

# Safe Fork Lift Truck Operations

This course is designed to teach operators the preparation, safe operation and maintenance of fork lift trucks and their duties under HSE Codes of Practice. Although there are numerous registration bodies, the national standard is set by the HSE Approved Code of Practice L117 “Rider Operated Lift Trucks – Operator Training”, which everyone must operate to.

## COURSE OBJECTIVES

On completion of the course the operators will know:

- **Their statutory duties under:**
  - The Health and Safety at Work Act 1974
  - Management of Health and Safety Work Regulations 1999
  - Provision and Use of Work Equipment Regulations 1998
  - Lifting Operations and Lifting Equipment Regulations 1998
- **Operator duties and responsibilities under:**
  - HSE HSG6 Safety in Working with Lift Trucks
  - HSC ACOP L117 Rider-Operated Lift Trucks – Operator Training
  - HSE HS(G)113 Lift Trucks in potentially Flammable Atmospheres
  - HSE PM15 Safety in the Use of Pallets
  - HSE PM28 Working Platforms on Fork Lift Trucks
- The machine’s identification, terminology and daily maintenance
- The safety aspects relating to the safe operation of this type of machine
- The effect of load size, weight, gradients and ground conditions upon machine stability
- Employer local codes of practice and safe systems of work for truck operation in the operators own environment

## No. OF DELEGATES TO ATTEND

**Option 1:** Assess/Test existing operators – Delegates who already operate trucks; up to 6 can be assessed per day. Delegates of more limited experience; assessments are limited to 3 per day to give time for remedial training.

**Option 2:** New Operators – Delegates who have no previous experience or training on Fork Trucks but who can drive vehicles e.g. cars or other plant; 3 day course for 3 delegates.

**Option 3:** Novice Operators – Completely new delegates who do not even drive other types of vehicles; 5 day course for 3 delegates.

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### REQUIREMENTS

A room with table and chairs, as well as access to fork lift trucks, for practical work, which should be the same type as to be used in delegates' day-to-day work.

### COURSE CONTENT

#### STATUTORY/HSE REQUIREMENTS

- The Health and Safety at Work Act 1974
- HSE Guidance and ACOP Fork Lift Trucks.

#### INTRODUCTION TO FORK TRUCK

- Identification of controls
- Identification of parts
- Identification of instruments

#### DAILY INSPECTION, TAKE OVER AND MAINTENANCE

- Daily check list
- Daily maintenance
- Vehicle condition
- Hydraulic condition

#### REFUELLING PROCEDURES

- Battery powered
- Gas powered
- Petrol or diesel powered

#### CENTRES OF GRAVITY OF LOAD STABILITY

- Load centres
- Fulcrum and counterbalance
- Causes of instability

#### DRIVERS RESPONSIBILITIES

- Personal safety
- Parking the truck
- Overloading
- Use of additional counterweights

#### EMERGENCY PROCEDURES

- Accidents involving fire
- Personal injury

#### SAFE DRIVING PROCEDURES

- No load condition
- Loaded conditions

#### LOAD HANDLING

- Stacking
- Weight of load – weight assessment
- Security of loads
- Loading and off-loading vehicles procedures

#### PRACTICAL

- Truck familiarisation
- Daily check and maintenance
- Truck operation, no load condition
- General driving on advanced course & course test
- Operators safety code
- Clients code of practice for fork truck operators (safe system of work)

#### Additional Information

There are four main types of machine:

- 1) Counterbalance – the most common type
- 2) Reach Truck – for use with racks and aisles in a warehouse
- 3) Pedestrian – powered but not ride-on
- 4) Sideloaders – for heavy yard work

