

Safety Summary Notes

Use Of Vehicle Mounted Forklift Truck (Moffett Truck)

Please be aware this document does not replace the requirement for suitable and sufficient training in the safe use of this work equipment but is to be used as an aide-memoire for operators of this equipment during the project. The moffett forklift truck must only be used by competent operators.

Employees Duties

- The employee must take care of themselves and others who may be affected by their acts or omissions and cooperate with their employer. Do not tamper, interfere, or misuse anything provided for safety. If at any point you are unsure of the correct course of action or feel a task is unsafe then do not continue until you have sought further advice from your manager.
- Ensure that you wear personal protective equipment identified by risk assessment, typically steel toe capped footwear and high visibility waistcoat/clothing.
- Do not use mobile phones or wear wireless music devices such as airpods, you must always remain aware of your surroundings.
- The forklift truck is for the handling and moving of loads only, do not allow passengers to ride on this vehicle.

Pre-Use Inspection

- You will need to ensure the forklift truck is suitable and sufficient for the proposed task. This includes physical dimension of the truck, weight and height capacity ensuring you allow for gross weight and dimensions of the load (including any packaging/pallets).
- Familiarise yourself with the machine controls and the emergency stopping procedure.
- Ensure that the operators manual has been provided with the forklift truck and that you familiarise yourself with its operation before use. The forklift truck will have a duties chart (may be in the cab area or in the operator's manual) refer to this for maximum height of lifts, safe working load and angle of boom details and once again confirm this is sufficient for the required task. Check to ensure a certificate of thorough inspection (often referred to as LOLER certification) has been provided and is dated within the last 12 months and that the safe working load (SWL) is clearly identified on the forklift truck.
- The forklift truck will be fitted with ROPS (roll over protection structure)/FOPS (falling objects protection structure), this must be engaged in operating position and always used.

- The seat belt restraint system must be operational and always worn when using the forklift truck. This equipment is for your own safety please ensure it is always used.
- Check the conditions of the forks ensuring the end stops to retain the forks on the carriage and latch pins are present. Make sure the forks are straight, have no cracks (be sure to check the heel of the fork), signs of repairs, modifications and do not appear to be excessively worn. Pay particular attention to the underside or tips of the forks.
- Give the forklift truck a general overview. Look at the tyres to ensure they are correctly inflated and not excessively worn, there are no hanging body panels, signs of leaks and that all mirrors are present and adjustment of these can be made. Be sure that handbrake is operational, and the horn is in working order.
- Do not attempt any maintenance or repairs to this equipment. Report any faults to your manager immediately.

The Working Area

- The vehicle is to be used only within the exhibition venue grounds and is not to be used on the public highway.
- Make consideration for other users of the working area and be aware of your working environment, including other vehicular and pedestrian traffic. You must adhere to all vehicular traffic routes and site-specific traffic rules. Make sure you have enough room to operate the forklift truck. It may be necessary to make use of a banks person to ensure safe movement of your forklift truck.
- Make sure the working area is clear of obstructions including overhead obstructions, it is prohibited to work in any area containing overhead power cables.
- Be sure to consider the ground conditions including changes in level and slopes. Do not operate the forklift truck across slopes but only up and down slopes ensuring you always move up a slope with loaded forks facing forward and you always move down a slope with empty forks facing forward.

Consider The Load

- You must ensure the gross weight of the load to be lifted is within the capacity of the forklift truck, considering weight of pallets, packing materials, and lifting accessories. Do not exceed the safe working (SWL) of the forklift truck.
- Consider the shape and size and condition of the load, be aware of loads that may have a shifting centre of gravity such a liquid. All palletised loads must be securely attached to the pallet on which they will be lifted.
- Make consideration of any loads which in themselves will present a hazard such as sharp edges, loose or dusty materials or liquids which could spill.

Lifting, Loading and Travelling

- Approach the load squarely stopping the forks approximately 200mm from the load. Apply the handbrake and ensure the forklift truck is out of gear.
- Adjust forks to ensure load will be central to the carriage and secure and centred. Drive in or boom in depending on the load and conditions.
- Lift the load clear and apply sufficient tilt to stabilize the load, slowly retract or reverse and lower the load to a travelling position no more than 300mm up from floor level.
- Check mirrors and turn around to check all is clear, engage gear and sound horn to warn other site users before reversing. When it is safe to do so you may reverse and travel with your forklift truck.
- Drive at a speed which is suitable for the load with due care and attention to obstructions, pedestrians, and vehicular traffic.
- When lifting a load on to the bed of a vehicle you must first ensure the bed of the vehicle can take the load and you have sufficient space to position the load. The vehicle on to which you are loading must be stationary with parking brakes applied or wheels chocked. Place loads slowly on to the vehicle and avoid any shock loading. If you are using a banks person to assist with loading the vehicle, ensure they are clear of any load before it is lowered.

Parking and Security

- When you have finished using the forklift truck allow it to idle for 1 or 2 minutes before shutting it down. Make sure you do not obstruct any traffic routes, emergency escape routes or safety critical equipment such as firefighting equipment.
- Apply the parking hand brake and make sure the forklift truck is taken out of gear. Finally release any hydraulic pressure from the lifting system.
- Remove keys from the equipment to avoid any unauthorised use of this equipment.

Refuelling The Forklift Truck

- All refuelling activities must be undertaken following the site-specific rules identified by the venue.
- Always refuel the vehicle in a well-ventilated area
- Smoking during refuelling is prohibited.
- Any spillages of fuels are to be cleaned up immediately and be sure to wipe clean the area around the fuel filling cap before commencing use of the forklift truck.