
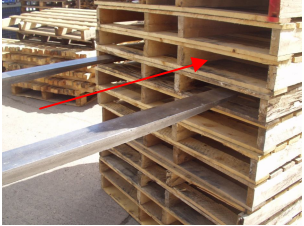




SAFE OPERATING PROCEDURES: **Forklift Truck – General Guidelines**

SEQUENCE	SAFE SYSTEMS & METHOD OF WORK
<p>Loading</p> <p>8. </p> <p>9. </p> <p>10. </p> <p>13. </p>	<ol style="list-style-type: none"> 1. Assess the load to be lifted, including its weight and shape, and the height at which the load is to be lifted - <i>determine if the load weight is within the capacity of the forklift.</i> NEVER overload the forks. 2. Restrain any loads which are likely to shift during travel. Use correct manual handling techniques when required. 3. Assess any potential forward or backward tilt of the load. 4. Working on a flat, even surface, drive to the pallet and stop within 3 inches from the load. 5. Ensure the mast is at right angles to the load. 6. Ensure the load is central and square for lifting. 7. Level the mast 8. Raise the forks to 1 inch below the slot on the pallet. 9. Drive forward into the pallet, taking care not to dislodge the pallet by knocking its boards, bearers or blocks. 10. Lift forks 4 inches. 11. Distribute load evenly, ensuring correct weight ratio as per data plate fitted to the vehicle. <i>Do not overreach or overbalance.</i> 12. Space the forks as far apart as the load allows. 13. Tilt back the load until it is secured for travel. <p style="text-align: center; font-size: 2em; font-weight: bold; opacity: 0.5;">SOP SAMPLE PAGE</p> <p><i>No persons allowed to walk under raised fork loads at any time. NO person is authorised to be lifted on the forks at any time.</i></p> <ol style="list-style-type: none"> 14. Make sure the tail-swing area is clear of pedestrians, other vehicles and obstacles before manoeuvring. 15. Before reversing, make certain the automatic alarm is working. 16. Look back and, as an added precaution, use the audible warning horn ('honk') once. 17. If clear of pedestrians, other vehicles and obstacles, drive back so that the load clears all other pallets. <i>When swinging the vehicle around, take care not to unbalance the load.</i> 18. Position the forks at their lowest safe working height and to a safe centre of gravity – <i>do NOT drag them across ground.</i> <p>For picking up drums: Use a suitable attachment such as fork clamp or drum arms. Use attachments for intended purpose only. Space forks sufficiently to obtain a safe grip. Tilt mast forward. Slide fork tips along floor to position forks under object. Raise forks slightly and tilt back to cradle- <i>pick up drums in upright position if ribs are large.</i></p> <p>When driving in containers:</p> <ol style="list-style-type: none"> i) The forklift truck must be suitable for driving in containers; ii) The container must be able to bear the load of the forklift truck; iii) Forklift truck drivers must ensure the container to be un/loaded is sufficiently secured against rolling or moving away; iv) Ensure there is adequate light and ventilation inside the container.