



Instructions and Guidelines

Forklift

March 2011

**This Instruction & Guideline refers to Practice Statement No:
PS2009/22 – Inspection and Examination of Sea Cargo**

Published date: 14 July 2011
Availability: Internal and External
Subject: Procedures for operating a forklift
Purpose: Ensure safe use of forklifts in CEFs
Owner: National Director Cargo
Category: Operational
Contact: National ISO coordinator, Sea Cargo Improvement

The electronic version published on the intranet is the current Instruction and Guideline

Summary of main points

- Competencies required by forklift operators
- Safety requirements
- Pre start, operating and shutdown procedures

This National Guideline applies to staff in:

- Container Examination Facilities in Brisbane, Fremantle, Melbourne and Sydney
- Cargo Examination Facilities in Adelaide, Darwin, Launceston, Newcastle, Townsville

The Quality Management system is applied in Cargo Examination facilities in Launceston, Newcastle, Townsville and Darwin although these sites are not required to be certified

Introduction

This guideline sets down the procedures required for the safe operation of forklifts.

Instructions and Guidelines

Competencies

Customs and Border Protection officers/unpack contractors operating a forklift must have attained a National high risk forklift truck licence to operate a forklift.

Customs and Border Protection operates both gas and electric forklifts. Detailed procedures for the operation of forklifts are set out in the *Forklift Operators' Manual*.

Safety Requirements

All staff and contractors when operating forklifts are required to

- Observe speed limits and stop signs
- Wear correctly fitted seat belts
- Slow down and sound the horn at all intersections
- Maintain a 3 metre distance between pedestrians and forklift unless there is a physical barrier in place and

NOTE: This distance should increase when the height of the load increases; the speed increases; or the hazard management process identifies that it must

- Ensure The Parking Brake Is Applied And Gears Adjusted To Neutral When Parking The Vehicle.

All pedestrians working in proximity of forklifts must:

- Observe the designated walkways and
- Maintain a 3 metre distance between forklifts and themselves unless there is a physical barrier in place.

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Facility equipment, including forklift ramps, should only be operated and maintained in accordance with the manufacturer's instructions and relevant guidelines for safe use.

A copy of the manufacturer's instructions must be made available to all staff and contractors in each facility.

When using forklift ramps, staff must ensure that the forklift ramp is secured to the container.

For further information regarding safety requirements refer to "*Forklift Safety, Reducing the Risk*" *Guide*, and *Sea Cargo Examination Process I&G* (*this document also includes a risk assessment of the cargo examination process and includes reference to the use of forklifts and forklift ramps*).

Both documents are available at CEF Intranet site.

Procedures

Pre-start Checks

Before operating the forklift, the licensed operator should conduct a pre-operating check in order to reduce damage to the vehicle, prevent accidents and to ensure the forklift is safe to operate.

The pre-operating check includes:

1. The tines are in satisfactory condition, free from damage/dents
2. If applicable ensure backrest and overhead guard are in a satisfactory condition
3. Mast assembly is capable of reaching its full extension, side shift and tilt capacity without a load
4. Tyres are in good condition
5. Mirrors are clean
6. Fluid levels are satisfactory as follows:
 - Engine oil
 - Hydraulic oil
 - Transmission oil
 - Brake fluid
 - Coolant
7. Check that battery packs are secure and their fluid levels are satisfactory
8. Ensure the steering wheel/steering is free from obstructions and is able to reach maximum rotation
9. Horn sounds
10. Indicators/lights/reverse beeper work

11. Seat and seat belt are in good condition
12. Dashboard is fully operational
13. Footbrake and handbrake are operational
14. Forklift displays capacity plate

If any one of the above items proves to be unsatisfactory and the officer is unable to satisfactorily resolve the problem, a Team Leader or Case Officer should be notified.

Operations

When operating a forklift, ensure that the following safety procedures are observed (in addition to the 'Safety Requirements' documented on page two of this document):

- do not drive on pedestrian walkways, unless crossing over one
- look over both shoulders before reversing to ensure the pathway is clear
- do not switch off or deactivate reversing alarms if they are fitted
- drive at a safe speed consistent with site speed restrictions, the load and the existing weather and road conditions
- do not carry any person on the forklift, unless using an approved cage for lifting people
- always enter containers with the forklift's lights turned on
- take care when driving over rough ground
- while operating a forklift do not use equipment that will distract your attention eg mobile phones, IPODs

Shutdown Checks

When shutting down a forklift, ensure the following:

1. Always park on level ground
2. Ensure the forklift is in "Neutral" and apply the handbrake
3. The forklift's tines are lowered to ground level and tilted so that they lie flat
4. Turn the key to the 'off' position
5. Dismount on the left-hand side using the mounting step and handrails.

All work and inspections carried out on the outside of the container must be done from the forklift cage or from the step through moveable platform.

Forklift Cage

- The cage is to be bolted on the forklift prior to it being lifted off the ground.
- Any person lifted off the ground in the cage must be wearing a harness that is securely attached to the cage.
- A maximum of 2 people (or a combined total of 250kgs) are to be in the cage at any one time.
- When SCBA equipment is used, it is acceptable to have one person wearing BA in the cage and fitted with a harness and a second person in BA assisting from the ground.

Forklift Attachments

- A copy of the manufacturer's instructions should be retained on site for all forklift attachments.
- Before using any attachments ensure that the operator is familiar with the manufacturers instructions on the safe use and maintenance of the device.

Related Policies and References

Practice Statements:

- Inspection and Examination of Sea Cargo
- OH&S Practice Statements

Other Instructions & Guidelines

- Instructions and Guidelines relating to CEF Operations
- Forklift Operating Manual

Key Roles and Responsibilities

National ISO Coordinator, Sea Cargo Improvement, Canberra
CEF Managers

Copies of this document are controlled. Master copies of the document are on the Intranet. National ISO coordinator is responsible for version control.

Consultation

Internal

The following internal stakeholders have been consulted in the development of these Instructions and Guidelines.

- CEF Management and staff
- ISO Coordinators
- Sea Cargo Improvement

External

- Not required

Approval

Approved on		
By	National Director Cargo Raelene Vivian	
Review Period	This guideline is to be formally reviewed on an annually basis at the ISO Coordinators meetings.	