

Loading and unloading cabins, containers, plant & equipment using 6 tonne forklift

PPE Required

- Hard Hat (if required) - (to be stored in a cool dry place out of sunlight)
- Gloves (if required)
- Steel toe cap boots
- High visibility jacket or vests

Documentation Required

- Driving Licence
- Counter balance forklift 5 tonne+ plant operators card or certificate
- Certificate of annual inspection for forklift
- Certificate of inspection for all lifting attachments

Routine Maintenance Required

➤ Forklift

- Driver daily inspections of forklift and attachments
- Weekly grease and thorough inspection
- Annual insurance inspection
- Daily hard hat inspection, replaced every 3 years

For any defects found appropriate defect report sheets should be completed and action taken to rectify problem, vehicle or equipment should not be operated until repaired.

Guidelines for Driver

1. **You are** in charge of directing the lifting operation
2. Check with the site contacts for any hazards on site (overhead power cables, unsuitable ground for load bearing). **It is the driver's responsibility to decide if it is safe to commence operation.** In the event of any doubt the operation must not be started without seeking further advice (Call Mark Black or another Director).
3. Discuss and agree a plan for delivery with the site manager. This must include the operation of equipment and take account of any specific site hazards.
4. Adhere to all signage on site (speed limits, one way systems).
5. Before loading or unloading assurance must be made that all movable parts are secured (including window shutters, doors & jack-legs).
6. All unauthorised personnel should be cleared from the lifting area whereby there could be danger to persons or property. No lifting operations to take place until this can be achieved.
7. Under no account should the tips of the forklift tines be used to lift any cabin or container, if cabins or containers need to be lifted off the ground a secondary forklift should be used.
8. If a secondary forklift is used then the 2 way radio equipment must be used to co-ordinate the operation between the drivers
9. Cabins and containers must be moved using forklift pockets if fitted, cabins or containers lifted without fork lift pockets should be assisted by a banksman and the cabin or container should be kept as close to the ground as possible, the banksman must stand well clear, either in view of the driver or in radio contact
10. Only cabins or containers with forklift pockets should be lifted above the normal height of a lorry buck

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