

SAFE WORK PROCEDURES FORKLIFT (GAS and FUEL)

SPECIAL INSTRUCTIONS:

1. Any person operating a forklift at a workplace is required to hold the appropriate National Certificate of Competency (or equivalent State certificate or licence).
(Note – this provision does not apply to a person carrying out servicing, maintenance or repair work on a forklift, except where a forklift is used to move a load as part of the servicing, maintenance or repair operation).
2. Only those persons who are suitably trained and qualified are to be allowed to operate a forklift at a workplace.
3. **Report any defects immediately.**

Task sequence	Identified hazards in task	Key processes to be followed	Precautions / PPE required
1. Pre-start checks		Battery – check condition, should be fully charged, top-up if necessary. Oil levels (hydraulics, brake fluid) – top up if necessary. Radiator – check coolant level, top-up if necessary. Fuel – check fuel or gas level. Tyres - check inflation and condition. Wheels – check condition, ensure all nuts in place and not loose. Lights, horn, and reversing beeper - check operation. Mast and tilt - inspect hydraulic cylinders, pipes and hoses for fluid leaks. Fork tines and locating pins – inspect for damage or excessive wear. Attachments (if applicable) - inspect condition and for loose parts. General condition – check for damage or loose parts.	Wear eye and hand protection when checking and servicing batteries.
2. After-start checks		Instruments – Check that all working and not damaged. Flashing lights, reversing buzzer, horn – check operation. Hydraulics – ensure that all hydraulic operations work correctly, no leaks. Steering – ensure not loose, veering or vibrating. Brakes – check braking effort, not pulling or grabbing. Park brake – check operating correctly. Adjust seating to a comfortable operating position.	Fasten and adjust seat belt correctly.
3. Operator preparation	Slips and falls Accidental contact	Footwear must be in good condition (especially soles) No loose sleeves which could accidentally catch on control levers. Operators should wear a high visibility garment when operating in an environment where other forklifts or traffic may be encountered.	Wear Type 1 protective footwear. Wear high-visibility garment.
4. Operation	Collision	Adopt safe traffic flow patterns to reduce probability of collisions. Set realistic and measurable speed limits – fit speed limiters if practicable. Provide dedicated travel paths (preferably free from other traffic). Provide separated travel paths for pedestrians (barricaded if possible). Provide anti-collision systems at intersections of travel paths.	Forklift hazard signs must be displayed at entrances to areas where forklifts may be operating.

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4. Operation (continued)	Rollover Asphyxiation	Set speed limits or fit speed limiters to prevent over-speeding. Allow adequate manoeuvring space at corners and intersections. Ensure that travel path surfaces are free of holes and bumps. Always carry load as close to the ground as possible while travelling. Do not use internal combustion powered forklifts in enclosed rooms.	Speed limit signs should be placed at entrances to buildings, and other critical areas.
5. Refuelling (Petrol or Diesel)	Risk of fire and explosion	Do not overfill – clean up any spilt fuel immediately. Always turn engine off before refuelling. Do not use mobile phones in vicinity of refuelling area.	Hang up nozzle when finished. No smoking, open flames, sparks or other ignition sources.
6. Refuelling (LPG)	Risk of fire and explosion Cold burns from contact with liquid.	Always turn engine off before refuelling. Do not use mobile phones in vicinity of refuelling area. 1. Attach filler hose to container. 2. If necessary, open storage tank liquid supply to pump. 3. Start pump (if not automatic). 4. Open hose valve. 5. Open fluid level gauge on cylinder when contents gauge indicates half full. 6. Close hose valve immediately when liquid appears at fixed level gauge. 7. Close fixed level gauge. 8. Vent the filler nozzle. 9. Disconnect filler hose from cylinder and securely replace protective cap. 10. Return hose to correct position on dispenser. 11. Shut off pump (if not automatic). 12. If necessary, close storage tank liquid supply valve to pump.	No smoking, open flames, sparks or other ignition sources. Wear protective gloves. Wear eye protection.

PRECAUTIONS: The following precautions should be observed, and suitable safety and warning signs should be displayed in areas where forklifts are used and maintained.	Operation			Refuelling			
							