

# TAKE FORKING SAFETY SERIOUSLY



## SAFETY GUIDE FOR FORKLIFT OPERATORS

**We're serious about forking safety, and you should be too.**

**If you're a forklift operator, this guide will help keep you, other workers and visitors to your site safe.**

**There are three main reasons why workers are killed or seriously injured in forklift incidents in NSW:**

- 1. Being hit or crushed by a forklift**
- 2. Being hit or crushed by a load that the forklift is moving**
- 3. Being crushed in a forklift tip-over.**

### Watch out for people

**Keep 'em separated.**

Ask your employer about installing guardrails or overhead walkways to separate forklifts from pedestrians.

Other things you can do:

- Before moving your forklift, look in all directions for people.
- Be aware of exclusion zones and pedestrian walkways.
- Make sure delivery drivers stay in their safety zone or away from the loading area.
- Ask about fitting safety or proximity warning devices to your forklift.
- Always look in the direction of travel and keep your forks lowered.
- Slow down and sound your horn at intersections and blind-spots.
- Slow down when passing doorways, travelling along passages and at the end of aisles.
- Do not use headphones or mobiles.
- If the load obscures your view, drive in reverse.
- If your vision is restricted, or if travelling in reverse is not practical, use a trained spotter.
- Drive at walking pace when operating near pedestrians.
- If a pedestrian wants to talk to you, stop and secure the forklift before letting them approach.

### Don't lose your load

**Make sure your load is stable. If you need to, use a suitable lifting attachment.**

- Use a suitable forklift for the load, with the correct load capacity.
- If the load is on a pallet, make sure the load is stable (for example short and squat or secured).
- Do not place a load directly on the forks, unless it is intended for direct lifting (for example a strapped bundle of timber or plasterboard stored on gluts).
- Where a load is high or segmented use a backrest extension.
- Do not travel with the load at a height greater than is necessary to keep a reasonable ground clearance.
- Remain on the forklift at all times during loading and unloading.
- Never lift a load over a person and make sure people are not within striking distance of the load.

### WHEN USING AN ATTACHMENT

Forklifts are designed to lift, lower and move loads that are placed on pallets or skids that have integral lifting pockets.

Where this is not the case, you should consider using an attachment and:

- prior to purchase or fitment, check the forklift manufacturer will approve the attachment for use on your forklift model.
- take into account the size, shape and weight of the load
- ensure the attachment is suitable for the load.

Various attachments are available to shift an unusual load, like extension tynes (slippers), drum handlers, jibs, bin lifters, grabs, carpet spikes, carton clamps.

Fitting an attachment will usually de-rate the capacity of the forklift. If approved by the forklift manufacturer (or a competent person) the forklift capacity plate should be amended to include the model number or type of attachment fitted and the capacity rating when that attachment is used.

# Belt up

## Wear your seat belt.

Fully loaded, a standard forklift and its load can have a combined weight of five or more tonnes.

In the event of a sit down counter balance forklift tip-over or collision, operators are more likely to be killed or seriously injured because they were not wearing a seat belt.

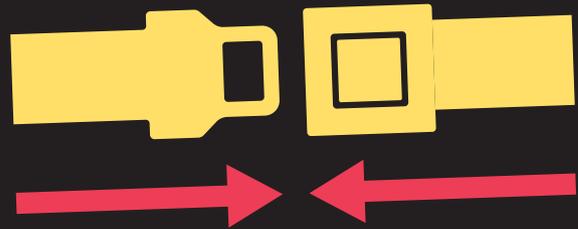
Your instinct may be to jump free from a forklift in the event of a tip-over, however when doing this, you risk being crushed and killed by the overhead guard.

- Ensure that a seat belt (or other restraint) is installed on the forklift, and is in good working condition
- Always wear your seat belt
- Remain seated and do not lean out of the forklift
- In the event of a tip-over, don't jump, brace your feet, hold tight and lean away from the point of impact.

## EIGHT SIMPLE SAFETY TIPS:

- Always follow the site safety rules, traffic management plan and safety instructions from your employer.
- Ensure your forklift licence is current.
- Check your forklift daily before use – and report any faults or damage.
- Reduce speed on smooth or slippery surfaces.
- Stick to the speed limits.
- Avoid hard braking, speeding, turning on sloping surfaces, driving with the load raised, sharp turning, or travelling on an incline with the load facing downhill.
- Consider regular forklift safety and refresher training.
- Wear high visibility clothing and other appropriate Personal Protective Equipment (PPE).

## Always fasten your seat belt



## In case of a counter balance forklift tip-over



For more information  
on forklift safety see  
[safework.nsw.gov.au](http://safework.nsw.gov.au)  
or call 13 10 50

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