

# STANDARD OPERATING PROCEDURE

## FORKLIFT - TELESCOPIC

**ONLY TRAINED PERSONNEL  
AUTHORISED TO OPERATE THIS MACHINE**



Identified Hazards
<ul style="list-style-type: none"> <li style="width: 33%;">• Instability</li> <li style="width: 33%;">• Falling from Moving Vehicle</li> <li style="width: 33%;">• Sprains &amp; Strains</li> <li style="width: 33%;">• Pedestrians</li> <li style="width: 33%;">• Rollover</li> <li style="width: 33%;">• Excess Speed &amp; Stopping Distances</li> <li style="width: 33%;">• Overhead Obstacles</li> <li style="width: 33%;">• Load Handling</li> </ul>
Personal Protective Equipment Requirements to Operate
<div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;"> <input checked="" type="checkbox"/></div> <div style="text-align: center;"> <input checked="" type="checkbox"/></div> <div style="text-align: center;"> <input checked="" type="checkbox"/></div> <div style="text-align: center;"> <input type="checkbox"/></div> <div style="text-align: center;"> <input type="checkbox"/></div> <div style="text-align: center;"> <input checked="" type="checkbox"/></div> </div>
Other   Additional PPE Requirements:
Operating Instructions
Pre-Operational Safety Checks
<ul style="list-style-type: none"> <li>• Inspect the machine for any obvious damage, operational functionality and wear including seat belt / safety restraints, brakes, lights, horn etc. Check tyre pressures. Never drive with flat or under-inflated tyres.</li> <li>• Only use the machine for its intended purpose.</li> <li>• Do not allow any passengers. Always wear the seatbelt provided to prevent being thrown from the machine. No persons are to stand on or work from the tines.</li> <li>• Ensure the side window adjacent the telescopic arm is in place at all times due to potential crushing hazard.</li> <li>• Use only approved attachments. Ensure appropriate operator certification in place where the attachment alters the function of the machine such as when fitted with a jib and used as a crane.</li> </ul>
Operational Safety Checks
<ul style="list-style-type: none"> <li>• Check the job site for terrain hazards, clearances, obstructions and people.</li> <li>• Ensure the load does not exceed the machine and equipment's rated capacity and is stable prior to being moved. Where fitted, set stabilisers before lifting.</li> <li>• Always check for overhead power lines prior to extending the telescope. <b>Look Up and Live</b> <ul style="list-style-type: none"> <li>○ Do not work in No Go Zones of electrical power lines unless de-energised / isolated.</li> </ul> </li> <li>• Ensure the surrounding ground has adequate strength to support the weight of the machine and load and always observe gradient limits particularly when placing or retrieving loads.</li> <li>• Prior to lifting, ensure that the load is safe / secured and evenly balanced. Look out for any loose material that could potentially dislodge during the lift.</li> <li>• Monitor stability throughout the operation as it can be affected during the movement of the load. Utilise tag lines if required. Keep boom and load as low as possible with the telescopic boom fully retracted.</li> <li>• If using a lifting jib attachment, the hook must be vertical above the load. Never drag a load horizontally.</li> <li>• Do not allow any person under suspended loads.</li> <li>• Do not exit from a forklift while the engine is running unless the transmission is in park position and the parking brake is effectively engaged.</li> <li>• When stopping the machine:                     <ul style="list-style-type: none"> <li>○ Park on even ground and lower the forks to the ground.</li> <li>○ Shift the gear selector to park position and apply the parking brake.</li> <li>○ Turn off the ignition and remove the keys.</li> </ul> </li> <li>• Never leave suspended loads unattended.</li> </ul>

**REFER TO THE MANUFACTURER'S OPERATIONAL MANUAL FOR FULL SAFETY REQUIREMENTS**