



SAFE FORKLIFT USE - CHECKLIST & DISCUSSION GUIDE

The following checklist and discussion guide is for workplaces with sit-down counterbalance forklifts that require a HRW work licence to operate. (This is not designed for order picker type forklifts).

VERIFICATION DETAILS			
Date of Visit		Time	
Related WSMS No.		Related Inspection Report Number	
Inspector			
Industry	<input type="checkbox"/> Transport and storage <input type="checkbox"/> Manufacturing <input type="checkbox"/> Wholesale <input type="checkbox"/> other:		
PCBU DETAILS			
Registered Name			
Trading Name			
ABN			
No. of Forklifts (FLT)	(sit-down counterbalance only):		
No. of FLT Operators			
Size of company	<input type="checkbox"/> Small (1-20) <input type="checkbox"/> Medium (21-100) <input type="checkbox"/> Large (+101)		
PCBU REPRESENTATIVE CONTACT			
Name			
Mobile / Office			
PCBU - Privacy consent statement: <i>(please read to PCBU and give them the statement handout on last page)</i> "I agree to provide the personal information contained in this form. I have been provided with a copy of the Privacy / Consent Statement and I understand the terms of the statement which includes my consent for SafeWork NSW to contact me in the future for safety information on safe forklift use, small business rebates and/or follow-up surveys as described in the Privacy / Consent Statement" <input type="checkbox"/> Yes (pls provide email) <input type="checkbox"/> No			
E-mail		Rep Signature	

N/A = Not Applicable
N/V = Not Verified

HRW Licencing				
	Yes	No	N/A	N/V
The PCBU has appropriate systems in place to manage their operators HRW licence currency and validity:				
Taking in to consideration: <ul style="list-style-type: none"> PCBU has a register of all operators and their licence details PCBU confirms validity of licence with SafeWork NSW (eg no expiry date or licence looks fake) PCBU aware of licencing/training requirements for new operators (eg enrol with an RTO and attend forklift training at the RTO or training under an RTOs training plan and supervised in the workplace) 				
HRW licence made 'available' by licence holder (check sample only): Note: This does not necessarily mean that they have to have the licence on them. (CI-94)				
These operators have a current/valid HRW Licence with "LF": (CI-81)				
Discuss the above and explain <u>why</u> it is important to ensure LF operators have a current/valid licence. (eg. A quarter of LF incidents where a person was killed or seriously injured involved an operator without a licence).				

Issue 1: Pedestrian Separation				
	Yes	No	N/A	N/V
The PCBU has adequate control systems in place to separate forklifts from pedestrians:				
<p>Taking in to consideration:</p> <ol style="list-style-type: none"> Total physical separation of forklifts from pedestrians (where practicable eg barricades, guard rails, fencing, overhead walkways etc) Other pedestrian separation controls (eg painted and well defined walkways, crossings, safe work zones) Delivery driver safe zones or exclusion zones provided (eg This may include areas where they can observe the loading) (CI-214,215) Traffic management plan and/or site rules in place. <p>As well as behaviours:</p> <p>Forklifts operators -</p> <ul style="list-style-type: none"> maintaining a safe distance from pedestrians (CI-214, 215) looking in all directions, before moving the forklift – in particular when changing from forward to reverse looking in the directions of travel, when moving obeying speed limits and traffic signs slowing down and sounding horn at intersections and blind spots slowing down and looking when travelling along passages, at the end of aisles and passing doorways <p>Pedestrians -</p> <ul style="list-style-type: none"> sticking to exclusion zones, walkways, crossings, and safe work zones. 				
The PCBU has smart technology or site design controls in place to assist with pedestrian separation:				
<p>Taking in to consideration:</p> <ul style="list-style-type: none"> Pedestrian crossings with boom gates, red/green traffic lights or overhead walkways) Warning traffic management signage (eg slow down, walking pace only, speed limits, pedestrians ahead) Warning devices fitted to forklifts (e.g. reverse lights, flashing lights, audio warning devices and blue lights that project a beam to the ground at rear of fork) (CI-215) Forklifts speed limited or governed (should be limited to walking pace when operating near pedestrians) Smart technology in use (eg pedestrian detection sensing devices, which alerts operators and pedestrians as they approach each other and proximity devices that may trigger boom gates and warning signs etc) Operator visibility devices fitted to forklifts (eg side mirrors, reverse cameras and sensors) Convex or dome mirrors provided at intersections and blind spots. <p>Discuss the above and explain <u>why</u> it is important to physically separate pedestrians and forklifts, where practicable.</p> <p>(eg. A high proportion of people were killed or seriously injured in LF incidents when walking along side it, approaching to speak with the operator, walking in between the LF and a delivery vehicle, not using walkways or exclusion zones).</p>				
Issue 2: Load Handling				
2.1 Stable load handling	Yes	No	N/A	N/V
The PCBU has appropriate control systems in place to ensure their operators only shift stable loads:				
<p>Taking in to consideration:</p> <ul style="list-style-type: none"> Loads being lifted/moved are secure (eg shrink wrapped on pallet or otherwise secured) Where a load is high or segmented, load backrest extensions are used. Note: two thirds of the load or top tier of the load should be supported by the load backrest (AS2359.2) System in place to prevent delivery drivers assisting with loading/unloading their vehicles (eg exclusion or safety zones, or retire to drivers crib room until loading is complete) Operators trained on load handling procedures including the use of attachments (Confirm with operators) Site rules in place on load handling. <p>As well as behaviours:</p> <ul style="list-style-type: none"> Forklifts <u>travelling</u> with loads safely (eg with loads not raised too high, travelling in reverse when their view is obstructed by the load, using a trained spotter or observer when vision is obscured, obeying traffic rules, not travelling on an incline with load facing downhill i.e the load must face uphill) (CI-218) 				

<ul style="list-style-type: none"> ▪ Pedestrians not directly assisting with the load handling or within striking/falling distance of the load (CI-218) ▪ Delivery drivers not actively assisting with loading/unloading their vehicles (eg placing themselves in vulnerable positions where they may be struck by a falling load or the forklift) (CI-218) 				
2.2 Use of attachments	Yes	No	N/A	N/V
The PCBU has appropriate control systems in place to ensure their operators use an appropriate attachment when needed:				
Taking in to consideration: <ul style="list-style-type: none"> ▪ Are lifting attachments used on site? (eg extension tynes/slippers, drum handlers, jibs, bin lifters, grabs, carton clamps, carpet spikes). Note: if the answer is no, and you observe loads in the workplace that may require an attachment, ask how they lift them safely ▪ If yes, are attachments suitable for the loads to be lifted or moved. (CI-218, 219) ▪ If yes, are attachments identified on forklift load capacity plate (eg The forklift capacity plate should include the model number or type of attachment to be used and the capacity rating when that attachment is used.(CI-218, 219) ▪ If attachments are not in use, are things such as pallets and stillage bins used to prevent loads being lifted directly on to tynes/forks ▪ The PCBU consults with transport companies, prior to the delivery of goods to determine the load characteristics (This may assist in determining whether a particular attachment may be required and/or if the forklift has the capacity to lift the load). ▪ Procedures in place regarding use of attachments. 				
Discuss the above and explain <u>why</u>: <ul style="list-style-type: none"> ▪ it is important to ensure a load is stable before moving it (eg people are just as likely to be killed or seriously injured from a falling load, as they are from being hit by a forklift) ▪ pedestrians and delivery drivers should not actively assist in loading/unloading (eg. a high proportion of LF incidents where a person was killed or seriously injured by a falling load was because they were actively assisting with holding or stabilising the load). ▪ it is important to use an attachment if required (eg a high proportion of LF incidents where a person was killed or seriously injured by a falling load was because the operator should have used an attachment and did not). 				
Issue 3: Seat belts				
	Yes	No	N/A	N/V
The PCBU has appropriate control systems in place to ensure their operators always wear a seat belt:				
Taking in to consideration: <ul style="list-style-type: none"> ▪ Seat belts or other restraint device fitted to all forklifts (Seat belts are mandatory from 1995 – If not fitted, retro-fit a seatbelt if there are no other reasonably practicable solutions) Note: The year of manufacture should be located on the capacity/manufacturers plate.(CI -214,215) ▪ Seat belts in good working condition (eg Buckles working, webbing not frayed, anchor bolts secure, retractor locking and retracting) (CI-213) ▪ Seat belt interlock system working (eg Forklift can't be driven without seat belt buckled) ▪ Site rules in place regarding seat belts. As well as behaviours: <ul style="list-style-type: none"> ▪ Seat belts worn by all forklift operators (CI-214, 215) ▪ PCBU has a system that includes periodic checks to confirm that workers are using seat belts. 				
Discuss the above and explain <u>why</u> <ul style="list-style-type: none"> ▪ Always wearing a seatbelt is important (eg an operator's instinct is to jump clear in the event of a rollover where they can be crushed) 				
General forklift safety				
	Yes	No	N/A	N/V
The site, equipment and training is generally appropriate and suitable for safe forklift use:				

- Taking in to consideration:**
- Forklifts visibly appear to be in good working condition with no defects (C-213)
 - No unsafe driving generally (eg no speeding, hooning, turning on sloping surfaces, driving with load raised too high, sharp turning, hard braking) (CI-218)
 - No use of distraction devices such as mobile phones or headphones where forklifts are operating (CI-218)
 - Forklifts are not operating on unsuitable terrain which would increase the chance of tipover, collision or losing the load. (eg kerbs, gutters, rough terrain, sloping surfaces, loading platforms & docks, speed bumps obstacles and other vehicles) (CI-218)
 - Forklifts suitable for the environment and tasks on site (eg all- terrain forklift, correct lifting capacity, enclosed cabin if working outdoors or cool climate conditions, battery powered for confined space)
 - Suitable PPE provided and worn (eg High visibility clothing) (CI-44).
- As well as training:**
- People are trained/inducted on forklift site safety rules and traffic management plan – including forklift operators, others on-site, contractors and visitors.
 - Forklift operators receive regular refresher training (e.g. this may include training for new operators, following changes in the workplace, introduction of new forklifts, following an incident or near miss).

Discuss and explain

- Why it is important to train staff, including contractors and delivery drivers
(eg. a significant number of persons killed or seriously injured in LF incidents were not permanent employees at that site, such as labour hire, delivery drivers, contractors, visitors).

Safety behaviour / Safety Culture

	Yes	No	N/A	N/V
The PCBU has adequate systems in place to encourage safety behaviour/ culture.				

- Taking in to consideration:**
- Does the PCBU have issues with operator behaviour on site (eg ignoring safe operating procedures, site rules, traffic management plans)
 - Does the PCBU encourage and promote a forklift safety culture?
 - Does the PCBU deal with unsafe behaviour. (eg warnings, refresher training, other deterrents)
 - Does the PCBU consult with workers about forklift safety.

Discuss and explain why it is important to talk about forklift safety and encourage safe behaviour.
(eg people are more likely to behave safely if they know it is valued, they are involved in safety decisions and discussions, or if there is a reward or acknowledgement system in place).

ANY ADDITIONAL EVIDENCE / NOTES / COMMENTS

Information / Publications Provided to PCBU / Workers:	YES	NO
SafeWork NSW – Serious about forking safety Poster	YES	NO
SafeWork NSW – Serious about forking safety – People working near forklifts, Operators, Businesses.	YES	NO
SafeWork NSW – LF Toolbox talk (coming soon)	YES	NO
Safe Work Australia – General guide for industrial lift trucks	YES	NO
Safe Work Australia – Traffic Management	YES	NO
Request for Advisory Visit application form	YES	NO
Small Business Rebate Program application form	YES	NO

SIGNED INSPECTOR					DATE	-	2	0	1	



Please provide this form to the PCBU

Safe Forklift Use Privacy / Consent Statement

The personal information provided on this form will be used to assist SafeWork NSW to establish and monitor work health and safety initiatives regarding safe forklift use and to contact industry participants for follow up surveys and/or research. The personal information supplied will be restricted to SafeWork NSW employees, agents and contractors.

I voluntarily provide my contact details and agree to SafeWork NSW contacting me from time to time about safe forklift use, or any other related program and/or services such as safety information, small business rebates and follow-up surveys.

I understand I may make a request to SafeWork NSW to amend any of the details on this form and/or revoke this consent at any time by contacting the Authorisation Services Team at SafeWork NSW on 13 10 50 or writing to SafeWork NSW at Locked Bag 2906, Lisarow 2252.

