FORKLIFT SAFETY PROCEDURE

SCOPE

This procedure relates to all forklift truck activities under the management and control of Monash University in Australia and applies to affected workers.

PROCEDURE STATEMENT

The purpose of this procedure is to provide a framework in the identification, assessment and control of specific risks associated with forklift truck activities in buildings, car parks, service roads and Victorian gazetted roads at Monash University.

This procedure ensures that activities are carried out in accordance with the requirements of the Occupational Health and Safety Act 2004 (Vic) and the Road Safety Act 1986 (Vic). This procedure complements and must be used in conjunction with the University's risk management process.

1. Abbreviations

FLT	Forklift Truck
OHS	Occupational Health and Safety
OH&S	Monash Occupational Health and Safety
PPE	Personal Protective Equipment
SWI	Safe Work Instruction

2. Safe operation of forklifts - General

Forklift trucks (FLT) are an essential part of many activities at Monash University and if improper processes are carried out when in operation, they pose risks to both drivers and pedestrians.

Workers who elect to manage the risks associated with forklift activities in a different manner to that described in this procedure must use practices that provide at least an equivalent, or better, level of safety.

A Safe Work Instruction (SWI) must be developed for all activities involving the use of FLTs and must consider the following mandatory legislative requirements:

2.1 Environment

2.1.1 The hazards within the environment in which the forklift is to be used must be identified and the risks managed appropriately. Hazards to consider include:

- Areas of restricted space and ventilation;
- Areas with contaminated atmospheres;

- Lighting (e.g. insufficient, glare);
- Uneven operating surfaces; and
- Inclines

2.2 Seatbelts and entry

2.2.1 All FLTs operated at Monash University must be fitted with a seatbelt restraint device. The seat belt must be worn while operating the FLT.

2.2.2 Three points of contact must be maintained when entering and exiting FLTs.

2.3 Personal protective equipment

2.3.1 Steel capped shoes and a fluorescent vest must be worn by persons involved directly or assisting with FLT operations, e.g. forklift pre-start checks, inspecting or adjusting loads and spotters.

2.4 Passengers

2.4.1 Most forklifts are one-person vehicles, and unless an additional seat, footrest and seatbelt are installed by the manufacturer, passengers must not ride on the forklift.

2.4.2 Riding on the tines of a FLT is strictly prohibited.

3. Forklift truck requirements

3.1 General

3.1.1 All FLTs must be fitted with safety devices including warning lights, horn, mirrors, seatbelt restraint systems and reversing beepers.

3.1.2 All FLTs must be placarded with safe working load capacity.

3.1.3 A FLT that is appropriate and adequate for the task to be performed, as determined by specific task assessment, must be used.

3.2 Forklift truck attachments

When an attachment is fitted to a FLT the dynamic and operating characteristics may change, making it necessary to identify the FLT capacity for that attachment and restrict some operating controls, if necessary. All operators must be trained in the use of that attachment and understand its characteristics prior to use in accordance with the SWI.

3.2.1 Jibs/extensions/side shift devices/drum holders

- Attachments such as side shift devices, jibs and extension forks must have rated capacities and information on the type of FLT that is suitable for use in connection with such attachments; and
- The revised capacity when an attachment is used is to be endorsed on the load plate of the FLT.

3.2.2 Platforms

- FLTs and work platforms must conform to AS2359.1 (sections 12.3.1 & 12.3.2);
- The FLT must be counter-balanced and have a minimum actual capacity of 1800kg at 600mm load centre at maximum lift height or a capacity of 5 times the combined mass of the platform and rated load;
- The platform must be securely attached to the FLT;
- The platform may be used to raise people performing minor, special, tasks of short duration, where it is not practicable to use a scaffold or equipment specifically designed to elevate people;
- Platforms should only be used by persons who have been deemed competent in their use;
- In accordance with AS 2359.2 (section 3.10.1), these platforms must only be attached to a forklift with a nameplate that includes the serial or model number of the platform;
- Emergency Procedures must include:
  - Means to ensure a person can be rescued if an incident or breakdown occurs; and
  - Means to ensure access to the work area by passing traffic and/or pedestrians is restricted.

3.3 Maintenance

FLT must only be maintained by duly trained authorised persons.

3.3.1 Each FLT must be routinely maintained, in accordance with the manufacturers' recommendations.

3.3.2 The maintenance log for each FLT must be recorded.

3.4 Operational condition checks

These are required to be completed on a daily basis prior to the first operation of the day. The pre-start checklist is to be utilised to assist with this task and to record the findings.

3.4.1 The pre-start checklist must be completed and signed-off by the first person using the vehicle that day.

3.4.2 Any issues must be recorded on the pre-start checklist. The specific issue must be recorded on the reverse of the pre-work checklist and brought to the attention of a manager/supervisor.

3.4.3 It is the manager's/supervisor's responsibility to ensure that issues noted during the pre-work check are scheduled for repair and that serious issues are repaired before the truck is used.

3.4.4 Pre-start inspection worksheets must be retained and kept for a period of one year.

3.5 Isolation of faulty FLTs

If the FLT is deemed unfit for purpose then it must be tagged out until the issue is rectified. Isolation must be performed in accordance with the Isolation of Plant Procedure.

4. Transporting loads

FLTs have the potential to cause serious injuries. There is an increased risk to both the operator and pedestrians when carrying a load that restricts forward visibility. A spotter must be used at all times to direct the FLT driver when visibility is obscured.

4.1 Load capacity

4.1.1 Load capacity ratings must be determined and visible to the operator (typically on the nameplate).

4.1.2 Operators must ensure that all processes are conducted within capacity.

4.2 Moving loads

4.2.1 During FLT movements between locations, the tines must be lowered as low as practicable to the ground.

4.2.2 The mast of the FLT must be tilted rearward during FLT movements, when practicable to do so.

4.3 Unbalanced loads

4.3.1 Risk management requirements for transportation of unbalanced loads must be reviewed with regard to the specifics of the job together with any additional risks that may be present and documented in SARAH.

4.3.2 Consideration must be given to the appropriateness of the FLT for the task to be performed. An alternative must be sought if it is deemed inappropriate.

4.3.3 Controls such as tie down straps and stabiliser ropes should be considered.

5. Traffic Management

5.1 Forklift truck traffic management plans

5.1.1 A traffic management plan is essential to address the risks associated with FLT use in the University environment. The traffic management plan must ensure complete physical separation of FLTs from pedestrians within the work area, as far as is reasonably practicable.

5.1.2 If FLTs and people cannot be physically separated then the traffic management plan must consider a range of strategies in order of the hierarchy of controls as far as reasonably practicable.

Elimination	• Alternative delivery methods of goods
Substitution	• Use of walkie-stacker • Use of pallet-jack • Use of pallet-truck
Isolation	• Safety barriers • Distance (e.g. pedestrian exclusion zones, safety zones for truck drivers) • Timing of deliveries (e.g. operating the FLT during low activity hours)
Engineering	• Speed limiting devices fitted to FLT • Sensor system fitted to FLT
Administrative	• Signage (e.g. traffic cones and road sings) • Floor markings • Mirrors • Driving at walking pace • Spotters • Warning devices on the FLT (e.g. audible alarms, motion sensors, flashing lights) • Physical assessment of operating conditions (e.g. checking the area for hazards)
PPE	• Wearing of reflective vests

5.2 Travel on gazetted roads

- Any FLT travelling on a gazetted road must be registered to do so.

6. Responsibility for Implementation

6.1 A comprehensive list of OHS responsibilities is provided in the document OHS Roles, Responsibilities and Committees Procedure. A summary of responsibilities with respect to FLT activities is provided below.

6.1.1 **Head of Unit**:

It is the responsibility of the Head of Unit to ensure that satisfactory provisions for health and safety are made for FLT activities organised by their unit. The Head of Unit is responsible for ensuring that all FLT activities associated with their unit are conducted in accordance with this procedure.

6.1.2 **Worker in Charge (Organiser)**:

The worker in charge must ensure that the risks associated with FLT activities are controlled so far as is reasonably practicable. Consideration must be given to:

- Identifying hazards that may be encountered during the activity;
- Assessing the risks associated with those hazards;
- Implementing controls to minimise the risks to health and safety;
- Consulting with all employees that may be directly affected by the forklift activity; and
- Ensuring that the responsibilities for health and safety are communicated to all relevant persons.

6.1.3 **Supervisors/Managers**:

Supervisors of FLT activities must:

- Participate in the risk management process as appropriate;
- Ensure operators hold a current high-risk work licence for FLTs;
- Ensure operators are competent in operating the specific FLT;
- Ensure that SWIs are developed;
- Ensure operators are instructed in those SWIs;
- Ensure that training records are kept;
- Ensure that control measures are implemented in accordance with the SWI;
- Ensure that operators are provided with local information with regard to the work environment; and
- Monitor to ensure these safe working practices are being implemented.

6.1.4 **Forklift Truck Operators**:

- Must hold a current high-risk work licence for FLTs (unless under direct supervision of a qualified operator for the purpose of training);
- Ensure they are familiar with the specific FLT, in the specific environment, prior to commencing operations;
- Adhere to any verbal or written direction relating to the FLT activity, and attending any toolbox meeting;
- Identify potential hazards prior to the start of work;
- Take action to avoid, eliminate or minimise hazards of which they are aware;
- Verify that control measures are in place in accordance with the SWI
- Report all hazards/incidents to their supervisor and enter them into SARAH;
- Comply with safe work instructions; and
- Ensure that the forklift is registered and that they hold a current driver's licence, if operating the forklift on a gazetted roadway.

6.1.5 **Workers**:

- Must adhere to all occupational health and safety instructions pertaining to forklift activities;
- Not operate a FLT if they do not hold a current FLT licence; and
- Only operate an FLT under direct supervision for the purpose of training.

7. Tools

7.1 The following tools are associated with this procedure:

- Forklift Pre-Start Checklist
- Authorisation to Drive Forklift form

8. Records

8.1 For OHS Records document retention please refer to:

OHS Records Management Procedure.

DEFINITIONS

A comprehensive list of definitions is provided in the Definitions tool. Definitions specific to this procedure are provided below.

Key word	Definition
Forklift Truck	A forklift truck (FLT) is a specific type of powered mobile plant that can be used to lift, stack and transfer loads. They typically have pronged platforms (tines) that can be raised/lowered for insertion under a load. However, they can also be fitted with alternative lifting attachments. They can be powered by electric, diesel, petrol or liquid petroleum gas.
Forklift Operator	A person who holds a current licence to perform high risk work for FLT operation, and who has demonstrated competency in doing so. A person may operate a forklift for the purpose of being trained to obtain a high risk work licence when under the direct supervision of a licenced person.
Register of Operators	A register containing copies of the current licence (including expiry date and local training record).
Mast	A support member providing guide ways that permit vertical movement of the carriage.
Rated Capacity	The maximum capacity that the FLT is designed to lift as determined by the manufacturer.
Actual Capacity	The capacity at maximum lift height (shown on the nameplate). Forklifts with a tilting mast shall show capacities at maximum height for both mast vertical and mast tilted forward positions.
Alternative Capacity	The designated capacity for other load centre distances, attachments, lift heights and truck altitudes/positions, based upon stability testing data.

GOVERNANCE

Parent policy	OHS&W Policy
Supporting procedures	**Monash University OHS documents** Development of Safe Work Instructions Guidelines Isolation of Plant Procedure OHS Records Management Procedure OHS Risk Management Procedure OHS Roles, Responsibilities and Committees Procedure
Supporting schedules	N/A
Associated procedures	**Australian and International standards** ISO 45001:2018 Occupational Health and Safety Management Systems AS 2359.1 2019 Powered Industrial Trucks, Part 1: General requirements AS 2359.2 2013 Powered Industrial Trucks- Operations **Worksafe Victoria documents** Forklift Safety Checklist Forklifts- Developing a traffic management plan Worksafe Compliance Code – Plant (December 2019)
Related Legislation	Occupational Health and Safety Act 2004 (Vic) Occupational Health and Safety Regulations 2017 (Vic)
Category	Operational
Approval	Chief Operating Officer & Senior Vice-President 11 July 2022
Endorsement	Monash University OHS Committee 9 June 2022

Procedure owner	Health, Safety and Wellbeing Manager
Date effective	14 July 2022
Review date	14 July 2025
Version	3.0
Content enquiries	ohshelpline@monash.edu

DOCUMENT HISTORY

Version	Date Approved	Changes made to document
1	August 2013	Forklift Safety Procedure, v1
1.1	July 2015	Updated hyperlinks throughout to new OH&S website
2	May 2017	Comprehensive review and modifications. Procedure now an overarching framework to enable development of local procedures.
2.1	August 2017	Updated logos in header Updated OHS Regulations to 2017
2.2	September 2020	Minor amendment to scope and purpose. General language revision and alteration Updates to current standards Updates to links that had been relocated on external and internal webpages
2.3	July 2021	1. Updated certification logo in footer to ISO 45001 2. Updated the Standard to ISO 45001 under “Associated procedures” in the Governance table 3. Updated OHS Policy under ‘Parent Policy’ to OHS&W Policy
2.4	January 2022	1. Clarified the requirements for using a spotter. 2. Included considerations for using distance and delivery times to achieve pedestrian separation when developing a traffic management plan. 3. Added reference to the current Worksafe Compliance Code – Plant (December 2019)
3.0	July 2022	1. Clarified that the Hierarchy of Controls must be used to determine traffic management strategies in section 5. 2. Clarified the requirements for SWIs throughout the procedure 3. Updated procedure owner in Governance table.