

# Risk Assessment Guidance

## Title Pallet Truck

Pre-use checks of the equipment must be carried out and if there are any concerns over the safety of the pallet truck, the activity must stop and report these immediately to the supervisor.

Always ensure loads are secured and do not obstruct your view. Report any concerns or issues to your Supervisor.



| Job Sequence                   | Hazard Identification  | Controls  |
|--------------------------------|--|---|
| Conduct pre-operational checks | Unsafe operation of the Pallet Truck   | <p>Carry out pre-operational checks recommended by the manufacturer.</p> <p>Visually inspect the truck for damage or cracks.</p> <p>Raise the forks to check the hydraulic pump is in working order by pressing the lever downwards then operate the handle. Raise forks fully and look for any sign of hydraulic oil leaking.</p>  |
| Operate pallet truck           | <p>Crushing</p> <p>Equipment falling off pallet truck</p> <p>Individuals sustaining injuries as a result of the pallet truck overturning on poor surface conditions.</p> | <p>Never exceed the safe working load of the equipment.</p> <p>Before entering the pallet check the load is securely stacked and the pallet is not damaged.</p> <p>Do not position the load on the end of the forks; keep loads as close to the handle as possible.</p> <p>Use the correct type of pallet truck for the job and working conditions.</p> <p>Ensure sufficient space between operator and there is enough clearance when raising the forks</p> <p>Attention to be paid to reducing risks associated with the workplace.</p> <p>Do not allow other people to travel on the equipment at any time.</p> <p>Always walk. Never run. When travelling down a slope with the truck loaded, keep the load facing down and control the speed by pulling back with both hands on the handle.</p> <p>Ensure you are clear of the load before lowering by slowly pulling on the lever. When fully lowered, release the lever into the neutral position.</p> |
| Lifting / transporting loads   | <p>Loads falling</p> <p>Unstable loads</p>   | <p>Ensure all loads are secure and correctly loaded onto the pallet truck.</p>  |

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|                                   |   |  |
|-----------------------------------|---|--|
|                                   | <p>Weather conditions</p> <p>Poor Visibility</p>  | <p>If moving unstable loads or loads with an unusual centre of balance plan the lift before moving, discuss with the supervisor, as there may be specific requirements for moving/lifting.</p> <p>Always consider the weather when moving loads particularly in high wind and gusty conditions, or slippery surfaces when it has been raining.</p> <p>Always consider the environment that you are using the pallet truck in and assess if additional measures need to be taken to protect it.</p> |
| Damaged parts on the Pallet Truck | <p>Accident potential increasing due to damage on the pallet truck.</p> <p>Accident potential increasing due to damaged tyres</p> | <p>Planned Preventive Maintenance in place.</p> <p>Insurance checks conducted under LOLER (mechanical and lift over 300mm) and PUWER.</p> <p>Pre-use checks to be completed as outlined in the manufacturer's instructions.</p> <p>If damaged, the pallet truck should not be used but sent for repair.</p>  |
| Training                          | Un-trained operator   | Anybody operating pallet trucks must have completed training on their use, supplied by their departments.  |
| Personal Protective Equipment     | Incorrect or badly fitting PPE  | When operating pallet trucks, users must wear a high visibility waistcoat and suitable footwear.   |
| First Aid                         |   | <p>Make sure you are aware of the first aid provisions in place.</p> <p>All accidents &amp; near misses must be reported to your Supervisor</p>  |

**All persons working with this equipment or within close vicinity must sign and show that they have read and understood the risk assessment guidance and that they will follow the above control measures set out whilst working.**

| Additional Guidance    | COSHH Assessment | Method Statement | Other (Specify)  |
|------------------------|------------------|------------------|--|
| <b>Manual Handling</b> |                  | N/A              | <b>Only trained persons are allowed to operate this equipment.</b> |
| Name                   |                  |                  |  |
| Signed                 |                  |                  | Date   |