



Creating extraordinary places on the world's best harbour.

WHS-SOP-017.1

Standard Operating Procedure

Forklift

STANDARD OPERATING PROCEDURE – FORKLIFT

REFERENCES

- WHS Regulations 2011 - Chapter 5: Plant and Structures
- Safe Work Australia - Code of Practice – Managing the Risks of Plant in the Workplace
- Safe Work Australia – Information Sheet – Forklifts
- Safe Work Australia – General Guide for Industrial Lift Trucks
- Comcare – Forklift Safety
- [WHS-PRO-017 Plant and Equipment Procedure](#)

FORMS & RECORDS

- [WHS-FOR-017.3 Forklift Pre-Start Checklist](#)
- WHS-PRO-017.5 Vehicle Site Induction Pack – In progress
- [WHS-FOR-017.6 Vehicle Site Induction Record](#)
- [WHS-FOR-017.4 Sign Out Forklift Log Book](#)

DEFINITIONS

Harbour Trust Responsible Person

Sydney Harbour Federation Trust employee that is supervising the work or has engaged the contractor.

Personal Protective Equipment (PPE)

- Foot protection must be worn
- High visibility clothing must be worn
- Eye protection may be worn, depending on the task risk assessment
- Hearing protection may be worn, depending on the task risk assessment
- Head protection may be worn, depending on the task risk assessment
- Gloves may be worn, depending on the task risk assessment

Potential Hazards and Risks

- Crushing
 - due to forklift tipping or rolling over
 - due to material falling off forklift
- Struck by Forklift
 - collisions with pedestrians or other vehicles
- Entanglement
 - in moving parts
- Slip, Trips, Falls
 - when entering and exiting forklift
 - from slippery forklift surfaces
- Cutting, Stabbing or Puncturing
 - from unexpected movement of forklift

- from contact with moving parts
- Sprains and Strains
- due to sustained or awkward postures
- due to hitting bumps or driving on uneven surfaces
- Malfunction
- due to lack of preventative maintenance, inspection and testing
- Electrocution, Arcing, Explosion, Fire
- from contact with overhead or underground electric lines

Information, Training and Instruction

Forklift operators shall:

- Be inducted using the Harbour Trust Vehicle Site Induction Pack by the Harbour Trust Responsible Person or Rangers / Security, recorded on the Vehicle Site Induction Record. This is in addition to any other relevant site or contractor inductions.
- Hold a current high risk work forklift licence (valid 5 years). This licence needs to be carried at all times while operating forklift.
- Have refresher training conducted by a competent person.
- Have access to the manufacturer's instructions to operate the forklift.
- Be made aware of the hazards, risks and control measures relevant to the workplace.

Before Operating

Forklift operators shall:

- Sign out the forklift using the Sign Out Forklift Log Book and collect the forklift key from the Harbour Trust Responsible Person or Rangers / Security. Only those who sign the forklift out can use it. It cannot be used by anyone else. The key is to be returned when signing back in the forklift.

Pre-Start Safety Check

- Before operating the forklift, ensure that you are familiar with the operating controls and safety devices.
- Make sure the forklift is suitable for the load to be lifted or moved - do not load the forklift above the weight specified on the load capacity plate.
- A pre-start safety check of the forklift shall be completed by the first user each day of use, and recorded on WHS-FOR-017.3 Forklift Pre-Start Checklist.

Traffic Management

- Most forklift incidents involve pedestrians.
- When moving to and from operating area, the forklift shall be escorted by a vehicle, or person on foot, at walking pace unless travel path has been closed to the public. The escort shall guide the forklift operator away from hazards e.g. uneven surfaces.
- High visibility work wear shall be worn by operators and pedestrian workers when forklifts are operating.
- Blind spots should be minimised and intersections and restricted areas highlighted.

- Where there is a right-of-way, this should be highlighted.
- Operators shall keep eye contact with pedestrians and cyclists.
- “Forklift in Use” signs shall be displayed at entries to operating area.
- Traffic management controls shall form part of the Vehicle Site Induction Record.
- Restrict operation of forklift to approved areas, as set out at induction.
- If it is possible that other workers could interact with the forklift operating area, a documented risk assessment shall be done and additional controls put in place.

Operating Procedures

When operating a forklift you shall:

- Use 3 points of contact when entering and exiting the forklift.
- Use a spotter in constant and effective communication with you, unless the operating area has been closed to the public.
- Look in the direction of travel and keep a clear view of the way ahead. Members of the public will not always follow the rules so be extra vigilant when moving around.
- Watch out for pedestrians and cyclists and comply with the site’s traffic management controls.
- Slow down, seek help from others to direct you or drive in reverse if it safe to do so, if vision is blocked. Use a spotter if needed.
- Use seat belts, mirrors and other safety devices where provided and installed, unless a documented risk assessment advises otherwise e.g. operating forklift on a wharf.
- Wear suitable PPE for the task.
- Keep body parts within the forklift.
- Ensure no one stands or walks under tines at any time.
- Be aware of other vehicles and people and give clear indications of your intentions to others.
- Ensure music, or other distractions, has been turned off in the work area.
- Sound the horn to alert other vehicles and people, especially when approaching a blind corner, visibility is block, or when moving in and out of doorways, tunnels and exits.
- 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 put the heavy end of the load against the load backrest.
- Adjust your operating style to match the conditions – the ground surface, weather conditions, layout of the work area and other hazards that may exist like water.
- Slow down when changing direction or on wet or greasy surfaces.
- Avoid speeding up, decelerating and turning too quickly.
- Avoid harsh braking, especially when carrying a load.
- Follow the manufacturer’s recommendations when slinging a load under the forks and using lifting straps.
- Report any damage or problems immediately to the Ranger/Security or responsible person.

- If damage or problems are found, isolate the forklift so that it cannot be used, remove the key and tag it out.

Do not:

- Use engine-powered forklifts in poorly ventilated areas.
- Lift a load with the mast tilted forward.
- Travel with forks raised or reach mechanism extended.
- Allow anyone to ride on the forks or travel as a passenger.
- Turn on an incline or sloping surface.
- Leave forks elevated when forklift is unattended.
- Leave forklift running unattended.
- Leave keys in forklift when unattended.
- Use mobile phone or smoke while operating forklift.
- Operate a forklift if fatigued or affected by alcohol or illegal drugs.
- Refuel an engine-powered forklift unless the motor is stopped and ignition turned off.

Ending Operations

- Park forklift on level, stable, well-lit surface.
- Lower tines, apply parking brake, place controls in neutral.
- If forklift is LPG, turn off the LPG at the cylinder and do not park near an ignition source, doorway or pit.
- Do not jump from the forklift. Face the forklift and maintain 3 points of contact when exiting.
- Allow forklift to cool before performing any maintenance, refuelling or cleaning.
- Ensure forklift is in good working order and stored in the appropriate location.
- Refuel forklift at least 3 metres from combustibles.
- Remove the ignition key and return key to the Ranger/Security or responsible person.

Maintenance, Repair and Cleaning

Maintenance, repair and cleaning of forklifts shall be done in line with WHS-PRO-017 Plant and Equipment Procedure

Hired Plant

The Harbour Trust employee that hires the forklift shall ensure that the supplier's agreement terms and conditions are adhered to and relevant records are kept.

Operators Not Employed by Harbour Trust

This Standard Operating Procedure applies to all workers operating forklifts. In addition, operators other than employees of Harbour Trust (e.g. contractors) must be given written permission by the Harbour Trust Responsible Person before operating the forklift.