

	<h2>Safe Work Method Statement</h2>	Date Issued: 15.12.15	Last Reviewed: 15.12.15	
		Doc No.	Revision 1	Next Review: 15.12.17
		Prepared by: W Blencowe	Authorised by: Eddie Luke	

Location: Hume Warehouse Sites		
Site Specific Task: Operation of forklifts on site (to be used with a Traffic Management Plan)		
Specific Location: Various	Completed by: W Blencowe	Date: 15.12.15
What are the tasks involved?	What are the hazards and risks?	What are the control measures?
Operate the forklift	Forklift operated by unauthorized and/or unqualified person causing personal injury	Forklift to be operated by qualified, authorized personnel, holding a high risk work licence for fork lift operation
Daily visual pre operational inspection	Property damage/personal injury due to inspection/maintenance of forklift not being carried out	The first forklift operator to use the forklift (each day or each shift where more than one shift per day) will carry out a full pre use visual inspection to identify any damage, leaks etc. with details of the inspection to be recorded
Carry out forklift maintenance	Property damage and/or personal injury due to periodic maintenance not being carried out	Periodic maintenance to be carried out by a competent person
General use of forklift (lifting, lowering, driving etc.)	Personal injury/property damage due to safety requirements not being observed	<ul style="list-style-type: none"> • Do not place hands or any parts of body through the mast • Do not stand between the mast and the load • Do not stand on the tynes and / or load • Do not exceed safe weight limit • Do not operate with unstable loads • Do not use damaged pallets • Do not lower load when other workers are in the immediate vicinity • Operate forklift with load and tynes as low as possible to increase operators field of vision • Operate forklift within nominated speed limits • Where practical operate in a forward direction • Maintain a safe distance from other plant • Operate steering and brake smoothly when load is elevated • Ensure all safety devices are working correctly • Remove key from forklift when unattended or not in use • Do not allow passengers to ride on forklift • Do not operate forklift in proximity of overhead power cables



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Use of forklift on site	Injury to workers, property damage	<ul style="list-style-type: none"> • Speed limit to be adhered to • All safety devices to be working • All loads to be secured • Only palletized loads to be shifted with the fork lift. Do not place items directly on the fork arms. They are liable to slide off. Use pallets at all times.
Refueling	Personal injury, property damage due to fire and/or explosion	<p>LP gas is a highly volatile explosive. Change gas bottles in a well ventilated area well clear of a naked flame or source of ignition. Do not smoke while changing LP gas bottles. LP gas bottles must be changed only by those trained and authorized to do so.</p> <p>Take the following steps in the order below when changing L P gas bottles.</p> <ol style="list-style-type: none"> 1. Turn off cylinder valve 2. Switch off engine 3. Disconnect take-off hose 4. Remove safety straps 5. Change the bottle 6. Connect the safety strap 7. Reconnect take-off hose 8. Turn on cylinder valve 9. Check for leaks - look, listen and smell.

Name of Worker/s	Worker signature/s
Date SWMS received by workers	