

<b>Policy Name:</b>	<b>Forklift Operation Policy</b>
<b>Policy Number:</b>	<b>5.10</b>
<b>Date:</b>	<b>February 2023</b>

## **POLICY STATEMENT:**

JC Steele insists that all staff follow the rules outlined here with regards to safe operation of forklifts to ensure the safety and well-being of all employees, contractors and visitors.

JC Steele takes its obligation to employee safety very seriously and recognises that inappropriate use of forklifts can cause major injury. Thus, failure to comply with all procedures outlined here will result in disciplinary action including possible termination of employment.

## **PROCEDURES:**

### **Forklift Operation**

- a. Forklifts may only be operated by a suitably licensed forklift operator.

Under no circumstances is any employee to operate a forklift without holding a correct and valid forklift license. A current and valid driver's licence will also be required to operate any road registered forklifts. It is illegal to operate a forklift without the necessary license.

- b. Forklift operators must conduct a daily pre-check prior to commencing operation on any day, to ensure the forklift is in safe working order. Such daily inspections should ensure that fluid levels are correct, and all safety systems are operating correctly.
- c. Operators under training can only operate a forklift while under direct supervision of a qualified, licensed person. A person 'in training' is only those that are currently enrolled in a forklift training course.
- d. Forklifts should only ever be operated in line with manufacturer instructions.
- e. When unattended (eg, driver off the forklift, and not attending to the load), forklifts are required to be switched off, with the key removed from the ignition. There is no circumstance where it is acceptable for a forklift to be left running when unattended.
- f. Forklifts are to be driven at a safe working speed (no more than 5km/hour) and must give way to pedestrians where practicable.

- g. Seatbelts MUST be worn whenever the operator is seated on the forklift.
- h. Forklift drivers must ensure they can see where they are going or a spotter must be used; loads are to be carried as low as practicable until the destination has been reached to ensure stability of the forklift, and the safety of the driver and those around you.
- i. When putting loads away, or retrieving them from high pallet racking, ensure there is sufficient space around you to do so safely. If needed, set up a 3 metre exclusion zone, using witches' hats or other barriers, to prevent pedestrian traffic from entering the work area. The same procedure should also apply to moving, putting away or retrieving bulky loads.
- j. Forklift operators should only drive the forklift in the designated, painted areas wherever practicable, and should avoid pallet stacks where possible.
- k. Under no circumstances are any passengers to ride on any part of the forklift.
- l. Pedestrians must maintain a safe distance from operating forklifts at all times and wear Hi-Vis clothing so you are easily seen. Pedestrians must keep out of any exclusion zones set up by the forklift driver or spotter.