



**TARONG ENERGY CORPORATION LIMITED**  
**TARONG POWER STATION BUSINESS PROCEDURE FOR**  
**SAFE USE OF FORKLIFTS**  
**OHS-PROC-117**

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WRITTEN BY:..... ENDORSED/CHECKED:..... APPROVED BY:..... DATE:.....

NAME: T. Young

NAME: M. Joy

NAME: J. Judge

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## 1.0 Purpose

The purpose of this document is to define the requirements for the safe use of forklifts.

## 2.0 Scope

This applies to all personnel who operate forklift trucks at TE operated sites. This procedure does not apply to pedestrian operated forklifts.

## 3.0 Actions

### 3.1 Training & Authorisation

The operation of a forklift is considered under Workplace Health and Safety Legislation as High Risk Work. As such, any operator of a forklift must hold a National Renewable and Photographic Forklift Truck Licence (**LF**) or be a trainee undertaking the training for an LF licence under the supervision of trained person.

Prior to operating a Tarong Energy owned forklift, all personnel must first be familiarised and authorised to use the forklift. This familiarisation can be performed by any TE employee that has current training and authorisation to use the forklift. Form T-1556 must be completed for each personnel to show that the familiarisation has occurred and thus the new operator being authorised. Completed forms are to be forwarded to the TE Training and Development department for inputting into LMS.

### 3.2 Logbook / Prestart Checks

The logbook must be filled out prior to the first operation of the forklift on every day of use. Completing the logbook ensures that the pre-start checks have been performed. These pre-start checks include: tyres, warning devices, seat belts, etc. Subsequent personnel using the forklift after the log book has been filled out for the day may also perform the pre-start checks to ensure the forklift is still in a safe state of operation.

Any defects identified during the pre-start checks or while operating the forklift must be recorded in the log book and the relevant supervisor informed. If the defect renders the forklift unsafe to drive, a 'Defective – Do not operate' tag shall be hung on the forklift.

### 3.3 Tandem Lift

The use of two forklifts to handle a common load is only permitted when it is impractical to lift the load with a single item of plant.

When two forklifts are used in tandem to handle a common load, each forklift shall be operated by an experienced operator and the whole operation shall be coordinated by a third person who is experienced and allocated the responsibility of supervising the lift.

It is recommended that the forklifts involved in a tandem lift are identical.

An 'Authorisation to Perform Tandem Lifting with Forklifts T-1756' must be completed prior to performing the tandem lift.

### 3.4 Forklift Attachment's (Jib, man box, etc)

Fitting an attachment to the tines of a forklift will reduce its carrying capacity. All attachments need to be mechanically secured to the forklift. It is important to obtain from the supplier of the attachment what is the reduced lifting capacity of the forklift with the attachment fitted. The supplier should provide this information in conjunction with the manufacturer of the forklift.

#### Crane Jib Attachment

The use of a crane jib attachment can affect the stability of the forklift as a result of sudden stops, starts or turns. When the crane jib is attached to a forklift and transporting a load, controls must be implemented as though a mobile crane was transporting a load, that is, a dogger, load tied back to the forklift and a method of communication between the dogger and forklift operator. It should be noted that the required competency to operate a forklift with a jib attached is **LF**.

Do not use a crane jib attachment without knowing the reduced lifting capacity of the forklift with the jib attached. If unsure of the reduced lifting capacity, seek engineering advice.

#### Man Box

Where a work cage / man box is used on a forklift the following safety precautions apply:

- Forklift must be equipped with velocity fuses or similar, ie valves in the hydraulic lines to prevent free fall in the event of a hose failure,
- The forklift is suitably stabilised at all times while lifting a person or people, and preferably only used on a hard and level surface,
- Travel controls are in neutral positions with the parking brake engaged when at work site,
- Personnel shall not be in the cage when the forklift is travelling to the work site or around the plant in general,
- The mast, if adjustable is set vertical (not on an angle),
- The work cage / man box is securely (mechanically) attached to the forklift,
- The forklift operator is seated at the forklift controls at all times while a person is in the work cage / man box,
- Harness is worn when inside the work cage / man box and attached to the designated anchor points,
- The forklift is not loaded in excess of the manufacturers recommendations, and
- Section 'C' from T-1548 Authorisation to perform work from a man box must be completed.

### 3.5 Road Safety

All normal road rules, as indicated in OHS-PROC-111 Managing Vehicle & Mobile Equipment Safety at Operating Sites, apply when operating a forklift at a Tarong Energy workplace. These include:

- Seat Belt must be worn,
- Speed limits as sign posted must be adhered to,
- All road safety signs (give-way, stops, etc) must be adhered to,
- Flashing lights fitted and operational
- Give way to pedestrians at pedestrian crossings, etc.

### 3.6 Conditional Registration

Forklifts are not permitted on public roadways unless they are registered. TE conditionally register the forklifts that are required to access public roadways (such as between TPS and TNPS). The conditions of the registration must be adhered to. It is the responsibility of the forklift operator to be aware of the requirements of the conditional registration.

Under the TE forklifts conditional registration, forklifts are not allowed to transport loads between Tarong Power Station and Tarong North. All loads therefore must be delivered by a truck and the forklift must unload the goods once onsite at the required destination.

### 3.7 Restraining Loads

All forklift loads are to be assessed prior to transport to determine the stability of the load. Where a risk exist that a load could be dislodged the operator shall ensure the load is adequately restrained.

## 4.0 Occupational Health and Safety Requirements

All injuries, incidents or near misses resulting from the operation of forklifts shall be reported as per HSE-PROC-03 Incident Reporting and Management.

When the operation of a forklift will cause disruption to the normal traffic flow, the requirements of OHS-PROC-111 Managing Vehicle & Mobile Equipment Safety at Operating Sites shall be followed.

## 5.0 Environmental Requirements

Nil.

## 6.0 Definitions

NA

## 7.0 Reference Documentation

Site forklift familiarisation and authorisation T-1520.

Incident Reporting and Management HSE-PROC-03.

Managing Vehicle & Mobile Equipment Safety at Operating Sites OHS-PROC-111.

Authorisation to perform work from a man box T-1548.

Authorisation to Perform Tandem Lifting with Forklifts T-1756'

## 8.0 Revision Timeframe

This document is required to be reviewed, as a minimum, every 3 years.

## 9.0 Revision History

Rev. No.	Rev. Date	Revision Description	Written by	Approved by
0	23.12.2010	New procedure	T. Young	J. Judge