**(Your Business Name Here) – Safe Work Procedure**

**FORKLIFT TRUCK**

**DO NOT use this equipment unless you have been instructed**

**in its safe use and operation and have been given permission**

PERSONAL PROTECTIVE EQUIPMENT

   

PRE-OPERATIONAL SAFETY CHECKS

* Locate and ensure you are familiar with all machine operations and controls.
* Check brakes, lights and horn before use.
* Ensure reversing beeper and warning lights are operational.
* Ensure seat belt/safety restraint is in good condition.
* Know the capacity of the forklift before using it. Do not use a forklift without a load rating plate.
* Check gas-powered vehicles for gas leaks in fuel lines.
* Ensure the lifting forks are in sound condition and centred either side of the mast.
* Check tyre pressures. Never drive with a flat or under-inflated tyre.

OPERATIONAL SAFETY CHECKS

* Watch out for pedestrians.
* Ensure the lifting tines are secure into the pallet and the load is stable before lifting or driving off.
* Be careful of ceiling clearance or overhead obstructions when raising the mast.
* Always remember that the safe working load of a forklift reduces as the mast is tilted forward.
* Always put the heavy end of the load against the load backrest.
* When approaching a blind corner, use horn and drive slowly.
* Always have someone guide you if a load restricts your vision.
* Slow down when changing direction or on wet or greasy surfaces.
* Avoid harsh braking, especially when carrying a load.

REFUELLING

* For gas-powered vehicles, change gas bottles in a well-ventilated area clear of a naked flame or source of ignition.
* For battery-operated vehicles, charge in well-ventilated area.

ENDING OPERATIONS AND CLEANING UP

* When stopping the forklift:
* Park on even ground and lower the forks to the ground.
* Shift the gear selector to park position and apply the parking brake.
* Turn off the ignition and remove the keys.
* For gas-powered vehicles, turn off gas and don’t park near an ignition source, doorway or pit.

DON’T

* Do not use faulty equipment. Report any faults immediately.
* Do not use engine-powered forklifts in poorly ventilated areas.
* Do not allow anyone to ride on the forks.
* Do not lift a load with the mast tilted forward.
* Do not travel with forks raised or reach mechanism extended.
* Never travel with the load elevated.
* Do not attempt to turn on an incline or sloping surface.
* Do not dismount from a forklift while the engine is running unless the vehicle has completely stopped, transmission is in park position, and the parking brake is effectively engaged.
* Do not leave forks elevated when forklift is unattended.
* Do not refuel an engine-powered forklift unless the motor is stopped and ignition turned off.

**This SWP does not necessarily cover all possible hazards associated with this equipment and should be used in conjunction with other references. It is designed as a guide to be used to compliment training and as a reminder to users prior to equipment use.**