



A.B.N. 43 009 438 073

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## OCCUPATIONAL SAFETY & HEALTH PROGRAMME

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### SAFE WORK INSTRUCTION

Form SW004 Rev A

<b>Task Operation:</b> USE OF FORKLIFT		Form SW004 Rev A	
<b>Special Comments:</b> This procedure is to be used with any operating manuals or training relevant to the tasks. The operator of a Forklift must be in possession of a current High Risk Work (HRW) license as issued by WorkSafe WA			
<b>Refer Occupational Safety and Health Regulations 1996. Schedule 6.3</b>			
ACTIVITY	HAZARDS	HOW TO DO IT	PERSONAL PROTECTIVE EQUIPMENT REQUIREMENTS
<b>Steps in order of performance</b>	<b>Applicable to each step</b>	<b>Identify Equipment, Safety Quality and Performance Requirements</b>	
Preparation	Electrocution Asphyxiation Falling Objects	<ul style="list-style-type: none"> <li>· Check for overhead electrical hazards</li> <li>· Ensure area is well ventilated</li> <li>· Check forklift for serviceability, include warning devices</li> <li>· Check for obvious hazards in area, including overhead</li> <li>· Check all guards are in position</li> </ul>	
Operation	Asphyxiation Falling Objects Crushing Collisions	<ul style="list-style-type: none"> <li>· Ensure area is well ventilated</li> <li>· Loads are appropriately restrained</li> <li>· Lifting attachments are appropriate for load</li> <li>· Load charts are clearly visible and observed</li> <li>· Ensure maximum lifting heights are not exceeded</li> <li>· Warning Devices are constantly operating</li> <li>· Loads, when placed, are stable before withdrawal of Forklift</li> <li>· No load is suspended over, or travels over, a person</li> <li>· Always look in direction of travel</li> </ul>	  
After Use Care	Crushing Strains	<ul style="list-style-type: none"> <li>· Restore equipment to safe condition</li> <li>· Tidy area, return any aids</li> <li>· Report any faults, or undue wear, etc., to supervisor</li> </ul>	