



Safe Work Instruction	
Safe use of forklift trucks	Issue date: 22 October 2008

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Example content:

Scope: This work instruction applies to all types of forklifts (FLT) and FLT platforms and cages to enable them to be used and maintained in a safe and fit for work condition.		Responsible supervisor
References	PPE required	Skills, competencies or qualifications required
<ul style="list-style-type: none"> OHS Regulations 2001 – Chapter 4 Making your forklift work for you – NSW WorkCover Checklist Guidance Note – Working safely with forklifts – 	<input type="checkbox"/> Hard hat or bump hat <input type="checkbox"/> <input checked="" type="checkbox"/> Eye protection <input checked="" type="checkbox"/> Safety footwear	<ul style="list-style-type: none">
Tools and equipment required		Permits or Licences required
<ul style="list-style-type: none"> Appropriate 		
Tools and equipment required		Inspection and Tagging of plant and tools
<ul style="list-style-type: none"> Appropriate 		
 Warning	If prior to the commencement of any work activity it is identified that the suggested risk control measures are not.	
General	This document outlines the steps to be followed	
Pres-start check	<p>Forklift operators are to</p> <p>The forklift truck pre –start</p> <ul style="list-style-type: none"> Check for hydraulic leaks on, around or underneath the vehicle chassis and lifting mast Check Radiator Hydraulic fluid Check tyres for inflation pressure, wear and/or damage Test steering Test warning devices such as horn Inspect areas where the forklift will be operating The forklift will be 	
 Warning	The forklift can only be operated if it is in a safe sound operating condition, by a competent operator and the areas where it will operate are clear of all obstacles.	