

SHE Operating Procedure Forklift



Purpose	This procedure outlines the Metcash SHE requirements for forklift operation. This procedure supports but does not replace the requirements of operators' manuals, forklift licence competencies.
Scope	This applies to team members who operate forklifts as part of Metcash directed work.
Competency Requirements	Current High-Risk Work Licence to operate a forklift truck
Knowledge Requirements	- Functions and operating characteristics as per Manufacturer's Operating Instructions for the type of Forklift being used - Site Traffic Management Plan - Metcash Site Induction
Prohibited	It is prohibited to: - Use any forklift without a current and valid forklift license, training in the site traffic management plan and any applicable site-specific forklift training. - Use any forklift as an authorised trainee without supervision. - Exceed the Safe Work Load (SWL) of the forklift or rated attachments. - Drive, turn or park the forklift with tines raised. - Allow passengers to ride anywhere on the forklift. - Use a forklift without a pre-start inspection. - Use a forklift that has been tagged out of service. - Drive a forklift whilst vision is obscured. - Use the forklift mast or any wall to straighten pallets. - Disconnect or reconnect batteries by pulling on the battery cable. - Bypass or attempt to bypass any safety function.
Safe use and Site Rules	- Wear a seat belt (where fitted) while operating the forklift. - Exercise appropriate degree of caution and be aware of your surroundings when operating the forklift. - Forklift must remain stationary while tines are in motion. - Forklift path of travel must follow the site Traffic Management Plan. - In shared zones, forklifts and pedestrians have shared right of way. Both parties must communicate where they intend to move and ensure acknowledgement from the other party before proceeding. - Communicate, use horns and slow down when approaching intersections and areas where pedestrians and other mobile plant may be present. - Establish right of way at intersections and prior to passing other mobile plant. - When operating the forklift, maintain an exclusion zone of 3m (2 pallet spaces) from pedestrians and mobile plant and 6m (4 pallet spaces) if operating with a raised mast.

Safe use and Site Rules (continued)

- When moving a segmented load, at least two-thirds of the top segment must be supported by the load guard.
- Always travel in the direction which allows for optimal vision.
- If driving up a sloping surface, face load forwards. If travelling down a slope, travel in reverse.
- Secure and park the forklift in designated safe areas with tines at ground level.
- Tag out damaged or faulty equipment and report hazards to the responsible manager immediately.

Battery Charging or LPG Cylinder Changing:

- Batteries must be charged or topped up in accordance with the manufacturer's instructions.
- LPG cylinders must be changed and stored in accordance with the manufacturer's instructions.
- Secure and return equipment to designated storage areas when not in use.

Information, Instruction, Training and Supervision

- Responsible managers will validate operators have:
 - A valid high risk work license
 - Training to operate the type of forklift and attachments
 - Training in this operating procedure
 - Instruction on site specific hazards, risks and controls
 - Training in the site traffic management plan
- Records will be maintained on site to demonstrate training delivered and attendance at training.

Incident Reporting and Consequences of Breach

- Team members must report any incidents to the responsible manager immediately. In the event of a suspected breach of this operating procedure the responsible manager will:
 - Complete an incident report via the online incident reporting software (or other applicable safety reporting system); and
 - Notify the P&C Team via the People Advice Centre.
- *Failure to adhere to the instructions in this operating procedure may result in disciplinary action up to and including termination of employment (or engagement).*

Responsibilities

ROLE	RESPONSIBILITIES
Responsible Managers	• Verify forklift operators are competent to operate safely on site and are appropriately licensed. • Provide team members with all relevant information, instruction, and supervision to operate a forklift safely.
Team Members	• Hold a valid high risk work license (or working towards as an authorised trainee) • Understand and comply with the requirements of this operating procedure. • Use according to manufacturer's directions and competency requirements. • Comply with site-specific TMP and induction. • Use forklifts according to manufacturer's directions, competency requirements and site-specific requirements. • Report any hazards or incidents to the responsible manager immediately.

Related Documents

Metcash SHE Legal Register

Personal Electronic Devices Corporate Standard

Safe Work Australia Information Sheet for Owners and Operators

Supersedes

SHE-G-OP Forklift v1.0

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