



SAFE OPERATING PROCEDURE (SOP)

Forklift Truck

DO NOT use this tool unless appropriately instructed in its safe use and operation and permission to operate has been given.

COMPULSORY PPE



Pre-Operational Safety Checks

1. Check brakes, lights and horn before use.
2. Ensure seat belt/safety restraint is in good condition.
3. Know the capacity of the forklift or lift truck before using it. Do not use a forklift without a load rating plate.
4. Always remember the safe working load of a forklift reduces as the mast is tilted forward.
5. Ensure that the lifting forks are in sound condition and centred either side of that mast.
6. Check tyre pressures. Never drive with a flat or under-inflated tyre.
7. Faulty equipment must not be used. Report any faults immediately.

Operational Safety Checks

1. Do not use engine-powered forklifts in poorly ventilated areas.
2. Always be on the lookout for pedestrians.
3. Do not allow any person to ride on the forks.
4. Ensure that the lifting tines are secure into the pallet and the load is stable before lifting or driving off.
5. Be careful of ceiling clearance or overhead obstructions when raising the mast.
6. Do not lift a load with the mast tilted forward.
7. Always put the heavy end of the load against the load backrest.
8. Never travel with the load elevated as it restricts vision.
9. When approaching a blind corner, use horn and drive slowly.
10. Always have someone guide you if a load restricts your vision.
11. Slow down when changing direction or on wet or greasy surfaces.
12. Do not travel with forks raised or reach mechanism extended.
13. Avoid harsh braking, especially when carrying a load.
14. Do not attempt to turn on an incline or sloping surface.
15. Do not leave forks elevated when forklift is unattended.
16. Do not dismount from a forklift while the engine is running unless the transmission is in park position and the parking brake is effectively engaged.
17. 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.

Procedure Reference	Version	Effective Date	Review Date	Page Number	Date Printed
Forklift -SOP	V1	1/09/2019	1/09/2022	1	2/09/19

Refuelling and Batteries

1. Do not refuel an engine-powered forklift unless the motor is stopped, and ignition turned off.
2. For gas powered vehicles change gas bottles in a well-ventilated area clear of a naked flame and source of ignition.

SPECIAL NOTES

No personnel are to use this equipment prior to obtaining:

- Competency in the correct use of the equipment
- Undergoing through practical training while properly supervised
- Supervisors to ensure SOP's are signed off

This SOP does not necessarily cover all possible hazards associated with this equipment or procedure 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 use.

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Forklift -SOP	V1	1/09/2019	1/09/2022	2	2/09/19