

13.14.02

DESCRIPTION:

JOB SAFE PRACTICES
Forklifts - Loading/unloading

ITEM	HAZARD H/M/L	INJURY/RISK	RESPONSIBILITY
<p>Ensure all persons are clear of the area when using the forklift.</p> <p>High Visibility Vest to be worn at all times when operating the forklift</p> <p>Barriers and flags are to close off the entire area where the forklift is operating while unloading trucks.</p> <p>Please note that barriers and flags are not required when operating forklift from shed to dock only.</p>	Moving vehicles	Entrapment	<p>Store and Department Management – To inspect and maintain equipment and to inform, instruct, train and supervise staff.</p> <p>Store staff – To work safely, to report unsafe conditions and not operate faulty or unsafe equipment.</p> <p>All staff – To identify and report unsafe conditions and implement the Out of Service tag procedure</p>
<p>Ensure the load is positioned fully on it tines.</p> <p>Ensure the load is in the rating of the forklift.</p> <p>Tilt the mast before removing the stock trolley from the delivery vehicle.</p>	Unstable stock	Hit by falling objects	<p>Note –Forklifts must be operated by licensed personnel and hold their licence on their person.</p>

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