

Toolbox talks

Fork Lift Truck (FLT) operators (including telehandler)

Background information:
Fork Lift Trucks (FLT) are only operated by authorised persons. Accidents and incidents occur when unauthorised persons gain access or operators are not familiar with the machine type or the accessories that can be attached to the machine.
Hazards:
<ul style="list-style-type: none"> • Operative training • Environment • Ground conditions • Material handling packaging • Poor maintenance.
Health and safety points:
<ul style="list-style-type: none"> • Only persons over the age of 18 years old with a valid driving licence and in possession of a CITB / CTA certificate of competence and authorisation are permitted to operate these machines • See that your machine is serviceable and properly maintained at all times. Check water ballasting where necessary. Complete and record the daily pre-use check • Ensure audio visual aids are maintained in order and used • Passengers must not be carried except in vehicles provided with passenger seating or on platforms and hoist specifically designed to carry personnel • Know the limits of the particular machine, both loaded and unloaded. Never exceed the maximum weight shown • Always load with the mast vertical or tilted back (not applicable to telehandlers) • Have the forks widely spaced as practicable to give maximum stability to the load • Ensure that the load does not obscure your view of the way ahead. If your view is restricted, travel in reverse. If necessary work with a trained banksman • Beware of other personnel and plant in your working area. Sound horn whenever to warn others of your approach • Avoid sharp obstacles and excessively uneven surfaces as far as possible • Always travel with the load in the lowest practicable position. Do not raise the load while travelling. Wait until the off-loading position has been reached • Forks must be protected by suitable means when travelling on public highways • Deposit all loads gently on to designated storage areas or loading platforms • Always travel at a steady speed consistent with the nature of the load and site conditions. Mud and water will affect the brakes • Do not accelerate, brake or turn violently • When driving on inclines, when carrying a load, the load should always face uphill. When empty the forks should always face downhill. Adjust tilt to suit gradient and raise just enough to clear the ground • Ensure that there is always sufficient overhead clearance for the mast. Particular care is required in the vicinity of overhead power lines • When the machine is parked, the forks shall be lowered to the ground, the ignition keys removed, the handbrake applied and the cab locked • Keys must not be left in or hidden on the machine • Report all defects immediately • Ensure forward protection is provided to the front of the driver to prevent access to the forks eg Mesh grill or window (Rough Terrain FLT) to prevent debris entering cab • Vehicles licensed and equipped for use on public roads must be checked for road worthiness prior to use • Towing must be undertaken only when correct towing attachments are fitted. Use correct towing pins (ball and cup not permitted) • Do not use lifting chains/rope slings for towing • Check that your machine is suitable for towing • A FLT is not to be fitted with a man riding attachment.

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Management System

Toolbox talks**Question time:**

- Q When can you travel with a raised load?
- Q When can you carry passengers on a machine?
- Q What must you do if your forward view is restricted?

Have you got any questions?

Record questions on the attendance sheet.

Safety reminder:

Know the capability of your machine, load, stability and security are your prime concerns.

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