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Functional Flowchart

Not Applicable

Objective

To provide a corporate standard that clearly outlines SCL's procedure for managing the hazards associated with forklift use.

Scope

This corporate standard applies to SCL employees and controlled contractors, or any situation in which an SCL employee or controlled contractor is required to undertake forklift activities within a SCL operated and / or maintained site. This corporate standard also applies where a contractor is operating an SCL owned or hired forklift.

+ + Definitions

+ **Certified Operator:** a person who has been issued with a certificate / licence to operate a forklift prescribed under the applicable State / Territory health and safety legislative requirements.

+ **Familiarisation:** a process to provide operators with an opportunity to become familiar with the design, layout and operating functions and features of a specific piece of plant – in this case a forklift.

+ **SWL:** safe working load.

Worker: SCL employee or controlled contractor.

Responsibilities

OH&S Systems Manager

To maintain the currency and accuracy of the Forklifts Corporate Standard reflective of legislative and corporate change

Station / Site Manager

To monitor the implementation of the Forklifts Corporate Standard and allocate responsibilities and resources to ensure site-specific practices/procedures are developed to satisfy the Corporate Standard

Workers and contractors operating SCL owned or hired forklifts

To hold the relevant certification/licence and to operate forklifts in accordance with this Corporate Standard and relevant legislation and Australian Standards

Workers

To comply at all times with the requirements specified within this Corporate Standard and any site-specific procedures

Hazards

In relation to the operation of forklifts, a safe system has been implemented to control risks to health and safety arising from hazards such as, but not limited to:

- operation of forklifts on sloped surfaces;
- inadequate placement and securing of loads;
- operation of forklifts at inappropriate speeds or outside manufacturer's specifications;
- inadequate inspection, servicing and maintenance practices;
- operation of forklifts around pedestrians and other traffic; and
- overloading and over braking.

Note: Cornering too fast, heavy braking and moving with the forks raised are the main causes of overturning, but being struck by another vehicle or driving across uneven ground and slopes have also caused fatal overturns.

Equipment Specification/Design

1. All forklifts, work platforms and other attachments are to:
 - be designed in accordance with AS 2359.1 - Powered Industrial Trucks – General Requirements;
 - be operational only when the operator has seat belt correctly secured (Note: current forklifts may not include this feature. The specification for replacement forklifts is to include this requirement);
 - be fitted with:
 - roll-over protection (ROP);
 - an alarm to indicate when a forklift is reversing;
 - load cell and audible alarm (Note: current forklifts may not include this feature. Many manufacturers can retro fit a load cell with audible alarm);
 - a flashing amber light*; and
 - have manufacturer's data plates fitted, which contain the following information:
 - make, model number and serial number;
 - SWL values at nominated load centre distances (mast vertical);
 - alternative rating mast full up with full forward tilt;
 - mast tilt (degrees forward and rear);
 - maximum lift height;
 - tyre pressures; and
 - gross vehicle weight.

* ROP and / or flashing amber lights are not required for pedestrian (walk-behind) forklifts or pallet jacks.

2. Where the above information is not available or easily visible on data plates, measures are to be taken to attach a temporary chart or notice on the forklift so that all operators can easily identify this information. This may be achieved by detailing and printing out specific information required by the manufacturer onto a piece of paper, laminating it and fixing it to an easily identifiable position on the forklift.
3. Where forklifts are to be purchased preference is to be given to those that are also fitted with:
 - an alarm to warn the operator if they dismount without applying the park brake;
 - speed limiting devices that reduce speed as loads on the forks increase..
4. Hired forklifts are to comply with the provisions detailed above.

Risk Assessment

Forklift hazards are to be assessed and managed:

- as per a work method statement for the relevant work activity; **and/or**
- **by the certified operator.**

Controls

1. A pre-operational inspection is to be undertaken at the start of each shift, working day or prior to use, and documented in the log book. The pre-operational inspection and other visual inspections and functional tests are to be carried out as per manufacturer's requirements.
2. Forklifts are to be operated in accordance with AS 2359.2 - Powered Industrial Trucks – Operation and specific manufacturer's instructions and requirements for safe loading. If in doubt, forklifts should not be operated, nor potentially hazardous tasks undertaken, until specific requirements have been determined to ensure safe operation.

3. Forklifts are not to be operated on slopes or inclines that exceed manufacturer's limitations (these should be marked on individual forklifts).
 - Note: The stability of a forklift carrying its rated capacity at full height can be significantly affected by floor imperfections of more than 40mm across the front wheels.
4. Seat belts are to be worn whilst operating a forklift.
5. Other operational issues for consideration during forklift activities include:
 - do not lift a load that exceeds or may exceed the lifting capacity (SWL) of the forklift;
 - do not lift the load higher than necessary;
 - do not raise or lower loads unless stationary;
 - do not pass loaded or unloaded forks over other workers;
 - do not allow passengers to travel on a forklift unless an approved seat has been installed or the person is in an approved work platform complying with AS 2359.1;
 - do not reach through or around uprights of the mast or place any part of the body outside the confines of the forklift;
 - always raise loads with the mast vertical or tilted slightly backwards;
 - always ascend and descend ramps slowly and at all times keep the load of the forklift facing up the slope;
 - always carry a load with its heavy end against the heel of the fork arms;
 - ensure that the mast is tilted to the rear when travelling with a load;
 - do not turn on a slope or drive across a slope;
 - drive slowly when turning and always be conscious of rear-end swing;
Note: Unladen forklifts are less stable laterally than a loaded forklift and can be easily overturned when cornering.
 - avoid sudden starting and stopping to reduce the risk of load movement and overturning of the forklift;
Note: A fully laden forklift can only apply 30% - 50% of the available braking before tipping occurs.
 - always bring the forklift to a stop before changing direction from forward to reverse or vice versa;
 - slow down and sound the horn when passing by or through access ways, at entrances to buildings, at crossings and any other location where vision is obstructed; and
 - driving with the load raised, or even with the empty load carriage raised, seriously reduces stability in all directions and should not occur except when manoeuvring during picking up or placing the load.
6. Forklifts are not to be parked:
 - in front of any doorway, entrance, or emergency exit **where access/egress will be compromised**;
 - in front of fire fighting and associated equipment; or
 - on a slope without chocking the wheels or taking some precaution to avoid accidental movement down the slope.
7. Before leaving a forklift unattended, the operator is to take the following precautions:
 - lower the forks completely and tilt them forward so that the tips come into contact with the ground;
 - place all controls in neutral;
 - apply the park brake;
 - switch off the engine or power supply and remove the key; and
 - close the fuel-isolating valve on LP gas fuelled forklifts.
8. Refuelling operations are to be undertaken in designated areas, with suitable controls in place to prevent fuel spills (e.g. within bunded and hardstand areas, away from water bodies and storm water drains).
9. Operators are to check for oil / fuel leaks. Checks for oil / fuel leaks may be undertaken as part of the pre-operational inspection. Where oil / fuel leaks are identified they are to be controlled / cleaned in accordance with site procedures.

Planning

1. When planning for the use of a forklift the following factors are to be considered:
 - forklift capacity and weights of loads that need to be handled;
 - size and nature of the load including:
 - dimensions of the object, stack or pallet,
 - overhang of loads or pallets,
 - uneven stacking of items on pallets,
 - stability of items, and
 - unbalanced centre of gravity of some objects;
 - the presence of uneven surfaces, sloping access ways, drop-offs and floor contaminants (e.g. water, oil);
 - size and dimensions of floor areas, aisle ways, access areas and clearance around corners;
 - the presence of overhead hazards such as lighting, plant, overhead powerlines, roof supports etc; and
 - the presence of other vehicles, plant and worker / pedestrian movement in the area.
2. In high volume forklift movement areas (e.g. warehouses, delivery docks or workshops), the following controls are to be considered:
 - the erection of forklift warning signs to heighten the awareness of pedestrians in the area;
 - the erection of corner mirrors in aisle ways and warehouse access areas;
 - the establishment of pedestrian crossways and painted access ways within large floor areas; and
 - the erection of bollards and rails adjacent to access doors, shelving, entrances etc., to minimise the likelihood of forklift collisions.
3. All other vehicle and worker movement in the proposed work area is to be identified and controls implemented where required, prior to forklift activities commencing.

Note: Refer also to [Traffic Management – HB# 562513](#) and [Safety Signs – HB# 570000](#) for further information.
4. Where specific attachments are fitted to forklifts (i.e. tyne extensions, lifting brackets, hooks, drum carriers etc.), operators are to ensure that:
 - the attachment is compatible with the forklift and is able to be fitted in an appropriate manner;
 - the use of such attachments does not contravene manufacturer recommendations for safe use;
 - safety chains are fitted (where necessary);
 - alternative SWL, load charts and lifting precautions are sourced from manufacturers, with information displayed and communicated to operators; and
 - operators are competent to fit and use the attachments.
5. Any malfunction or damage to a forklift is to be reported immediately to the relevant person (i.e. supervisor, site manager). The relevant person is to arrange for the inspection / repair of the forklift by a competent person (i.e. mechanic / qualified technician) as soon as practicable. The forklift is also to be tagged out with the relevant information tag, have its keys removed and is not to be operated until it is repaired, or until a competent person has deemed it safe for use.

Lifting Workers on Caged Work Platforms

1. Workers are not to be carried / lifted on the forks of a forklift or on pallets suspended at height.
2. No forklift is to be used to carry workers unless the forklift and working platform are in accordance with AS 2359.1- Powered Industrial Trucks – General Requirements, Section 12.

3. In addition to the design requirements contained in AS 2359.1, the following safety practices are to be observed:
 - the use of platforms is to be limited to those situations where it is necessary to elevate workers to perform special tasks of short duration, and where it is not possible to use a scaffold or specially designed device (e.g. EWP);
 - the forklift is to be operated only on hard level ground;
 - when lifting in an area subject to any passing traffic (including vehicular and pedestrian traffic), barriers and / or warning signs are to be used to prevent interference whilst the platform is in use;
 - the travel controls are to be in the neutral position with the park brake engaged;
 - the mast is to be set in the vertical position;
 - the forks are to be set in the horizontal position;
 - the forklift is not to be moved or the tilt mechanism operated when a worker is on the platform;
 - the operator and all workers to be elevated are to check that the platform is securely attached to the carriage;
 - the operator is to remain at the controls when the work platform is occupied;
 - the operator is to watch for overhead obstructions and proximity to electrical conductors;
 - prior to any worker being elevated or supported by the platform, the operator is to lift the platform to the required work height to confirm that all systems are functioning correctly and that it is clear of any overhead obstructions; and
 - work is to be carried out with workers standing only on the floor of the platform. Ladders or other means are not to be used on the platform to gain height.
4. The SWL of the work platform or forklift (whichever is the lowest) is not to be exceeded by supporting an excessive number of workers or equipment on the work platform.
5. Where work is to be undertaken whilst suspended, such as welding or other hot work activities, or tasks requiring workers to take tools and equipment into the platform, the requirements of the following corporate standards are to be met:
 - [Hot Work – HB# 560724](#)
 - [Barricading and Restricted Access – HB# 659518](#)
 - [Falls and Falling Objects – HB# 560737](#)

Site Specific Management

1. Maintenance

Routine / preventative maintenance is to be carried out on all SCL forklifts, by the manufacturer, supplier or other qualified person, as per manufacturer's instructions and AS 2359.2 - Powered Industrial Trucks – Operation, Section 6.

2. Registers

A Mobile Plant Register is to be established / maintained, and is to contain (for example) the identification, inspection, maintenance and repair details for each forklift. Refer to [SCL Form: Mobile Plant Register](#).

3. Log Books

Forklift operator log books are to be kept with each forklift (or another designated area) and are to be maintained by the forklift operator(s) or another designated competent person. These log books are to contain details of all maintenance and repairs undertaken on a particular forklift.

Training and Competency

1. Forklifts are only to be operated either by certified operators, or by authorised trainees who are under the **supervision of** a certified operator, in accordance with the **Workplace Health and Safety** Regulations for the particular state / territory.

2. [Forklifts are only to be operated by operators/trainees who have completed the training as required by Forklift Familiarisation Training Rationale – OM042 – HB# 806879.](#)
3. [Workers are to be provided with relevant information regarding forklifts as per Forklift Awareness Training Rationale – HS056 – HB# 919018.](#)

Review

This Corporate Standard is reviewed **3** yearly.

Links and References

[HBIRDPRO-#659518-Barricading and Restricted Access](#)
[HBIRDPRO-#692253-ATW FALLS & FALLING OBJECTS](#)
[HBIRDPRO-#560737-Falls and Falling Objects](#)
[HBIRDPRO-#854322-Gaining Access to SPS Controlled Mobile Plant](#)
[HBIRDPRO-#692247-HS&E HAZARD MANAGEMENT ATW](#)
[HBIRDPRO-#537700-HS&E Hazard Management](#)
[HBIRDPRO-#692251-ATW HOT WORK](#)
[HBIRDPRO-#560724-Hot Work](#)
[HBIRDPRO-#570000-Safety Signs](#)
[HBIRDPRO-#562513-Traffic Management](#)

[Forklift Awareness Training – HB# 623739](#)
[Forklift Awareness Training Rationale – HS056 – HB# 919018](#)
[Forklift Familiarisation Training Rationale OMO42 – HB# 806879](#)

[SCL Form: Mobile Plant Register](#)
[SCL Form: Forklift Familiarisation Checklist](#)
[SCL Form: Work Method Statement Form \(WMS\)](#)

References

QLD Workplace Health and Safety Act 1995
QLD Workplace Health and Safety Regulation 1997, Part 3, **Schedule 5**
QLD Plant Code of Practice, 2005
VIC Occupational Health & Safety (Plant) Regulations 1995
VIC Code of Practice for Plant
SA Occupational Health, Safety & Welfare Regulations 1995, Sections 3.2.25, 3.2.26 & 3.2.29
NSW Occupational Health & Safety Regulations 2001, Part 5.4
NT Work Health (Occupational Health & Safety) Regulations 1992, Part 10, Sections 110, 111, 115 & 123

AS 2359.1: 1995 - Powered Industrial Trucks – General Requirements
AS 2359.2: 1985 - Industrial Trucks (known as the SAA Industrial Truck Code) – Operation
NOHSC **1010: 1994** - National Standard for Plant

Attachments

[Attachment 1: Audit Checklist](#)

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Attachment 1: Audit Checklist

SCL Site: _____ Date: ____ / ____ / ____ Conducted By: _____ Position: _____
(Print First & Last Names)

C – Compliant NC – Non-Compliant NA – Not Applicable

Item	C-NC-NA	Findings / Action Required	Responsible Person	Completed (Insert Date & Initials)
Equipment Specification/Design				
Are all forklifts/work platforms (including hired forklifts) and other attachments (as relevant):				
▪ Designed in accordance with AS2359.1?				
▪ Fitted with a device to ensure operator can not operate forklift unless a seat belt is correctly secured?				
▪ Fitted with roll-over protection?				
▪ Fitted with a reverse alarm?				
▪ Fitted with a load cell and audible alarm?				
▪ Fitted with a flashing amber light?				
Do all forklifts/work platforms (including hired forklifts) and other attachments (as relevant) have a manufacturer's data plate fitted containing the following information:				
▪ make, model number and serial number;				
▪ SWL values at nominated load centre distances (mast vertical);				
▪ alternative rating mast full up with full forward tilt;				
▪ mast tilt (degrees forward and rear);				
▪ maximum lift height;				
▪ tyre pressures; and				
▪ gross vehicle weight.				

Forklifts

HB# 560722

Amd Date 21/09/07

Item	C-NC-NA	Findings / Action Required	Responsible Person	Completed (Insert Date & Initials)
Where the manufacturer's data is not available or clearly visible has a temporary chart or notice been attached to the forklift displaying the data?				
When purchasing forklifts has preference been given to those that are fitted with: <ul style="list-style-type: none"> ▪ an alarm to warn the operator if they dismount without applying the park brake? 				
<ul style="list-style-type: none"> ▪ a speed limiting device that reduces the speed as the load on the forks increases? 				
When hiring forklifts are the above provisions specified?				
Risk Assessment				
Are forklift hazards being assessed and managed as per a work method statement for the relevant work activity; and/or by a certified operator?				
Planning				
When planning for the use of a forklift are the following factors considered: <ul style="list-style-type: none"> ▪ forklift capacity and weights of loads that need to be handled? 				
<ul style="list-style-type: none"> ▪ size and nature of the load including: <ul style="list-style-type: none"> - dimensions of the object, stack or pallet, - overhang of loads or pallets, - uneven stacking of items on pallets, - stability of items, and - unbalanced centre of gravity of some objects? 				
<ul style="list-style-type: none"> ▪ the presence of uneven surfaces, sloping access ways, drop-offs and floor contaminants? 				
<ul style="list-style-type: none"> ▪ size and dimensions of floor areas, aisle ways, access areas and clearance around corners? 				
<ul style="list-style-type: none"> ▪ the presence of overhead hazards such as lighting, plant, overhead powerlines, roof supports etc? 				

Forklifts

HB# 560722

Amd Date 21/09/07

Item	C-NC-NA	Findings / Action Required	Responsible Person	Completed (Insert Date & Initials)
<ul style="list-style-type: none"> ▪ the presence of other vehicles, plant and worker / pedestrian movement in the area? 				
<ul style="list-style-type: none"> Have the following controls been considered in high volume forklift movement areas: 				
<ul style="list-style-type: none"> ▪ the erection of forklift warning signs to heighten the awareness of pedestrians in the area? 				
<ul style="list-style-type: none"> ▪ the erection of corner mirrors in aisle ways and warehouse access areas? 				
<ul style="list-style-type: none"> ▪ the establishment of pedestrian crossways and painted access ways within large floor areas? 				
<ul style="list-style-type: none"> ▪ the erection of bollards and rails adjacent to access doors, shelving, entrances etc., to minimise the likelihood of forklift collisions? 				
<p>Have vehicle and worker movements in proposed forklift areas been identified and controls implemented where required prior to forklift activities?</p>				
<p>Where specific attachments are fitted to forklifts do operators ensure that:</p>				
<ul style="list-style-type: none"> ▪ the attachment is compatible with the forklift and is able to be fitted in an appropriate manner? 				
<ul style="list-style-type: none"> ▪ the use of such attachments does not contravene manufacturer recommendations for safe use? 				
<ul style="list-style-type: none"> ▪ safety chains are fitted (where necessary)? 				
<ul style="list-style-type: none"> ▪ alternative SWL, load charts and lifting precautions are sourced from manufacturers, with information displayed and communicated to operators? 				
<ul style="list-style-type: none"> ▪ operators are competent to fit and use the attachments? 				

Forklifts

HB# 560722

Amd Date 21/09/07

Item	C-NC-NA	Findings / Action Required	Responsible Person	Completed (Insert Date & Initials)
+ + Is any malfunction or damage to a forklift reported immediately to the relevant person (via the incident reporting system), who then arranges for the inspection / repair of the forklift by a competent person as soon as practicable?				
+ Are damaged/malfunctioning forklifts: <ul style="list-style-type: none"> + ▪ tagged out with the keys removed; and + ▪ not operated until repaired, or a competent person has deemed the forklift safe for use? 				
Controls				
Are pre-operational inspections/tests undertaken in accordance with the manufacturer's requirements at the start of each shift, working day or prior to use and documented in the logbook?				
Are forklifts operated in accordance with AS 2359.2 and specific manufacturer's instructions and requirements for safe loading?				
Are there controls in place to ensure that forklifts are not operated on slopes or inclines that exceed manufacturer's limitations (these should be marked on individual forklifts)?				
Are there controls in place to ensure that seat belts are worn whilst persons are operating a forklift?				
Are persons operating forklifts made aware of the operational issues for consideration as detailed in this standard?				
Are forklifts parked: <ul style="list-style-type: none"> ▪ Away from doorways, entrances and exits where access/egress is compromised? ▪ Away from fire fighting equipment? 				

Forklifts

HB# 560722

Amd Date 21/09/07

Item	C-NC-NA	Findings / Action Required	Responsible Person	Completed (Insert Date & Initials)
Where forklifts are parked on a slope, are the wheels chocked or some other precaution taken to avoid accidental movement down the slope?				
Do operators take the following precautions before leaving a forklift unattended:				
<ul style="list-style-type: none"> ▪ lower the forks completely and tilt them forward so that the tips come into contact with the ground? 				
<ul style="list-style-type: none"> ▪ place all controls in neutral? 				
<ul style="list-style-type: none"> ▪ apply the park brake? 				
<ul style="list-style-type: none"> ▪ switch off the engine or power supply and remove the key? 				
<ul style="list-style-type: none"> ▪ close the fuel-isolating valve on LP gas fuelled forklifts? 				
Are refuelling operations undertaken in designated areas, with suitable controls in place to prevent fuel spills?				
Do operators check for oil / fuel leaks?				
Where oil / fuel leaks are identified are they controlled / cleaned in accordance with site procedures?				
Lifting Workers on Caged Work Platforms				
Does the site ensure that workers never lifted or carried on the forks of a forklift or on pallets suspended at height?				
Are all forklifts and working platforms used to carry workers in accordance with AS 2359.1- Powered Industrial Trucks – General Requirements, Section 12?				
Is the use of work platforms for forklifts limited to those situations where it is necessary to elevate workers to perform special tasks of a short duration and where it is not possible to use a scaffold or specially designed device (e.g. EWP)?				

Forklifts

HB# 560722

Amd Date 21/09/07

Item	C-NC-NA	Findings / Action Required	Responsible Person	Completed (Insert Date & Initials)
+ + Where lifting workers on caged work platforms are the following safety practices observed?				
+ ▪ the forklift is operated only on hard level ground?				
+ ▪ when lifting in an area subject to any passing traffic barriers and / or warning signs are used to prevent interference whilst the platform is in use?				
+ ▪ the travel controls are in the neutral position with the park brake engaged?				
+ ▪ the mast is set in the vertical position?				
+ ▪ the forks are set in the horizontal position?				
+ ▪ the forklift is not moved or the tilt mechanism operated when a worker is on the platform?				
+ ▪ the operator and all workers to be elevated check that the platform is securely attached to the carriage?				
+ ▪ the operator remains at the controls when the work platform is occupied?				
+ ▪ the operator watches for overhead obstructions and proximity to electrical conductors?				
+ ▪ prior to any worker being elevated or supported by the platform, the operator lifts the platform to the required work height to confirm that all systems are functioning correctly and that it is clear of any overhead obstructions?				
+ ▪ work is carried out with workers standing only on the floor of the platform. Ladders or other means are not used on the platform to gain height?				

Forklifts

HB# 560722

Amd Date 21/09/07

Item	C-NC-NA	Findings / Action Required	Responsible Person	Completed (Insert Date & Initials)
Are controls in place to ensure that the SWL of the work platform of the forklift (whichever is the lowest) is not exceeded by supporting an excessive number of workers or equipment on the work platform?				
Site Specific Management of Forklifts				
Is routine maintenance undertaken on all SCL forklifts in accordance with the manufacturer's instructions and AS 2359.1?				
Is a Mobile Plant Register maintained?				
Are log books maintained?				
Do log books contain details of all maintenance and repairs undertaken on the particular forklift?				
Training and Competency of Personnel				
Are all forklift operators certified or authorised trainees?				
Have forklift operators completed training as required by HB#806879 - Forklift Familiarisation Training Rationale?				
Has training been provided as required by HB#919018 – Forklift Awareness Training Rationale?				

Other / Further Details:

Signature of Person Conducting Inspection:

Copies Provided to:

(Print First & Last Names)