



Forklift Operator - Safety and Operation

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Before you jump on;

Never take for granted that the forklift is in an operational state, the moment you sit in the seat, you as the operator are responsible for what happens, if there is a mechanical failure, and someone is seriously hurt or killed, YOU are responsible! Every operator of any mobile plant must visually inspect the condition of the mobile plant (Pre Start Check) before you start the engine on any mobile plant.

Walk Around before you start your shift;

■ Forklift properly disengaged

Forks down, key off, neutral gear, parking brake on

■ Left/right side

Tire condition, tight lug nuts, no debris around axle, overhead guard is solid, and no debris behind the mast

■ Front

Forks in good shape, fork pins in place, backrest solid, mast & chains greased, hoses in good shape, no leaks

■ Rear

Radiator clear of debris and no leaks

Parts you need to check



Authorized Operator;

- Only fully licensed and authorized personnel are permitted to operate a forklift
- Keep unauthorized employees off forklifts
- Keep pedestrians away from the operating area of a forklift
- Lock out unsafe fork lifts as determined in a pre-startup inspection
- Always wear your seatbelt when operating

Operating Hazards;

- Workplace hazards: ramps, obstructions, slippery floors, poor lighting, poor surface conditions and pedestrians.
- Loads: large or bulky, uneven weight, broken pallets, poorly stacked.
- Pedestrians: ignoring forklift operating areas, not paying attention, not using **Traffic Management Plan** pedestrian walkways.
- Pedestrians not giving way to mobile plant

Whilst Operating Mobile Plant;

1. When operating mobile plant, the operator must ensure,
2. The operating area is clear
3. There are no other vehicles or pedestrians in the area
4. The overhead area is clear (No power lines, roofs or obstructions)
5. Do not lift a load whilst travelling
6. Do not drive with a load higher than just below the front axle (Normal Fork Height For Travel)
7. If the load you are carrying is obstructing your forward view, you must travel in reverse. When traveling in reverse, you must drive slower than normal, and keep an eye out for any dangers.

Attachments;

- Specific operator training
- Weight of attachments
- Increased load center



Tipping Over;

- Do not jump from the machine
- Hold onto the steering wheel
- Brace your feet
- Lean away from the fall

In the Seat;

- Non-moving checks
- Gauges, lights, horn, back-up alarm, blinking warning light, operate the tilt & lift mechanism, check the parking brake
- Moving checks
- Put on the seat belt, check the running brakes, check the steering
- Look for oil or water leaks on the floor
- Never make any adjustments to the Forklift whilst the engine is running
- Never jump from a moving fork lift, always stop and apply parking brake before dismounting, the transmission brake may not be functioning, you will run over yourself or the Forklift will hit other workers or cause damage to plant/buildings. (It is an offense to dismount mobile plant whilst it is moving)

Operating a Fork Lift;

- Only licensed, authorized operators are permitted to operate Fork Lifts
- Immediately report forklift-related accidents to your supervisor
- Seat belts must always be worn
- No person should stand under elevated portion of a Fork Lift.
- Forklift controls operated only from driver's seat
- Never block exits, emergency equipment or place obstructions on pedestrian pathways.
- Smoking is not permitted on fork lifts.
- Use of Mobile Phones or MP3 Players, is not permitted when operating a fork lift.
- Always maintain the designated speed limits in the area of operation, i.e. The governed speed of the Fork Lift, if entering a shed from the outside, YOU MUST SLOW DOWN to a walking pace.
- Never drive mobile plant at a speed on bad road conditions, forklifts can and will tip over.

Loading/Unloading;

- Before raising a load, understand:
- Approximate weight of the load
- Location of the load's centre of gravity
- Inspect load for stability, projections, damaged pallets before lifting
- Restack unstable loads
- Do NOT load pallets that are; Damaged, Tilted, With an Uneven Load

Traveling;

- Always look in the direction of travel
- Keep body inside the roll cage
- When moving, the mast must not be raised
- Do not operate the hydraulic lift to increase speed; this will raise the load above the designated safe height for travel.
- Operate at safe speeds
- When turning, watch rear end swing
- Clearance under overhead installations
- Avoid loose objects or holes
- If load blocks view, travel in reverse
- Never carry passengers
- Pedestrians must give way to Fork Lifts.
- Safe distance from edge of ramps or docks
- Never eat, drink, smoke or talk on mobile phones whilst operating a Fork Lift.
- Never travel with forks too high or too low, the forks must be just below the front axle

Causing Damage;

- All incidents involving Forklifts **MUST** be reported to your supervisor.
- If you have been through investigation, found to be at fault through negligence of operation, you could be removed from the forklift and prohibited from operating any mobile plant.

Unsafe Operation of a Fork Lift;

- If you have been in breach of operating a Fork Lift safely, the following can occur.
- Removal from the Fork Lift temporarily.
- Removal from the Fork Lift permanently and being returned to general duties or facing dismissal.
- Found to be a dangerous operator and reported to Queensland Workplace Health and Safety – Who will investigate and may cancel the license.

Travel with a Load;

- Lift load to recommended travel height, this height is no more than just below the height of the centre axle of the front wheels, the load should never be higher than the recommended height, and it is illegal to travel with a load higher due to the change of the centre of gravity affecting the Fork Lift, and causing instability and possible roll over.
- If no load is carried, the Forks are required to be at the recommended travel height.
- Never carry loads over or under this height, too high and the load is unstable, too low and the Forks can dig into the surface and flip the fork lift, Damage to the Forks will also occur through contact with the road surface, and the heels of the Forks will wear and decrease the lift capacity of the Forks.

Parking;

- Lower the forks
- Set gear to neutral
- Set the parking brake
- Turn off the key



Think Safety -

Work Safely -

Always!
