



SAFE WORK PROCEDURE

FORK LIFT USE

Recommended and/or required Personal Protective Equipment: Safety footwear

BASIC JOB STEPS	POTENTIAL ACCIDENTS OR HAZARDS	RECOMMENDED SAFE JOB PROCEDURES
Complete safety daily inspection	Unsafe forklift	Document and date a safety forklift inspection form, to ensure there are no concerns with the forklift use
Ensure the driver holds a current forklift licence	Dangerous driving, risk to others, risk to self	The driver must hold a current forklift licence
Maintain a slow speed when using forklift	Unsafe Act conditions	Ensure that the speed of the forklift is going no faster than a walking pace, to avoid dangerous driving and harm to others
Ensure that forklift is never left unattended and not to be left on a surface that is an incline	Injury to property and people	Ensure that the forklift is turned off and in correct gear with the handbrake is on.
Ensure correct loading and weight	Injury to property and people	Read the recommended capacity load for the forklift. Never lift a load that is not suited for the forklift.
Safety when using forklift	Injury to people	Ensure that a seat belt must be worn at all times. No passengers are allowed to be on the forklift when in use.
Turning off the forklift	Injury to property and people	Ensure that the forklift is turned off and in correct gear with the handbrake is on. Ensure the arms are flat on the ground.