



Safe Work Instruction	
<b>Safe use of pallet trucks</b>	Issue date: 17 June 2010

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Example content:

<b>Scope:</b> This work instruction applies to manual and mechanical pallet trucks to enable them to be used and maintained in a safe and fit for work condition.		<b>Responsible supervisor</b>
<b>References</b> <ul style="list-style-type: none"> <li>OHS Regulations 2001 – Chapter 4</li> <li>.</li> <li>.</li> </ul>	<b>PPE required</b> <input type="checkbox"/> Hard hat or bump hat <input type="checkbox"/> Hearing protection <input type="checkbox"/> Full face shield <input type="checkbox"/> . <input type="checkbox"/> . <input type="checkbox"/> . <input type="checkbox"/> .	<b>Skills, competencies or qualifications required</b> <ul style="list-style-type: none"> <li>Site specific induction,</li> <li>.</li> </ul>
<b>Tools and equipment required</b> <ul style="list-style-type: none"> <li>Appropriate trade tools for maintenance and refuelling operations</li> </ul>		<b>Permits or Licences required</b>
<b>Tools and equipment required</b>		<b>Inspection and Tagging of plant and tools</b>
 <b>Warning</b>		<p>If prior to the commencement of any work activity it is identified that the suggested risk control measures are not suitable or less than adequate and that major changes are required, a risk assessment is to be conducted and new controls nominated and implemented as per the risk management procedure.</p>
<b>General</b>	This document outlines the steps to be followed for the safe use and maintenance of pallet trucks.	
<b>Pres-start check</b>	Pallet truck operators are to check the equipment prior to the commencement of any work, at every shift. <ul style="list-style-type: none"> <li>Check for hydraulic leaks on, around or underneath the vehicle chassis and lifting mast</li> <li>Test Handbrake</li> <li>Check for other leaks such as fuel, water</li> <li>.</li> <li>.</li> <li>.</li> <li>.</li> <li>.</li> <li>.</li> <li>.</li> </ul>	
 <b>Warning</b>	The pallet trucks can <b>only</b> 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.	