

# STANDARD OPERATING PROCEDURE

## FORKLIFT TRUCK – BATTERY

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



### Identified Hazards

- Instability
- Rollover
- Visibility
- Falling from Moving Vehicle
- Excess Speed & Stopping Distances
- Explosion - Hydrogen Gas
- Sprains & Strains
- Overhead Obstacles
- Sources of Ignition
- Pedestrians
- Load Handling
- Battery Acid

### Personal Protective Equipment Requirements to Operate



**Other | Additional PPE Requirements:** *Battery Handling and Charging* : Protective Apron, Acid Resistant Boots, Full Face Shield

### Operating Instructions

#### Pre-Operational Safety Checks

- Inspect the forklift for any obvious damage, operational functionality and wear including seat belt / safety restraints, brakes, lights, horn etc.
- Know the Safe Working Load of the forklift. Check the capacity data plates.
  - The SWL reduces as the mast is tilted forward
- Lifting forks in sound condition and centred either side of the mast.
- Tyre pressures. Never drive with flat or under-inflated tyres.

#### Operational Safety Checks

- Always be on the lookout for pedestrians. If approaching a blind corner, use horn and drive slowly.
- 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.
- Ensure that the lifting tines are secure into the pallet and the load is stable before lifting or driving.
- Be careful of ceiling clearance or overhead obstructions when raising the mast.
- Do not lift load with the mast tilted forward. Put heavy end of the load against load backrest
- Never travel with the load elevated as it restricts vision. If necessary have someone guide you.
- Do not travel with the forks raised or the mast extended.
- Slow down when changing direction or on wet or greasy surfaces. Avoid harsh braking, especially when carrying a load & do not attempt to turn on an incline or sloping surface.
- Do not leave forks elevated when forklift is unattended.
- 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.
- When stopping the forklift:
  - Park on even ground and lower the forks to the ground.
  - Shift the gear selector to park position and apply the parking brake.
  - Turn off the ignition and remove the keys.
- Battery Handling and Charging
  - When checking batteries and handling electrolyte wear protective clothing including eyewear, gloves, acid resistant boots, face mask and protective apron.
  - Use mechanical aids for handling batteries and charge in designated areas with no open flames, smoking or ignition sources present

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