

ILLUSIONS AUSTRALIA

SAFE WORK PROCEDURE

SWP 031 – FORKLIFT - GENERAL OPERATION

1. PURPOSE AND SCOPE

Minimum requirements for safe operation of forklifts at Illusions Australia.

Applies to powered forklifts used for lifting, carrying, loading and unloading materials; site traffic and load-specific controls also apply.

2. AUTHORISATION AND COMPETENCY

Only persons holding the required High Risk Work forklift licence and authorised by Illusions Australia may operate a forklift.

Operators must be familiar with the specific forklift, rated capacity, attachments, controls and workplace traffic arrangements.

3. REQUIRED PPE

The following PPE must be worn as appropriate:

- Safety footwear.
- High-visibility clothing where required by traffic conditions.
- Seat belt/restraint as fitted by the manufacturer.
- Other task/site PPE.

4. PRE-START CHECKS

Before commencing work, confirm that:

- Pre-start inspection is completed.
- Tyres, forks, mast, chains, hydraulics, brakes, steering, horn, lights/alarms and restraints are serviceable.
- Data plate is legible and attachment/capacity information is correct.
- Travel route and destination are suitable.
- Load weight, stability and centre of gravity are within capacity.
- Pedestrians are separated or controlled.
- Overhead clearance and floor/ground condition are adequate.

5. SAFE OPERATING PROCEDURE

1. Complete pre-start checks and report defects.
2. Mount using designated steps/handholds and fasten restraint.
3. Approach loads squarely with forks correctly spaced.
4. Insert forks fully and tilt/load as required for stability.
5. Travel with load low and stable, maintaining clear visibility.
6. Use a spotter or travel in the safer direction where the load obstructs vision.

7. Observe workplace speed limits and give way arrangements.
8. Keep pedestrians clear and sound horn at blind points where appropriate.
9. Place loads only on stable suitable surfaces/racking.
10. Lower forks, neutralise controls, apply park brake and isolate when parking.

6. PROHIBITED PRACTICES

Workers must not:

- Carry passengers unless a designated seat is provided.
- Allow persons under raised forks or loads.
- Exceed rated capacity.
- Travel with a raised load unnecessarily.
- Turn at excessive speed or on unsuitable slopes.
- Use forks to elevate people except with an approved work platform and applicable controls.
- Use a mobile phone or other distraction while driving.
- Leave an operating forklift unattended.

7. PEDESTRIANS AND TRAFFIC

Forklifts have restricted visibility and can cause fatal crush injuries.

- Use designated routes/exclusion zones.
- Maintain separation from pedestrians.
- Use spotters where required.

8. LOAD STABILITY

Unstable or off-centre loads can fall or cause tip-over.

- Know load weight and centre.
- Use suitable pallets/attachments.
- Keep load low during travel.

9. TIP-OVER

Sudden turns, slopes, raised loads and excessive speed can overturn a forklift.

- Wear the fitted restraint.
- Stay within the operator compartment during a tip-over.
- Do not jump from a tipping forklift.

10. FAULTS, DAMAGE AND ABNORMAL CONDITIONS

Stop for brake/steering fault, hydraulic leak, damaged forks, alarm failure, unstable load or unsafe traffic conditions.

Tag defective forklift out of service.

11. SHUTDOWN AND HOUSEKEEPING

- Park in designated area.

- Lower forks fully.
- Apply park brake and neutralise controls.
- Switch off/remove key as required.
- Complete post-use/defect reporting.
- Charge/refuel only under the relevant procedure.

12. EMERGENCY AND INCIDENT RESPONSE

1. Stop the equipment or activity immediately.
2. Isolate the hazard or energy source where safe to do so.
3. Provide or obtain first aid as required.
4. Notify the Foreman, Leading Hand or other authorised Illusions Australia representative.
5. Call emergency services where required.
6. Do not recommence until the incident, defect or unsafe condition has been addressed.

13. STOP WORK REQUIREMENT

Work must stop where:

- Required licence/authorisation is absent.
- Forklift has a safety-critical defect.
- Load capacity/stability is uncertain.
- Pedestrian separation cannot be maintained.
- Travel surface or overhead clearance is unsafe.

No production requirement or deadline takes priority over safe work.

DOCUMENT CONTROL

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