



## Forklift Operation Policy

### 1. Purpose

- 1.1 The purpose of this Forklift Operation Policy (Policy) is to outline the safe and efficient operation of forklifts by Residential Scaffold Australia Pty Ltd & RoofSafe Solutions Pty Ltd (collectively referred to as 'RS') in the workplace to ensure the safety of personnel, materials, and equipment.

### 2. Commencement of the Policy

- 2.1 This Policy will commence from 01 May 2024. It replaces all other Forklift policies (whether written or not).

### 3. Application of the Policy

- 3.1 This Policy applies to employees and contractors (including temporary contractors) of RS, collectively referred to in this Policy as 'workplace participants'. This Policy does not form part of any employee's contract of employment. Nor does it form part of any other workplace participant's contract for service.

### 4. Training and Certification

- 4.1 Only trained and authorized personnel are permitted to operate forklifts. All forklift operators must supply a copy of their High Risk Work Licence with Forklift Qualification to RS prior to operating a forklift.
- 4.2 It is the responsibility of workplace participants to ensure that they maintain their qualifications. In the event that their High Risk Work licence expires, that workplace participant will no longer be allowed to operate a forklift.

### 5. Pre-Operational Checks

- 5.1 Before starting any forklift operation, the operator must perform a thorough pre-operational inspection of the forklift:
- Check for any visible damage, leaks, or defects in the forklift.
  - Ensure that all controls, including brakes, steering, and hydraulics, are functioning properly.
  - Check the tires for proper inflation and any signs of wear or damage.
  - Verify that all safety devices, such as lights, horns, and backup alarms, are working correctly.



## 6. Operational Procedures

6.1 Workplace participants must sign and adhere to the Safe Work Procedure prior to operating a forklift.

- Do not exceed the rated load capacity of the forklift.
- Secure the load properly using appropriate lifting attachments and ensure that it is stable before moving.
- Observe all traffic signs and floor markings while operating the forklift.
- Keep a safe distance from any identified hazards.
- Use the horn when approaching intersections or blind spots to alert pedestrians and other operators.
- Maintain a clear line of sight and travel in the direction of travel.
- Do not carry passengers on the forklift.
- When parking the forklift, lower the forks, set the parking brake, and turn off the ignition.

## 7. Emergency Procedures

7.1 In the event of any accident, injury, near miss, or equipment malfunction, immediately stop the forklift and notify a supervisor.

7.2 If a load becomes unstable or falls, do not attempt to catch it. Move to a safe location and alert others in the area.

## 8. Maintenance

8.1 Report any issues or defects with the forklift to the Despatch department immediately.

8.2 Keep the forklift clean and free of debris, and ensure daily that all fluids are at the proper levels.

8.3 Regular servicing will be carried out by the company providing the forklifts. Records of this will be kept and uploaded to the Online WHS management system.

## 9. Breach of this Policy

9.1 Any breaches of this Policy by an employee may result in RS taking disciplinary action, against that person.

9.2 Any breaches of this Policy by a contractor may result in RS terminating the contract for services.




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**Variations**

*RS reserves the right to vary, replace or terminate this Code from time to time.*

*All RS policies and procedures will be reviewed every two to three years and distributed to staff. RS is committed to providing an environment which is safe for all staff. You will not be disadvantaged in your employment conditions or opportunities as a result of lodging a complaint.*

Signed ..... 

Dated 01.05.2024 .....

Residential Scaffold Australia & RoofSafe Solutions