

Forklift and EPJ Operating Procedure

1. Purpose

To standardise the process for forklift and EPJ operation within ANC.

2. Scope

This document applies to all ANC workplaces and workers of ANC who operate MHE on ANC sites.

3. Definitions

ANC

All land, property, buildings, warehouses, structures, installations, aircraft or vehicles owned by, controlled by or under contract or lease to ANC.

Worker

Any person who carries out work for ANC. This includes employees, contract carriers, volunteers, trainees/apprentices, work experience students and labour hire companies.

MHE

Manual handling equipment i.e. forklift or Electronic Pallet Jack

Forklift Truck

Any type of load shifting and/or load carrying ride on counterbalance truck.

Electric Pallet Jack (EPJ)

Any type of load shifting and/or load carrying walk behind electric Material Handling Equipment (MHE).

Safe Working Zone

Where safety barriers do not exist, pedestrians and forklift truck shall at all times maintain a minimum 3 metre distance from each other.

4. Responsibilities

Managers and Supervisors

- Ensuring and encouraging compliance with this procedure;
- Ensuring appropriate training is conducted, and that all persons who drive the forklift on site are suitably licensed;
- Ensuring programmed maintenance is conducted at the required intervals;
- Ensuring safety checklists are completed each day and also each week;
- Ensuring that all necessary resources are allocated, and systems established to enable an effective maintenance program; and
- Ensuring all maintenance personnel are appropriately qualified.

Forklift/EPJ Drivers

- Conduct safety checks and complete safety checklists in accordance with this procedure; and
- Reporting defects found on forklift trucks, such as oil leaks, brake fades, warning lights/horn failure or general deterioration.

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Maintenance Personnel

- Following maintenance procedures; and
- Reporting any faulty equipment to the supervisor/manager

Workers

- Adhering to this procedure

5. Procedure

5.1. Forklift Operation

Only persons with valid High-Risk Work (HRW) forklift licenses may operate a forklift;



- Forklift trucks are to be operated and maintained in accordance with the manufacturer's specifications; Basic Forklift Control Functions;
 - Key-switch: The key switch is Located on the dash; it must be turned on using the allocated key for the forklift to operate. When turned off the forklift will shut down. The key must be removed when the forklift is unattended to prevent unauthorised use of the forklift.
 - Gear Lever: A small lever Located on the steering column. Push the lever away from the operator will engage the forklift in forward gear. Pull the lever back towards the operator one click will engage the forklift in neutral. Pull the lever back towards the operator one more click will engage the forklift in reverse.
 - Handbrake: A stick lever located on the dash. Press the button on top of the lever then pulled towards the operator will lock the wheels out so that the forklift is in a secure stationary position. Referred to as brake on. Brake off is the procedure in reverse.
 - Steering: Controlled by a steering wheel in front of the seating position. Similar to a car steering wheel with the same control characteristics.



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- Horn: A button located in the middle of the steering wheel. When pressed gives off a sound. It is a safety feature that must be used to warn pedestrians and other driver/operators of your presence when approaching blind spots/corners or entering doorways.
- There are 3-foot pedals on to control the forklift – 2 Foot Brake and 1 Accelerator:
 - Foot Brake: A foot pedal that stops or slows the forklift down. When seated and in the driving position it can be found on the left-hand side and the middle of the floor. Place foot on the pedal and press downwards for the forklift to stop or slow down. Release the pedal and accelerate for forklift to move again.
 - Accelerator: A foot pedal that controls the speed. When seated and in the driving position it can be found on the right-hand side of the floor. Place right foot on the pedal and press downwards for the forklift to move. Release the pedal for the forklift to slow down.



- There are 3 levers (sometimes 4) that control the lifting mechanism on the forklift:
 - Tilt Lever: One of 3 levers on the forklift. Pull the lever back to tilt the forks back. Push the lever forward to tilt the forks forward.
 - Raise Lever: One of 3 levers on the forklift. Pull the lever back to raise the forks. Push the lever forward to lower the forks.
 - Side Shift Lever: One of 3 levers on the forklift. Pull the lever back to shift forks to the right. Push the lever forward to shift forks to the left.
 - 4th Lever: If fitted will adjust the tines in or out.



- Operator should look in the direction of travel and keep a clear view of the way ahead;
- If vision is obscured, e.g. by the load they should seek help from others to direct them, or drive in reverse;
- Keep all body parts within the forklift truck while in operation;
- Ensure you are wearing the correct PPE in the warehouse; high visibility vest/shirts and safety shoes;
- Distracting behaviour while operating a forklift truck is prohibited e.g. using a mobile phone or smoking;

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- If the forklift is defective in any way that affects its safe operation, it must be tagged out with the appropriate danger tag and not used until it has been repaired; in accordance with the Tag-Out procedures;
- Use seatbelt provided whenever operating forklift truck;
- Before unloading or loading a vehicle, ensure pedestrians or drivers are alerted that they must be a safe distance from the operating forklift (3 metre rule);
- If a pedestrian enters the working zone of the forklift, then the forklift operator must lower the tines to the ground and switch off the forklift until the pedestrian is out of the working zone of the forklift (unless behind a fixed barrier);
- If the forklift operator needs to get off the forklift for any reason, then the forklift operator must lower the tines to the ground, switch the engine off and remove the keys;
- When getting on and off the forklift, 3 points of contact must be maintained at all times.
- Ensure the load is across both fork arms for balance;
- Travel with the load as low as possible (Operators should not drive a forklift truck with a raised load);
- Whether with or without a load, drive with the fork arms as close to the ground as practicable, with the tips of the fork arms tilted slightly upwards and away from the ground;
- When approaching crossing in aisles or gangways, slow down, take appropriate site-specific actions, e.g. sound the horn, and if vision is obstructed, keep well over to the correct side of the aisle;
- Stop before doorways and take appropriate site-specific actions, e.g. sound the horn and proceed slowly, but only if clear to do so;
- Drive slowly and without changing direct suddenly on wet or slippery or loose surfaces because in these conditions forklift trucks can slide and overturn even at low speeds; and
- Keys should be removed from the forklift when it is not in use and hung in the warehouse office;
- Ensure speed limit is maintained at all times:
 - Forklifts on roadways – 10km/h
 - Forklifts in warehouse – 4km/h (walking pace)
 - Forklifts in pedestrian areas and crossing walkways – 4km/h (walking pace)

Forklift operators found to be travelling recklessly or in excess of the site speed limits may have their forklift operating ticket suspended.

5.2. Electric Pallet Jack (EPJ) Operation

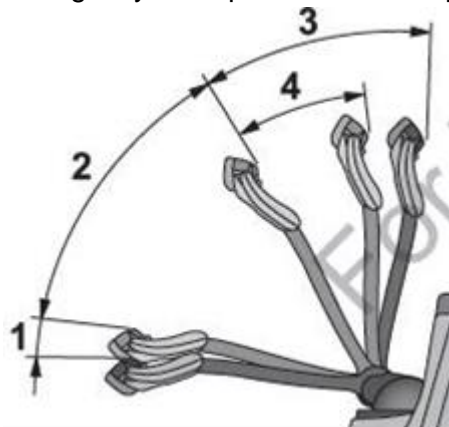
- Only persons who have been assessed in the safe use of an EPJ can operate this equipment;
- Do not operate the electric pallet jack if you are not in proper physical condition. Do not operate under the influence of drugs, alcohol or prescription medication that may impair your ability to operate equipment;
- Complete a prestart inspection of the EPJ each day in a safe non-operational area;
- If the EPJ is defective in any way that affects its safe operation, it must be tagged out with the appropriate danger tag and not used until it has been repaired; in accordance with the Tag-Out procedures;

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- Most EPJ has 2 speed setting, Turtle = Slow, Rabbit = Fast. Whilst on the truck or tailgate or when in tight areas the machine should be in SLOW mode;



- Look out for pedestrians when commencing operation. and ensure your path of travel is clear;
- There are 2 ways to stop the EPJ
 - 1) Travel Switches - Release the travel switch or handle into the neutral position or push it in the opposite direction if you want to stop quicker. Remember to leave enough space for the EPJ to come to rest
 - 2) Control Handle – Raising or lowering the handle into positions 1 or 3 in the diagram will bring the EPJ to a rapid stop. Use this method in an emergency to stop in the shortest possible distance.

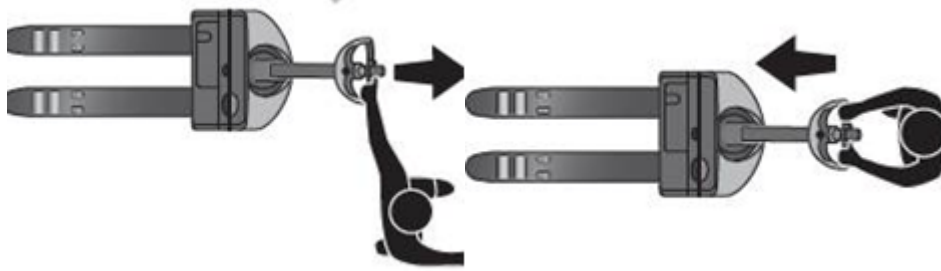


- If your vision is obstructed or there are people in the intended area of travel have someone direct you. You should also park the machine and inspect the area for hazards;



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- Always walk behind or to the side of the EPJ as shown below when in motion



- If walking forward with the EPJ make sure your feet are always well clear of the



truck.

- Never ride or carry passengers on the EPJ for any reason;



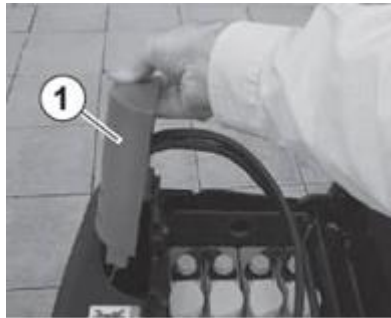
- Do not operate EPJ across or attempt to turn on slopes. If operating EPJ up or down a slope drive slowly and be aware of the increased stopping distance;



- Always ensure that the product you are lifting is within the capacity of the vehicle. The data plate is located on the top of the machine as shown by 1 below;
- Travel with the load as low as possible (Operators should not operate an EPJ with a raised load).
- To charge the battery (check user manual for specifics on any particular model):
 - Driver the EPJ to the charging area and turn the machine OFF.
 - Open the battery cover and lift it until it is all the way back.

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- Remove the battery connector as show in 1 below and connect it to the charger. Ensure the connection is tight.
- Charging creates hydrogen gas, ensure no smoking or naked flames around the charging area.



- When the EPJ is fully charged remove it from the charger:
 - Turn the charger off at the main unit
 - Disconnect the battery connector from the charger and reconnect it to the battery
 - Close the battery cover making sure the battery cables are not trapped or crushed.

5.3. Inspection Checklist

- Before operating a forklift truck or EPJ, the forklift or EPJ including attachment(s) should be checked and the operator should be familiar with the controls. A pre-start checklist should be conducted every time an operator uses a different forklift truck or EPJ at the beginning of each shift, as the forklift truck or EPJ may not have been left in a safe condition by a previous operator;
- A more detailed checklist is to be completed on a weekly basis with the weekly warehouse inspection checklist; and
- Record any maintenance/repair issues on the checklist, and follow the directions given on the checklist and notify the supervisor.

5.4. Reporting

- Any breach of the safe working zone must be recorded by the forklift operator then reported to the shift supervisor; and
- Any incidents to be reported using Rapid Incident and supervisor notified.

5.5. Training

All forklift and EPJ operators, warehouse staff and contractors shall attend a toolbox discussing this procedure.

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6. Related Documents

- Work Health and Safety Policy
- Traffic Management Procedure
- WHS Incident or Hazard Report Form
- Pre-start Forklift Checklist
- Weekly Warehouse Inspection Checklist

7. References

- Work Health and Safety Act
- Work Health and Safety Regulation
- General Guide for Industrial Lift Trucks- Safe Work Australia

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