






Safe Work Instruction	Issue date: 11/09/09
Electric Forklift (Walk Behind)	Review date: 01/03/11

Document no.	Work description		
SMS-06-SW-1288	This SWI describes the safe work practices for the safe operation of an Electric, Walk-Behind Forklift		
	Scope This SWI describes the hazards and controls for Walk-Behind Electric Forklifts when used by RSD staff This document does not apply to Forklift Trucks, instead refer to <u>SMS-06-SW-0400 Forklift Trucks</u>		
Review date	References		
01/03/11	<ul style="list-style-type: none"> • Rail Safety Act 208 • OHS Reg 2001 Chapter 5 • AS 2359.2 - 1985: Industrial Truck Operation • NSW WorkCover Forklift Drivers Guide 1998 • Manufacturers Operators Manual • SMS-06-GD-0225 Plant • SMS-06-GD-0403 Plant Risk Assessment • SMS-06-GD-0001 Guide to Manual Handling • SMS-06-PR-0173 Plant and Equipment Lock-out Tag-out • SMS-06-GD-0323 Personal Protective Equipment • SMS-05-SR-0027 Records management • SMS-16-FM-0401 Forklift Daily Inspection • SMS-16-FM-0715 Mobile Plant Periodic inspection • SMS-06-SW-0400 Forklift Trucks • SMS-06-GD-0268 Working Around Electrical Equipment 		
Responsible supervisor	PPE and precautions	Competencies or qualifications	Licences or permits required
Line Manager	<ul style="list-style-type: none"> • High visibility vest or clothing • Safety Footwear • Safety Eyewear • Protective Gloves, as required 	<ul style="list-style-type: none"> • Rail Industry Safety Induction (RISI) • Site specific induction • Competent in the use of the Electric Forklift • Familiar with manufacturer's operating instructions • Briefed in Local site Traffic management plan 	
Tools and equipment required			
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 .			
	Warning <ul style="list-style-type: none"> • The nature of this equipment exposes the operator and other personnel to serious crush/striking hazards. Always work in accordance with the information contained within this SWI as well as manufacturers' instructions. If in doubt, seek assistance from your Line Manager • Always use mobile plant in accordance with the relevant site traffic management plan. Failure to do so could result in injury to personnel and/or damage to equipment • Failure to maintain Safe Approach Distances to overhead power, as per SMS-06-GD-0268 Working around Electrical Equipment, could result in serious injury or death • Never carry passengers on an electric forklift as this could result in serious injury to personnel • If the electric forklift is damaged, malfunctioning or otherwise not safe to use, tag it with an "Out-of-Service" tag, in accordance with SMS-06-PR-0173 Plant and Equipment Lock-out Tag-out, and notify your Line Manager as soon as practicable. Using an unsafe electric forklift could cause injury to the operator and/or other personnel • Repairs must never be attempted by unauthorised / unqualified personnel 		

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General	<p>Staff are to be trained and supervised to ensure they:</p> <ul style="list-style-type: none"> Undertake pre-start checks before operation using: <u>SMS-16-FM-0401 Forklift Daily Inspection</u> Only operate this equipment on a suitable and flat surface Do not allow anyone to stand under elevated tines (loaded or not) Never lift a load beyond the capacity of the forklift's Safe Working Load (SWL) Never lift a load in an incorrect manner such as with only one tine, using an unapproved lifting attachment, sling or fitting Do not use the unit for tasks it was not designed for e.g. pushing objects or loads Travel in accordance with the local traffic management plan Park the vehicle with the tines lowered, in the appropriate location at the end of use 	
Pre-start check	<p>Carry out a pre-start check using: <u>SMS-16-FM-0401 Forklift Daily Inspection</u>, at least once per shift, or before each use if used less than once per shift</p> <p>The record of this inspection is to be provided to line management and retained in accordance with <u>SMS-05-SR-0027 Records management</u></p>	
	<p>Warning</p> <ul style="list-style-type: none"> <i>Never smoke or otherwise create the potential for a sparks whilst checking battery fluid levels as the flammable gases produced in the battery may ignite causing serious injury</i> 	
Operate the Electric Forklift Safely	<p>Before moving off, check for other vehicles, train movements and pedestrians</p> <p>When moving from a stopped position, always operate the forward and reverse motion controller gently as sudden movement may result in injury or an unexpected shift in the load</p> <p>Use your horn to warn potential pedestrian's of your approach, such as when travelling around corners, entering pedestrian thoroughfares or approaching doorways</p> <p>Always turn away from track edge and be alert to train movements at all times</p> <p>Never enter a restricted or pedestrian only area without first seeking permission from line management</p> <p>When unloading, loading or parking do not obstruct access to emergency exits, walkways, stairways or any safety equipment (e.g. Fire equipment or First Aid kits)</p>	
	<p>Warning</p> <ul style="list-style-type: none"> <i>Electric forklifts may roll if used on unstable surfaces or inclines greater than the manufacturer's instructions</i> <i>Even if permission is granted to enter a restricted or pedestrian area, travel at slower speeds, and use horn to signal approach</i> 	
Storage	<p>Return the electric forklift to its designated storage area</p> <p>Ensure the tines are in the lowered position</p> <p>Inspect the unit for any damage, if any is found or any abnormal operation was experienced during its use tag it with an "Out-of-Service" tag, in accordance with <u>SMS-06-PR-0173 Plant and Equipment Lock-out Tag-out</u>, and notify your Line Manager as soon as practicable</p> <p>Connect the charger in accordance with the "Charge the Batteries" procedure below</p> <p>Notify Supervisor of completion, as required</p>	
	<p>Warning</p> <ul style="list-style-type: none"> <i>Failure to correctly tag damaged, malfunctioning or otherwise 'not safe to use' equipment could result in serious injury</i> 	
Charge the Batteries	<p>After each use re-charge the batteries as follows:-</p> <ul style="list-style-type: none"> Inspect charging cables to ensure they are free from wear and damage Inspect the battery charger to ensure it is free from wear and damage Ensure the charger has its own power source and access to the power switch is unhindered Ensure the battery is stable and without any metal objects or parts resting or likely to fall onto it Ensure charger is switched off before connecting charging cable the electric forklift Charge battery as per manufacturer's instructions When charging is complete, switch off charger before disconnecting cable from the electric forklift Store battery charger so as to prevent damage 	

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	<p>Warning</p> <ul style="list-style-type: none"> • Always charge batteries in accordance with manufacturer's instructions • Always remove all metal wrist, hand and neck jewellery and chains to prevent them becoming conductors should they come in contact with live equipment • Always charge batteries in a well ventilated and non-smoking area to prevent possible ignition of the battery gases • Charging cables can carry a heavy current. Ensure the power on the charger is isolated before connecting cables to battery. Failure to adhere to this requirement could result in electric shock or arcing • Should you become aware of any abnormality with the charging procedure, immediately switch off the charger at the wall outlet and if safe to do so unplug the charger from the Forklift. Attach an "Out-of-Service" tag on the equipment and notify your Line Manager as soon as practicable • Never use, charge or store equipment that is damaged. If you find or cause damage, place an "Out-of-Service" tag on the equipment and notify your Line Manager as soon as practicable
<p>Periodic Inspection and Maintenance</p>	<p>Electric forklifts are to be periodically inspected using <u>SMS-16-FM-0715 Mobile Plant Periodic Inspection</u> in accordance with the P&E inspection schedule</p> <p>Electric forklifts are to be serviced and maintained in accordance with the P&E inspection schedule</p> <p>Inspection, service and maintenance records are to be provided to line management and retained in accordance with <u>SMS-05-SR-0027 Records management</u></p> <p>Manufacturer's operating and maintenance manuals are to be made available</p>

<p>Additional controls</p>
<ul style="list-style-type: none"> • Other controls may be necessary, depending upon the work being carried out. Refer to relevant SWIs • If you identify additional hazards and / or controls relevant to this SWI, notify your Safety Facilitator or Line Manager as soon as practicable, so they can be noted and used to continuously improve this document