

Safe Work Procedure

Loading and Unloading a Truck Using a Forklift

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1.0 Purpose:

This Safe Work Procedure (SWP) is developed to fulfil the requirements of the Workplace Health and Safety Act 1995 and all relevant Codes of Practice and Australian Standards. This SWP forms part of company Workplace Health and Safety Plan.

2.0 Scope:

This instruction applies to all employees, contractors and representatives of company. This procedure shall be read in association with other Safe Work Procedures and the Workplace Health and Safety Plan.

3.0 Related Documents:

- Workplace Health and Safety Act 1995
- Workplace Health and Safety Plan

4.0 Location of Task / Equipment:

All premises

5.0 Procedure Steps: Loading and unloading trucks using a forklift

5.1 Operational procedure

- Ensure the forklift is in good condition. Check daily using the daily forklift checklist
- Ensure delivery vehicle is parked in an easily accessible and stable, LEVEL location
- Area should be clear of customers/ visitors and staff before proceeding to unload / load truck
- Use another person – deliver driver – if unable to see correctly or clearly when loading or unloading
- Ensure that where the load is to be placed is clear and also the route to your destination before unloading
- When work platform is used, forklift must be stationary in neutral with hand brake applied.

PEOPLE SHOULD NEVER BE RAISED ON THE FORKS OR A PALLET.
IF THERE IS NO OTHER WAY TO LIFT A WORKER, A PROPER WORK PLATFORM MAY BE
USED IN ACCORDANCE WITH AUSTRALIAN STANDARDS.
A SAFE SYSTEM OF WORK SHOULD INCLUDE A DAILY SAFETY CHECK AND A
REQUIREMENT TO CARRY OUT REGULAR MAINTENANCE CHECKS.

5.0 Equipment Requirements:

All equipment will be maintained to manufacturer's instructions and inspected regularly.

6.0 Skill / Training Requirements:

All operators will be trained (or supervised under training) to operate all plant. All persons employed by company will undertake the following in order to safely perform this procedure:

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- Fire and evacuation training
- Manual handling training
- Use of PPE training
- Safe machine operation
- Maintenance procedures
- Accident procedures

7.0 Personal Protective Equipment:

Safety Boots and high visibility clothing (vest).

8.0 Records

Hard copy of all Safe Work Procedures will be available on premises at all times. Evidence will be maintained for all training undertaken in Safe Work Procedures