



## **Safe System of Work Use and Movement of Forklifts**

1. The counterbalance forklift will be provided by the client and will usually be a 2.5 tonne battery charged vehicle.
2. Only trained, certified and assessed personnel can operate the forklift.
3. The forklift will remain on the charging station in the warehouse when not in use and will be acquired from this location at the start of operations.
4. A full, documented daily check must be completed before use and any defects must be reported to the client straight away.
5. Do not use a forklift that is defective or unsafe for use.
6. The forklift is transported to the working area using the on-site roadway one way system. This one way system must be adhered to when using and returning the forklift to the charging station.
7. Always ensure there is sufficient charge on the batteries to allow the forklift to be returned to the charging area.
8. Be aware of other third party vehicles using the roadway when completing forklift activities and always park the forklift in a safe position.
9. The forklift must not be overloaded and loads should only be transported and moved into position following best practice and training.
10. All loads should be safe and secure before being transported and positioned.
11. Only the forklift driver should move and position the load with other parties kept well away from these activities.
12. Forklift drivers should always give way to pedestrians on-site.
13. Any damage or defects with the forklift must be reported to the client immediately.
14. Always use appropriate personal protective equipment, gloves, goggles and apron when maintaining the forklift, particularly when topping up the batteries, as required.