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 protectionGloves | dust maskFace Masks | safety gogglesEyeProtection | face shieldWelding Mask | foot protectionAppropriateFootwear | hearing protHearing Protection | safety apronProtective Clothing |
| [ ]  | [ ]  | [ ]  | [ ]  | [x]  | [ ]  | [x]  |
|  **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.
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| **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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