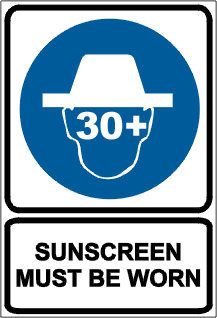


**FORKLIFT TRUCK**

**THIS VEHICLE IS NOT FOR STUDENT USE**

### **PRE-OPERATIONAL SAFETY CHECKS**

1. **Check brakes, lights and horn before use.**
2. **Ensure seat belt/safety restraint is in good condition.**
3. **Know the capacity of the forklift or lift truck before using it. Do not use a forklift without a load rating plate.**
4. **Always remember the safe working load of a forklift reduces as the mast is tilted forward.**
5. **Ensure that the lifting forks are in sound condition and centred either side of the mast.**
6. **Check tyre pressures. Never drive with a flat or under-inflated tyre.**
7. **Faulty equipment must not be used. Report any faults immediately.**

#### OPERATIONAL SAFETY CHECKS

1. **Do not use engine-powered forklifts in poorly ventilated areas.**
2. **Always be on the lookout for pedestrians.**
3. **Do not allow any person to ride on the forks.**
4. **Ensure that the lifting tines are secure into the pallet and the load is stable before lifting or driving off.**
5. **Be careful of ceiling clearance or overhead obstructions when raising the mast.**
6. **Do not lift a load with the mast tilted forward.**
7. **Always put the heavy end of the load against the load backrest.**
8. **Never travel with the load elevated as it restricts vision.**
9. **When approaching a blind corner, use horn and drive slowly.**
10. **Always have someone guide you if a load restricts your vision.**
11. **Slow down when changing direction or on wet or greasy surfaces.**
12. **Do not travel with forks raised or reach mechanism extended.**
13. **Avoid harsh braking, especially when carrying a load.**
14. **Do not attempt to turn on an incline or sloping surface.**
15. **Do not leave forks elevated when forklift is unattended.**
16. **Do not dismount from a forklift while the engine is running unless the transmission is in park position and the parking brake is effectively engaged.**
17. **When stopping the forklift:**

* **Park on even ground and lower the forks to the ground.**
* **Shift the gear selector to park position and apply the parking brake.**
* **Turn off the ignition and remove the keys.**

#### REFUELLING & BATTERIES

1. **Do not refuel an engine-powered forklift unless the motor is stopped and ignition turned off.**
2. **For gas powered vehicles change gas bottles in a well-ventilated area clear of a naked flame or source of ignition.**
3. **In the case of electric vehicles wear protective eyewear and gloves when checking batteries and handling electrolyte.**

**This SOP should be used in conjunction with Curriculum Activity Risk Management Modules**

***Acknowledgement****: Much of the information for this document has been sourced from content kindly provided by Department for Education SA website.*

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| **Date of last review** | **\_\_\_\_\_\_/\_\_\_\_\_\_/\_\_\_\_\_\_** | **Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |