


This safe operating procedure is a generic guide and does not cover all possible hazards and risks. It should be used in conjunction with a risk assessment, training, manufacturers requirements and other relevant references.



PROCEDURE DETAILS:

Procedure:	Forklift Truck	Effective date:	Insert
Reference number:	HSMS-SOP-XXX	Review date:	Insert

POTENTIAL HAZARDS AND RISKS SUMMARY:

	<ul style="list-style-type: none"> • Contact, crush or entanglement with moving parts. • Contact with overhead powerlines. • Impact with people, plant and structures. • Instability and tipping over. • Overloading and falling loads. • Refuelling chemical and fire risk exposures. • Mechanical failure. • Unsafe acts and operations.
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PERSONAL PROTECTIVE EQUIPMENT:

	Foot protection must be worn		Protective clothing must be worn
	Eye protection must be worn		

PRE-OPERATIONAL CHECKS:

- Check that the maintenance information, tags or stickers are in date.
- Complete the daily inspection log book.
- Check all tyres for wear or damage and pressure (if applicable).
- Check the fluids including oil, hydraulics, battery, fuel and coolant.
- Check the seating condition and adjustment.
- Check the warning devices including lights, horns, reversing beeper and flashing lights.
- Check that the load capacity data plate is fitted, legible and correct.
- Check the mast for signs of wear to the lift chains and guides.
- Check the hydraulic cylinders and hoses for any leaks.
- Check the tines for excessive wear, damage, cracks or repair requirements.
- Check the seatbelt is in working order.
- Check that all guards are in place.
- Check that all pedals and controls operate correctly.
- Check that all brakes operate correctly.
- Check the work areas for contact and impact hazards and establish safe travel paths.