When travelling do not:</p> <ul style="list-style-type: none"> - speed. - attempt to turn a FLT when it is on a sloping surface - drive across a slope - turn sharply at speed - jump out of an FLT if it is overturning - drive reach trucks with the reach out as this alters the load centre. <p>When travelling :</p> <ul style="list-style-type: none"> - reduce speed and proceed with caution on wet or greasy surfaces - always drive slowly up and down inclines - have someone guide you when driving up a hill with a bulky load that blocks clear vision - LOOK behind you when reversing - blow the horn and drive slowly when approaching a blind corner - make sure that no one is in the way or standing next to you before driving away - face the forks downhill when driving up or down an incline without a load - face the load uphill when travelling up a slope - face the load uphill and look behind when reversing down a slope.
Parking	<ul style="list-style-type: none"> • Park clear of emergency exits, fire fighting equipment, first aid facilities, refuelling stations. • Park with the tips of the forks on the ground and with the mast tilted forward. • Turn the ignition off and remove the key. • Engage low gear (for Internal combustion FLT's). • Engage handbrake. • If the tips of the forks cannot be lowered to the ground park so that the forks do not create a trip hazard.
Safe Working Load (SWL)	<ul style="list-style-type: none"> • Safe Working Loads (SWL) are to be marked on the load plate of the FLT • SWL's of FLT's are never to be exceeded. • If attachments are fitted the operator is to make sure that the SWL is determined by a suitably qualified engineer and displayed on the FLT load plate • Operators are to understand the load plate and the conditions of loading at all times. • Do not use an FLT that does not have a load plate.

Safe Work Instruction	Issue date: 28/04/10
Fork Lift Trucks	Review date: 01/04/11

Work cages/platforms	<ul style="list-style-type: none"> Only consider using a FLT to elevate a person where it is not possible to use an EWP or other method of working at height, eg scaffold. If working at height using a FLT is the only option, a purpose-designed work platform must be used. Personnel must not be raised on the tynes of FLTs. Pallets must never be used as work platforms on the tynes of FLTs. Use of work platforms on FLTs must be in accordance with AS2359. In particular the FLT must: <ul style="list-style-type: none"> have a flow control device that has been tested and which does not permit the rate of descent to exceed the permissible rate of 0.6 m/sec. have a rating of more than 1800 kg (for counterbalanced FLTs) or 1000 kg (for reach-type FLTs), at full mast height with mast vertical. be a ride-on FLT - walkie FLTs must not be used. be operated by a qualified WorkCover certificated operator – trainees are not operate the FLT be only operated on a hard level surface during use of the work platform not be manoeuvred with the platform elevated. If the FLT needs to move position first lower the platform Platforms are to have: <ul style="list-style-type: none"> a safe means of lowering people from an elevated position in the event of a failure of the normal controls, a floor, guardrails on the front and on both sides, and a back which should guard people from any moving parts of the mast; clearly visible duplicate independent locks – such as tyne pins and tilt locking systems - to secure the platform in the correct position; and a clearly marked notice stating the safe working load limit of the platform and other information on safe use. In addition: <ul style="list-style-type: none"> The total load on the work platform, including personnel and materials, is not to exceed 250 kg The driver of the FLT is to remain at the controls at all times while the work platform is being used All work is to be carried out while standing on the deck of the platform - the platform must not be used for supporting ladders or other equipment to gain height. FLT controls, other than those used for lifting and lowering, must be immobilized whilst the work platform is in use. This may be in the form of a control level lock plate or key lock out switch.
An example of an engineer designed working platforms, with safety harness and lanyard assembly, correctly positioned on forklift tynes	
Personnel must not be raised or carried on forklift tynes	
Refuelling areas	Safe Work Methods Statements or Safe Work Instructions are to be prepared and issued for the refuelling of different types of forklifts. These are to be preferably be laminated and mounted at the refuelling point.

Safe Work Instruction	Issue date: 28/04/10
Fork Lift Trucks	Review date: 01/04/11

Changing LP gas bottles	<ul style="list-style-type: none"> • Change gas in a well ventilated area well clear of a naked flame or other source of ignition. • LP gas bottles must be changed only by those trained to do so. • Beware of burns from escaping gas. • Always wear gloves and safety glasses. • Take the following steps in the order below when changing LP gas bottles: <ul style="list-style-type: none"> - turn off cylinder valve - switch off engine - disconnect takeoff hose - remove safety straps - change the bottle - connect the safety strap - reconnect takeoff hose - turn on cylinder valve - check for leaks-look, listen and smell.
Charging batteries	<ul style="list-style-type: none"> • Charging batteries carry a heavy current and cables that are of a fixed length must not be altered. • Make sure the insulation on the cables is in good condition before use. • Take the following precautions when recharging batteries: <ul style="list-style-type: none"> - wear rubber gloves and safety goggles when setting up the batteries for charging - don't smoke or allow a naked flame near charging batteries - don't allow any metal objects (spanners etc) to rest on charging batteries - carry out charging in a well ventilated, open area - make sure each charger is to have it's own power source with clear access to the switch. - hold open any cover over the battery to allow free escape of fumes - keep cell vent caps in place to prevent spraying of electrolyte - make sure the vent caps are working.
Inspection and maintenance	<ul style="list-style-type: none"> • LP gas bottles are to be tested and stamped by a NATA accredited testing facility every 10 years. • Persons maintaining or repairing a forklift should hold appropriate trade qualifications. • All FLT's are to have an installer's compliance plate. • FLT's are to be inspected, serviced and maintained on a periodic basis in accordance with the manufacturer's instructions. • Maintain a logbook for each FLT and keep records of pre-start and periodic inspections for each FLT. • Inspection/maintenance records and logbooks must be kept for the life of the FLT. • The record is to include the date of purchase, the date of introduction to service, relevant general details of the service, the dates and details of every evaluation by a competent person and the dates and details of the periodic inspections. <p>Maintain inspection and test records in accordance with Records Management requirement</p>
Modifications	Any modifications in the operations of FLT's from the recommendations by the manufacturer or with the relevant standards must be in accordance with the Plant guide.

Additional controls