

SAFE WORK PROCEDURES TELEHANDLER

SPECIAL INSTRUCTIONS:

1. A person must hold a Certificate of Competency for a Non-slewing mobile crane (class CN) to operate a telehandler fitted with a lifting jib with a lifting capacity greater than 3t.
2. Persons operating or maintaining a telehandler must be competent in its use, and have access to and be familiar with all operational and safety instructions provided in the manufacturer's manuals.

Task sequence	Identified hazards in task	Key processes to be followed	Precautions / PPE required
1. General precautions	Incorrect or unauthorised use Overloading	Do not use machine for purposes other than approved by manufacturer. Do not carry passengers in cabin or on exterior of machine or attachments. Do not attempt to lift or carry loads greater than those defined on the load charts applied to the inside of the cabin of the machine.	Do not attempt to carry out operations other than those for which machine is intended. Always observe safe load limits.
2. Pre-start checks	Wheels and tyres Mirrors and windows Seat and seat belt Attachments	Inspect for damage, and ensure tyres are inflated to specified pressures. Adjust mirrors for best vision, and clean windows if vision is affected. Adjust seat to optimum operating position, and inspect seat belt and fittings. Ensure that correct attachment is securely fitted for work to be carried out.	Replace with correct size tyres. Ensure good all-round vision. Do not operate without seat belt. Use approved attachments only.
3. After-start checks	Controls Lights and signals Steering and brakes Boom and attachments	Check for correct operation of all controls, including load limiter system. Check operation of all lights, horn, reversing signal, and flashing beacon. Check operation of steering and brakes, including park brake. Check boom extension and retraction, and lifting and fork tine operation.	Do not use machine if controls, lights or signals malfunction. Do not operate if brakes faulty. Check for hydraulic oil leaks.
4. Site safety	Collision, damage to machine Personal injury Entanglement	Check area where machine will be operated for obstructions, adverse ground conditions, overhanging or low structures, and vehicle and pedestrian traffic. Operators must wear PPE as required for site, and protective gloves when handling loads, slings or attachments. Persons must not wear loose clothing, jewellery or unrestrained long hair in vicinity of moving parts of machinery.	Identify holes, drains, ditches, loose or uncompacted ground. Wear safety vest, safety boots, and safety cap on construction sites. Keep sleeves buttoned, and contain long hair, etc.
5. Attachments	Incompatibility of attachment Failure of attachment Movement of attachments Failure under load	Use only attachments provided with machine or approved by manufacturer. Load bearing attachments must be regularly inspected for wear or damage. Worn, broken, cracked or distorted components must not be used. Follow specified procedures when fitting or removing attachments. Ensure that attachments are securely fixed to machine, and cannot be accidentally dislodged during operation of machine. Inspect fork tines for wear, cracks or distortion, and have inspected by a competent person to assess risk of failure before using if faults detected. Where lifting hook is attached, hook and attaching ring must be of an approved type and hook must be fitted with operable safety latch system.	Ensure that attachment is compatible with machine model. Do not use faulty equipment. Refer to operator's manuals. Check attachments daily or before use if used less frequently. Do not attempt unauthorised repairs to load bearing parts. Use approved lifting gear only. Hook must be securely attached.

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6. Operation	<p>Incorrect fork position</p> <p>Overloading</p> <p>Instability and overturning</p> <p>Striking against or collision</p> <p>Use of alternative attachments</p> <p>Unauthorised operation or accidental movement</p>	<p>Space forks to suit the load to be shifted, with the centre of gravity halfway between the forks. Ensure tines are locked or clamped before moving loads. Always check the weight of the load before attempting to handle. Ensure that load is not snagged or held down and is free to be lifted. Retract boom as far as possible before commencing load shifting operation. Do not jerk load when lifting – observe load limiter while lifting load. Keep boom retracted when traversing with load on boom. Travel with load 20 to 30 cm from ground, and at no more than 5 km/h. Do not carry load up or down slope exceeding 14° (1 in 4), or across side slope greater than 5° (1 in 11) (load must be less than 30 cm from ground). Do not operate machine on slope greater than 22° (1 in 2.5). (NO load). Area where handler is to operate should be kept clear of other traffic. Ensure that handler has adequate space to operate and manoeuvre safely. Ensure that persons are kept well clear of machine when operating. Attachments such as hook and jibs may extend load centre beyond those shown on load charts – ensure that boom is not overloaded. Before leaving cab, ensure that transmission is in neutral, park brake is on, any load is placed on ground, and ignition switch is off and key removed.</p>	<p>Space forks as wide as possible. Do not overtighten locking screws. Always refer to load charts. Ensure that load is easily moved. Refer to load charts if boom is extended to avoid overloading. Keep load low and close to machine to maintain stability. Avoid operating on side slopes. Monitor overturning warning system, and avoid shutdown. Prevent vehicle and pedestrian traffic into work areas. Prevent entry into work area. Monitor load gauge to ensure that safe load is not exceeded. Do not raise boom on unstable or sloping ground.</p>
7. Cleaning and maintenance	Moving parts	<p>Always observe precautions in operator's manuals when cleaning and washing machines and attachments. Inspect all parts of machine for wear, damage or loose or missing parts. Use only approved parts and lubricants when maintaining and servicing. Ensure that machine is out of gear and park brake engaged before working. Avoid contact with hot parts – allow machine to cool down if practicable.</p>	<p>Wear eye and hand protection when handling and using cleaners and lubricants, etc. Do not carry out unauthorised repairs on load shifting equipment. Wear hand protection.</p>
8. Use of stabilisers	Instability or overturning	<p>Use stabilisers only to increase the stability of the machine. Improper use of stabilisers can cause instability. Level the machine by means of the level indicator before raising any load. Ensure that the stabiliser indicator lamp is on before using the boom.</p>	<p>Never use stabilisers if load is already raised. Ensure that stabilisers are in contact with a firm, stable surface.</p>
<p>PRECAUTIONS: The following precautions are to be observed, and suitable safety and warning signs as indicated displayed in areas where these procedures are carried out.</p>		<p>Safety of persons on sites</p>	<p>Cleaning and maintenance of machines</p>
		  	 