



## Edge Personnel's Forklift Operations Policy and Procedure

### Licence Check

Edge Personnel requires to sight the candidate's licence (Forklift, Working at Heights, LO etc), our system records expiry dates and sends a notification to the consultant and candidate of looming expiry dates.

Under no circumstances is a candidate to operate a piece of machinery they are not licenced to use.

### Risk Management

Edge Personnel will attend the site prior to your commencement to complete a workplace health and safety risk assessment. This assessment will identify the following:

- Forklift Maintenance program in place – mechanical and cleaning
- Noise Control in place for the operator and those around
- Extraction / Ventilation systems in place
- Hazardous Chemical Stores
- Fire prevention
- Deterioration reports
- Induction and training procedures on site
- Standard Operating Procedures (SOP's)

### Operating forklift trucks safely

- Use the forklift truck only for the purpose for which it was designed.
- Hold a high-risk work licence to operate a forklift truck or be an authorised trainee.
- Do not operate a forklift truck if you are fatigued.
- Wear a seatbelt where one is provided. The only exception is if a risk assessment advises otherwise, for example when operating a forklift truck on a wharf.



- Operate the forklift truck strictly in accordance with manufacturer's specifications.
- Ensure that loads are within the rated load capacity of the forklift truck. Carry loads as close to the ground as possible.
- Operate the forklift truck with the load placed fully against the truck carriage or back rest. The mast should be tilted sufficiently backward to safeguard the load.
- Use a forklift truck to raise a person only if the truck is designed for this purpose or there is an approved work platform attached.
- Maintain a clear view ahead and behind (via a correctly adjusted rear view mirror) and give clear indication of your intentions. Maintain a safe distance from other vehicles.
- Observe speed limits and ensure you can make a safe stop at any time. Avoid rapid acceleration, deceleration and quick turns.
- Drive carefully on wet or slippery surfaces or when pedestrians are near.
- Reduce speed when making a turn. Take care that the tip of the fork (or load) or the rear side of the forklift truck does not touch a nearby person or object.
- Drive in reverse if vision is obscured by a bulky load.
- Ensure that the load leads when driving up gradients. On gradients, tilt the mast back sufficiently to safeguard the load and raise the forks so they clear the ground.
- When travelling on an incline with no load, place the forks on the downhill side of the forklift truck.
- Before driving a forklift truck onto a truck, trailer, or rail wagon, check that the brakes of the receiving vehicle are set and the wheels are chocked.
- Remove the ignition/starter switch key when you leave the forklift truck. Ensure the controls are in neutral, the power is shut off, the park brakes are applied and the forks fully lowered.
- Never park or leave the forklift in any doorway, entrance, emergency exit or in front of fire extinguishing equipment.



## **Safety procedures**

What to do;

- Wear appropriate personal protective equipment (PPE) where required for such activities as changing or charging batteries.
- Before starting each shift, conduct a thorough inspection of the forklift truck and attachments such as lift and tilt systems, steering, brakes, controls, tyres, warning devices, load arms, brake fluid, hydraulic oil, etc.
- Follow safety procedures for fuel handling and storage, and battery changing and charging.
- Establish a method for determining the weights of loads being handled.
- Ensure that guards are in place on the machine and that all site regulations regarding; loading docks, warning signs, barricades, imposed speed limits, adequate lighting are being adhered to.

## **Around overhead electrical powerlines**

Exclusion zones apply when working close to overhead electrical powerlines. Requirements for exclusion zones vary with voltage and are listed in Appendix B of the Electrical safety code of practice 2010 – Working near overhead and underground electric lines (PDF, 231.59 KB). The electrical supply authority should be contacted whenever a forklift truck or any part of its load has to be close to overhead electrical powerlines. Safeguards and precautions required by the authority should be observed.

In the event of a forklift truck contacting a powerline, the operator should:

- if practicable, stay where they are and keep others away
- wait until the powerline power is shut off before leaving the vehicle
- if practicable, move the vehicles off the powerline.

## **Flammable atmospheres and handling flammable materials**

Great care must be taken when operating a forklift truck in flammable atmospheres or when they are used to handle flammable materials.

Safe work practices are also vital when fuelling forklift trucks or charging batteries.



Potential ignition sources include:

- flames or sparks from an exhaust
- heat generated by the engine or exhaust
- flashback produced by vapours being drawn into the engine
- over-revving the engine
- excess speeding
- sparks and heat generated by brake components
- sparks from tynes striking concrete
- static electricity discharged by tyres rubbing up against something
- an arc from a starter motor or electrical equipment.

Using non-flameproof forklift trucks where flammable dangerous goods are stored or handled without precautions can create an immediate and severe risk of fire or explosion.

Do not allow non-flameproof forklift trucks into an area where mixing, transferring, or decanting of fuels and other flammable materials is carried out.

## **Hazardous areas**

If you store or handle flammable dangerous goods, you should:

- review the MSDS and package labelling to identify the hazardous properties of each flammable dangerous goods
- classify areas within the workplace where flammable liquids, gases or solids are stored or handled as hazardous areas according to AS/NZS 60079.10.1:2009 Explosive atmospheres – Classification of areas – Explosive gas atmospheres (IEC 60079-10-1, Ed.1.0(2008) MOD)
- identify each hazardous area with markings, warning lights and warning signs
- separate ignition sources from hazardous areas by an appropriate distance or physical barriers
- never use a spark ignition, forklift truck (including petrol and LP gas-powered) in any hazardous area



- not use any forklift trucks in any areas where flammable atmospheres exist continually (zone 0 area). These areas should be made free of any sources contributing to the flammable atmosphere, prior to forklift entry
- adhere to hot work permits at all times. Hot work permits should include strategies to:
  - o monitor flammable vapour and gas using calibrated flammable atmosphere devices
  - o inspect the area and forklift before entry
  - o ensure adequate ventilation
  - o remove and shut down processes or materials that may give rise to a flammable atmosphere
- Ensure an appropriate hot work permit system is effectively implemented
- use either a powered forklift truck that has been modified for use in a zone 2 area; or is not a spark ignition engine forklift and is operated with an effective hot work permit system, where a flammable atmosphere may occur for short periods of time (zone 2 area)
- use only forklift trucks specifically designed for use in explosive or flammable areas, and ensure that they comply with the relevant Australian Standards
- ensure there is a strictly enforced 'no smoking' policy in refuelling areas or battery charging areas
- NOT use naked flames when checking levels of battery cells
- handle and store liquid fuel and LP gas in accordance with the relevant Australian Standards
- ensure adequate ventilation in workplaces where using forklift trucks powered by LP gas, petrol, or diesel fuel
- refuel, park and store LP gas-powered forklift trucks in well ventilated areas that are safely away from combustible material and sources of heat or ignition. Ensure that the LP gas cylinder is turned off at the valve when the forklift truck is not in use
- ensure LP gas cylinders are removed and replaced by correctly trained employees following procedures that comply with relevant Australian Standards
- prevent the build-up of flammable gasses by holding the battery cover open while the battery is on charge



- use the correct tools and keep metal objects away from battery cells when changing or charging batteries
- not use liquids with a flashpoint of less than 61 deg C for cleaning forklift trucks

## **Around forklifts**

Employers and trained forklift truck operators should be aware of what not to do with and around forklifts. It is the responsibility of everyone in the workplace to ensure that these practices do not occur.

- A forklift truck must not be used as a towing or push device unless appropriate attachments are fitted.
- A tow rope must never be attached to the mast to pull or drag loads.
- Unless of an authorised design, fork extensions should not be fitted.
- A person should not push on the point of one or both forks. Nor should a person stand or walk under the elevated forks, even when a load is not being carried.
- The backrest extension and overhead guard of the forklift truck should not be removed, unless specifically authorised.
- A forklift truck should not be left stationary, with the engine running, in confined spaces.
- A forklift truck must not be parked or stacked on an incline or operated on gradients with the load elevated more than necessary.
- A passenger must never be carried on the forks or load.
- An operator's arms, hands, legs and head must not leave the confines of the cab or be placed between the uprights of the mast.
- A forklift should not cross railway lines, unless the lines are recessed into the surface; or be driven over a bridge plate, unless it is securely fixed and can support the total weight.
- There is to be no smoking around the Forklift during operations or refuelling
- Naked flames should not be used when checking the level of electrolyte in battery cells.

If at any stage you are requested to operate a forklift in a manner to which isn't safe please contact your Edge Personnel Representative immediately on 073607 2700.