

Introduction

Forklifts can represent a risk both to the operator and to pedestrians / co-workers if they are operated incorrectly or are inadequately maintained. The hazards associated with forklift operation include overturning, collision, falling materials, overloading and injury during maintenance or recharging. A forklift is used within the grounds for the unloading and loading of vehicles and for the movement of material around the site.

Persons At Risk

The operator and pedestrians / bystanders are potentially at risk when the forklift is in operation. If the vehicle strikes a stationary object or building fabric those at risk extend to include any person that may be in the immediate vicinity. If unit charging is carried out incorrectly then persons in the immediate vicinity may be at risk.

Date Of Assessment	30/7/2013	Completed By	Paul Mansfield
Risk Assessment	Probability Rating	Outcome Rating	Risk Rating
	Likely	Harmful	Moderate Risk

Measures Required To Reduce Risk

General

1. No Dowse employee may operate a forklift unless s/he is fully trained and certified in accordance with the guidelines laid out in the 'Code of Practice for Rider Operated Trucks: Operator Training and Supplementary Guidance'. National Authority for Occupational Safety and Health, 2001.
2. No Dowse employee may operate the forklift onsite unless approved by both the Transport Manager and the Safety Manager as an approved driver.
3. The forklift must be driven slowly and with great care at all times, with the driver paying heed to the position of stationary objects, moving vehicles and pedestrians.
4. The forklift must always be driven with its forks lowered.
5. The forklift must give way to pedestrians, animals and to other vehicles on site.
6. The forklift must never be overloaded. If in doubt a load should be split into smaller packages.
7. The forklifts must not be used as an elevated work platforms.
8. All loads to be carried on the forklift must be held securely and supported or suspended in a stable manner, not likely to lead to dropping of the load.
9. The carrying of passengers on the forklift is prohibited.
10. When parking the forklift the keys must be removed, the brake applied, the wheel turned into a wall or stationary object and the vehicle left on a flat surface.
11. The forklifts must not be left running or with the forks raised whilst unattended.
12. A banksman must be used where forklift drivers are unsighted.
13. When driving around blind corners drivers must sound their horns.
14. Forklift operators and persons working in the vicinity of forklift operations must wear high visibility clothing if deemed necessary.
15. Forklift operators must be aware of other vehicular traffic on site.
16. When exiting indoor areas into bright sunlight forklift operators must take care that they are not dazzled by the sun. In the even that they are they should stop the forklift and wait until their eyes have adjusted to the light before continuing.
17. Following any accident involving a forklift the relevant driver will be removed from driving duties until a full investigation has been carried out by both the Transport Manager and The Safety Manager.
18. Any driver involved in two accidents in any six month period will be required to go under full refresher training.

Maintenance

19. Before using the forklift operators must conduct an inspection of the machine, to ensure that all lights, horns, brakes, warning devices and control devices are in place and are working correctly and that the machine's tyres and wheels are in a satisfactory condition.
20. Any faults found in a forklift must be reported to the Transport Manager immediately.
21. All recharging operations must be done in accordance with the manufacturers guidelines. Recharging units should be maintained in good condition and be dry and free from contamination. All leads and cables should be inspected regularly and should be in good condition with no exposed live electrical wiring.
22. All forklift maintenance must be carried out by a suitable contractor or competent person.

Loading And Unloading Of Vehicles

23. Care must be taken when loading and loading vehicles that items are not pushed off the far side of the vehicle.
24. Care must be taken to avoid collisions between forklifts and delivery vehicles.
25. The forklift must not be used to unload material from inside a delivery vehicle if there are persons present in the vehicle interior.

Movement Of Skips

26. Skips must be securely positioned on the forks before being lifted. If in doubt as to their stability their contents should be redistributed or they can be strapped to the forks.

Residual risk (when all control measures have been implemented)	Probability Rating	Outcome Rating	Risk Rating
	Unlikely	Harmful	Acceptable Risk
Residual risk acceptable	Yes	Revision History	This is an original document.