

Tool Box Talk

Forklift Operations



Treat them with respect



- £40k for H40, £62k for H70



- Mercedes CL, Jaguar Daimler or XKR, Porsche Carrera 4S

£40k, same price as
H40 – treat them the
same!



£62k, same price as
H70 – treat them the
same!



***L117 – Approved Code of Practice:-
Rider Operated Lift Trucks;
operator training***



Guidance on the provision of lift truck operator training states;

“No person should be allowed to operate (no matter how infrequently) any lift truck unless they have successfully completed basic training”

Operator training



- Basic training should be given on each type of lift truck and attachment that the individual may need to operate.
- Different trucks – different categories
- Following the training, the new driver must then carry out his duties under supervision by a competent driver, to ensure he is competent to drive
- Following satisfactory completion of training, and when the driver is deemed competent, drivers should be given written authorisation (“Authority to drive form”) by the site manager or their appointed person.
- Managers must ensure that they are satisfied with the continuing competence of authorised drivers.
- Drivers should be re-assessed by a qualified training provider at least every three years.

Before driving

- “At the beginning of each shift the operator must check the lift truck and report to the supervisor any defects which might effect its safe operation to ensure they are put right.”

“HSE publication -Safety in working Lift trucks”

- Should include:-
 - Tyre pressures and inspection for damage
 - Brakes, including parking brake
 - Fuel, water and oil (look for leaks around the engine)
 - General damage or bump on truck
 - Check battery
 - Check forks and chains
 - Horn
 - Lights
 - Mirrors (if fitted)

Before driving



Hour Meter End		Date:	
Hour Meter Start			
Hours Operated			
All Trucks	ok	Defect	Petrol/Diesel/LPG
Faults Previous Day			Fuel Level
Obvious Leaks			Fuel Connections
Hydraulic Fluid Levels			Engine Oil Level
Mast & Carriage			Coolant Level
Chains & Fixing Bolts			Battery
Forks			Fan/Other Belts
Backrest/Extension			Inching Pedal
Attachments			LPG Bottle Security
Tyres/Wheels/Nuts			
Seat & Seat Belt			Electric
Steering			Electrolyte Levels
Service Brakes			Cable Connections
Parking Brake			General Cleanliness
Operating Controls			Battery Security
Operating System			
Warning Lights			Other Checks
Gauges/Instruments			A.
Lights/Beacon			B.
Horn			C.
Alarms			D.
Other Warning Devices			
Safety Guards/Covers			
Bodywork			
DEFECTS			
OPERATOR		SIGNATURE	
SUPERVISOR		SIGNATURE	

Do not use the truck until any faults have been rectified

- REMEMBER – IF YOU REPORT SOMETHING DON'T DRIVE IT TILL YOUR SURE ITS SAFE

Operator Safety Code

GENERAL SAFETY

- 1 Never operate a truck while using a mobile phone.
- 2 Never lift anyone on the fork arms or on a pallet.
- 3 Always face the truck when mounting or dismounting.
- 4 Never give a lift to anyone on (or in) the truck.
- 5 Always sound the horn at all blind spots or hazards.
- 6 Never remove guards or covers from the truck.
- 7 Always raise the forks a little when approaching a ramp or slope.
- 8 **Never attempt repairs to the truck.**
- 9 Always use the truck for its intended purpose only.



Operator Safety Code

Driving The Truck

- 1 Never operate any truck unless trained and authorised to do so.**
- 2 Travel at a speed consistent with load and conditions.**
- 3 Check all round before moving off in any direction.**
- 4 Travel with the forks as low as is practicable.**
- 5 If a bulky load obscures your vision, travel in reverse.**
- 6 On ramps, loaded forks must face uphill.**
- 7 Always hold the wheel or assistor firmly.**
- 8 Check overhead clearance before driving c or raising a load.**
- 9 Be on the lookout for pedestrians at all times.**



Operator Safety Code



Stacking & De-Stacking

- 1 Never overload the truck, know it's capacity.**
- 2 The truck should be stationary before working the hydraulic controls (handbrake on & out of gear/drive).**
- 3 Never add extra counterweights to the machine.**
- 4 Never tilt an elevated load forwards (unless directly over the stack).**
- 5 Ensure that wherever you are to set the load down is capable of taking the weight**
- 6 Beware of the forward projection of the fork tips**
- 7 Ensure the forks are centrally positioned and take an equal weight on each fork arm**



Operator Safety Code

Stacks, Loads & Containers

- 1 Ensure all pallets, stillages etc are in good condition. Do not use broken pallets.
- 2 Never leave a load in an area where it is likely to be a hazard or cause an obstruction.
- 3 Check the floor condition before building a new stack.
- 4 Seek assistance when stacking in tight areas.
- 5 When stacking stillages ensure that the feet do not overlap.
- 6 If a stack looks in danger of collapse inform your supervisor.



Operator Safety Code

Loading & Un-Loading Vehicles

- 1 Ensure the vehicle is stationary, engine off, handbrake on, driver safe and wheels chocked if necessary.**
- 2 Make certain the vehicle bed is sound and will take the weight of the load to be placed on it.**
- 3 Load the vehicle from the headboard end where possible, on alternate sides.**
- 4 Liaise with the driver to ensure the packs are loaded in delivery sequence.**
- 5 Make sure semi-trailers are supported at the front end before loading or unloading.**



Pedestrians and FLT's



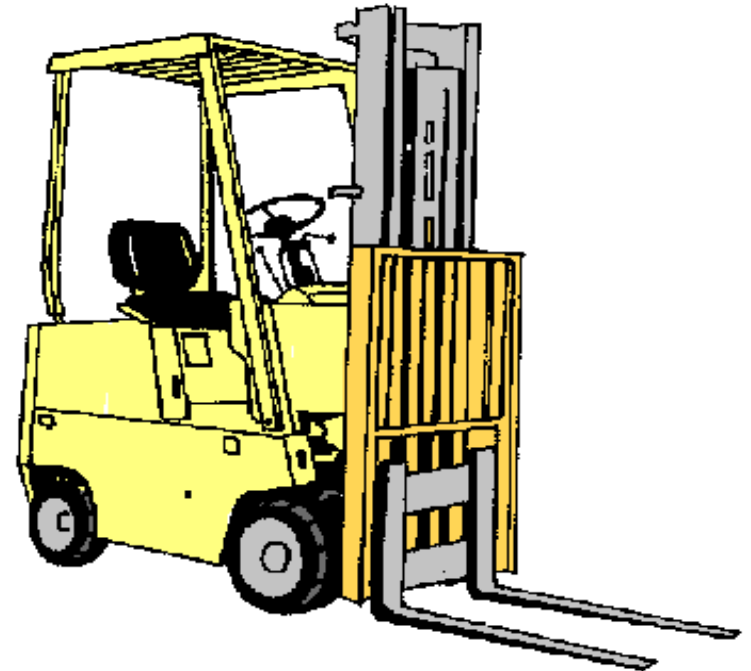
- Remember Pedestrians ALWAYS have the right of way.
- Stick to speed limits across the site
- Pedestrians should always use walkways whenever possible – tell them if necessary
- Forklift drivers should take extra care around crossings and at blind corners
- When pedestrians are crossing, ensure you have made eye contact with them, and they know you are waiting for them
- FLT drivers to take to extra care when driving through curtained entrances – ALWAYS sound horn before entering

Operator Safety Code



Parking The Truck

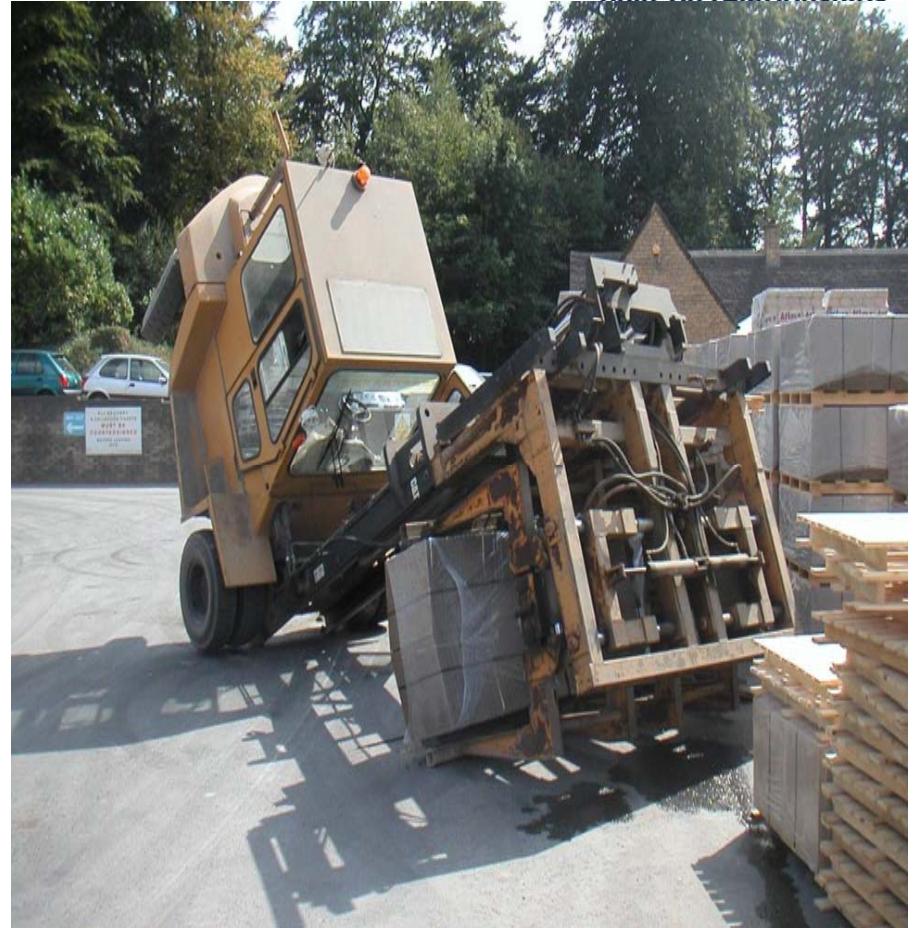
- 1 Park the truck away from all obstacles (doorways, emergency exits, fire points, etc.)
- 2 Park with the forks fully lowered, and a little forward tilt applied.
- 3 Do not park on a slope, except in an emergency. Ensure the wheels are chocked front and back.
- 4 Always switch off the engine when leaving the vehicle, every time.
- 5 Remove the key when leaving the vehicle to prevent any unauthorised access to it.



Health & Safety



- All truck drivers must have a Training Certificate or completed an approved training course achieved whilst at Brett before driving a truck.
- Never lift a load if you doubt its weight, or the adequacy of the equipment, or if it exceeds the safe working load of the truck.
- Before lifting an unbalanced load find out its centre of gravity and then only lift a few inches of the ground and pause.



Operator Safety Code



Refueling diesel engines

No smoking and no naked flames

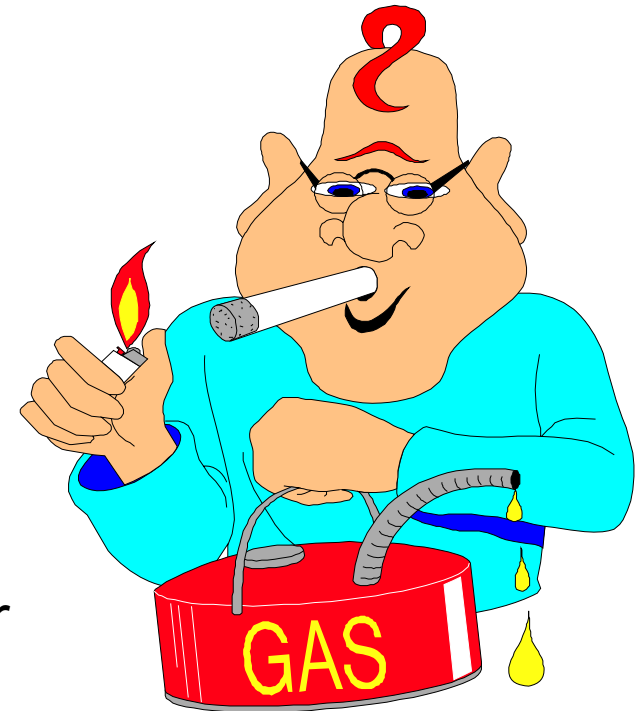
Safely park truck away from hazards, engine off

Correct type of fuel, no additives unless specified by truck manufacturers

Wear any necessary PPE (gloves, goggles etc.)

Ensure you know where to find extinguisher

Mop up spillage's and ensure a GIRF is completed if there is a significant amount



Health & Safety - PPE



- Always wear steel toe-capped footwear.
- Always wear a Hi vis vest or coat. Challenge anyone else in the yard not wearing Hi-vis.
- Always wear a bump cap or hard hat when out of your cab.
- Carry gloves in your cab.
- Carry sunglasses and suntan cream in hot weather.
- Always wear your seat belt.
- Always leave your truck clean and tidy as someone else may have to use it.