

** NB: Use this form for the relevant information only. It is not to be altered in any way.*

This SWOP outlines the Metcash/IHG Safe and Approved Operation of a Forklift Workbox/Cage in a Metcash/IHG Site.

Key Hazards	- Loose material on the floor, untidy work area, uneven or slippery floors (Housekeeping). - Overturning, loss of control from speed, sharp cornering, uneven and sloping surfaces - Violation of exclusion zone - Collision with Pedestrians Plant or structures. - Moving parts. - Fall from Heights - Unsecured product and falling objects	- Equipment failure, hose damage – High-pressure fluid. - Incompetent/untrained operator. - Lack of maintenance/service. - Contact with the plant during operation, maintenance and cleaning. - Being distracted by personal electronic devices (PEDs) customers etc. - Hitting overhead plant and equipment with forklift or cage. - Transfer of virus/infection from contact with shared equipment/surfaces.
Key Identified Controls	 Hi vis clothing must be worn, vests closed  Safety footwear must be worn  Safety harness must be worn. Checked by a qualified technician. Refer to AS/NZS1891.4.	Operator training should include: - Workplace induction - Daily pre – operation checks - Safe Work Operation Procedure - Manufacturer’s operating instructions, read and understood - Fitting of personal protective equipment - Manual handling training - Housekeeping - Working at height permit - SOT (Safety Observation Tour) - ATR (Associate Technique Review) - Hazard reporting/ Lock Out/Tag Out(LOTO) - Personal Electronic Devices Corporate Standard - Licenced & trained forklift operator to use forklift

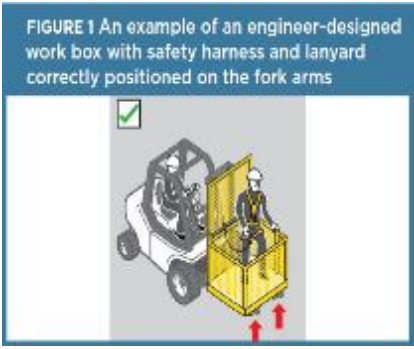
PRIORITY ITEMS

Pre-Operation Check

- Visual inspection check for:
 - Corrosion or damage (wear, cracks etc.)
 - Detailed examination of critical areas for evidence of cracking.
 - Emergency and safety devices (anchor points, harnesses).
 - Signage, including warning signs and decals.
 - Extra items nominated in the manufacturer’s instructions.
- Ensure the cage has a locking pin.
- If any damage is found or no locking pin **DO NOT USE** report to supervisor immediately. “TAG OUT”
- Inspection records should include a statement from the appropriate competent person confirming the Cage has been inspected and is safe to use.
- Inspect the work area – free from slip/trip hazards, clean and has adequate access.



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SAFE WORK OPERATING INSTRUCTIONS	PHOTOS/DIAGRAMS
Operate in accordance with manufacturer's operation manual. WARNING: Do not use if there are any damaged guards or missing parts. Report and tag out. If anything does not look or feel right- <u>DO NOT USE THE FORKLIFT CAGE</u> Before operation: The forklift operator should: - Inspect the area and ground surfaces ensure it is free from slip / trip hazards. - Ensure all traffic control measures are in place – if required. - Establish Exclusion Zones, if required. - Complete daily pre start checklist. Advise supervisor of any damages and "TAG OUT" - Check that the forklift is suitable, can carry the expected load/has the correct work cage attachments - Check work cage is attached securely in accordance with manufacturer's instructions. - Perform a test lift with work cage attached, prior to people entering the work cage During operation: - The cage gate must be closed and locked into place prior to the forklift moving. - Ensure the harness is worn at all times and is attached to anchor points - Team member in the cage, must stand on the floor of the cage only (no chairs, no stepladders to be used for gaining height). - The forklift operator makes sure the park brake is on; controls are in neutral and the mast vertical, not tilted. - The forklift operator must maintain clear vision and communication with the person in the cage at all times. - The forklift operator to remain at the controls at all times while people are in the work cage. - Never travel with the cage in the air. - Observe correct manual handling techniques.	   FIGURE 1 An example of an engineer-designed work box with safety harness and lanyard correctly positioned on the fork arms 

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Maintenance & Cleaning	Follow LOTO procedures, record service / repairs information in Maintenance Log. On completion: • Ensure the Forklift Cage is securely on the ground, Forklift is in Neutral and the park brake is on before exiting the cage. • Return cage, harness and other safety gear to its correct storage location. • If there is any damage to the Cage, report and tag out. • Remove all traffic management measures – witches hats, barriers or signs. • Ensure that the work area is left in a condition that does not create any risk to other persons. • All excess material / scrap to be removed from work area / disposed of correctly • Check the condition of the Forklift Cage prior to placing back in storage ready for next usage. • Store away from entry and exit areas, away from where work is being undertaken. Find a safe and secure location that will not create tripping hazards. • Make sure that the devices do not block exits, walkways or emergency equipment, such as fire extinguishers or fire hoses. • Do not leave unattended in aisles. • Frequent use and over time, the cage can develop wear. This can result in instability of loads and poor handling. Cage must be inspected by an accredited contractor annually and certificate of compliance must be obtained and kept on site. • Qualified technician to check safety harness/fall arrest system as per the regular scheduled periodic inspections summerised in AS/NZS1891.4.  Maintenance is to be conducted as per manufacturer's instructions and by qualified persons only.
Associated Documents	<i>A reference list of applicable Australian and New Zealand Standards, Codes of Practice and Metcash SHE System Framework Procedures, will be made available upon request.</i>