Safe Work Procedure

**NOTE: DO NOT use this machine unless you have been trained in its safe use and operation.**

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| Description of Work: | | | Using a Forklift (Electric and Fuel) | | | | | | | | |
| Forklift  http://image.made-in-china.com/2f0j00ieqtkmREbWoC/3-5ton-Lpg-Forklift-CPQD35-.jpg | | | | | | **Potential Hazards:**  Exposed moving parts with the potential to cause harm through entanglement, impact and cutting, shearing, electricity, ergonomics, noise, vibration, slips, trips or falls and fire and explosion. | | | | | |
| **Personal Protective Equipment (PPE) Required** *(Check the box for required PPE*): | | | | | | | | | | | |
| hand protection Gloves | | dust mask Face Masks | | safety gogglesEyeProtection | face shield Welding Mask | | foot protection Appropriate  Footwear | | hearing prot Hearing Protection | safety apron Protective Clothing | |
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| **Safe Work Procedure Checklist:** | | | | | | | | | | | |
| 1. PRE-Operation:   * Ensure operator is licensed to Perform High Risk Work. * Perform Pre Start Checklist. * Report any faults to your supervisor. Do not operate forklift if any faults are found and isolate forklift by using a Lock Out Tag Out system. * Ensure that the area of operation is clear of debris and the surface is stable and even. * Enter the forklift ensuring the operator maintains three points of contact at all times. * Fasten the seatbelt.   2. Operation:   * + Tines must be down if the forklift is not carrying a load   + Avoid excessive speed.   + Drive smoothly, refraining from excessively rapid acceleration and quick stops.   + Ensure the load is balanced and can be safely lifted.   + DO NOT exceed the carrying capacity of the forklift.   + When moving, the load should not be raised more than necessary to maintain reasonable clearance from the ground.   + Ensure that the operator has a clear line of sight either by driving in reverse or having a spotter.   + Restrict pedestrian movement in the work area during operation.   + If working outside operator should ensure his/her eyes adjust to the different light levels when moving inside.   + NEVER carry passengers   3. POST-Operation:   * Lower the load or tines, stop the vehicle and apply the park brake and turn off power. | | | | | | | | | | | |
| **Competent Persons** (The following persons are authorised to operate, supervise and test students on the equipment/process). | | | | | | | | | | |
| **Name:** | **Title:** | | | | | | | **Contact Details:** | | |
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