

Operating Procedure

**CONTINUOUS USE
MODERATE RISK**

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TABLE OF CONTENTS

1.	INTRODUCTION	2
2.	GENERAL RULES	2
3.	PRE-START CHECKS	3
4.	STABILITY	4
5.	FORKLIFT WORKBOX	5
5.1	GENERAL	5
5.2	SAFETY PRECAUTIONS	5
6.	BULKA BAG HANDLING	6
6.1	GENERAL	7
6.2	SINGLE LOOP AN BULKA BAGS	7
7.	KLEENHEAT FORKLIFT OPERATIONS	8
8.	FILLING OF LPG CYLINDERS FROM BULK LPG DISPENSERS (CSBP KWINANA)	8
8.1	GENERAL	8
8.2	METHOD	8

1. INTRODUCTION

This procedure has been developed as guidance for competent forklift operators working on WesCEF sites, as an addition to their training. It does not replace any instructions given to them during their training nor is it meant to contradict how forklifts are used as described in the document *Powered Industrial Trucks – Self-propelled industrial trucks (AS2359.6 -2013)*.

Only authorised operators, trained to meet the High Risk licence requirements and have been assessed as competent, are permitted to use forklifts.

2. GENERAL RULES



**Passengers shall not ride on forklifts,
except where specific provision is made to accommodate them.**

The following shall be observed when using forklifts:

- Do not start work with less than ¼ showing on the gas cylinder gauge (Figure 1). You may run out of fuel at an inopportune time.
- If a fault or condition results in a forklift being unsafe to operate, do not use it until the problem is rectified. An out of service tag shall be attached to the equipment to visually indicate the equipment is not to be used until the equipment is deemed safe by qualified repair person.
- Do not make unauthorised alterations or adjustments to a forklift.
- Wear seat belts at all times.
- All seatbelts shall be fitted with a seatbelt interlock.
- Do not exceed the manufacturer's capacity for the forklift.
- Do not drag loads nor sling them from the forks.
- Make the load secure before carrying it.
- Do not use damaged pallets, bins or containers that may collapse.
- Do not allow personnel to stand or pass under raised loads.
- Activate the warning lights when driving a forklift.
- Do not use a forklift for a task it was not designed for.
- Pay particular attention to the operating environment, including other personnel and in particular, safeguard pedestrians at all times.
- The forklift and load shall be kept clear of all live electrical equipment.

Operating Procedure

3. PRE-START CHECKS



Pre-start checks shall be done to ensure the forklift is safe to operate and suitable for the task before starting work.

Operators' pre-start checks shall include, but not be limited to the following:

- Check that the lifting capacity of the forklift is adequate for the task.
- Obtain all forklift attachments required from the designated storage area, and check that they are marked with the Safe Working Load (SWL).
- Inspect the lift and tilt mechanism for visible physical damage.
- Check that the following levels are correct:
 - battery electrolyte,
 - engine oil,
 - hydraulic oil,
 - transmission oil,
 - brake fluid,
 - engine coolant.
- Inspect that the tyres are correctly inflated and have sufficient tread (pneumatic tyres are preferred fitted to all forklifts; this will assist in reducing body jarring).
- Inspect the seatbelt for any visible damage and ensure the seat belt and seat belt interlock are functioning correctly.
- Ensure that the brakes, steering controls, lights and warning devices operate effectively.
- Ensure you have the necessary personal protective equipment.



A clearance distance of 10 metres shall be maintained from exposed electrical conductors

- If the load obstructs your view, drive in reverse, but see the following note for exception.



Under certain conditions (for example, loading a seatainer) where movement with the load in front is necessary, drive with extreme caution and make provisions as may be necessitated by operating condition.

**CONTINUOUS USE
MODERATE RISK**

Operating Procedure

- Keep the forklift away from welding equipment or exposed sources of heat.
- Refuel LPG-fuelled forklifts only at locations designed for this purpose.



Do not exchange LPG containers or park forklifts adjacent to open pits, underground extensions and similar areas. LPG is heavier than air, and if released may accumulate in these areas.

- When parking, park on level ground. Do not obstruct doorways, fire extinguishers; muster points or other similar areas.
- Before leaving a forklift:
 - lower the forks to ground,
 - place the controls in neutral, by either hand or foot where foot controls are fitted,
 - put the park brake on, by either hand or foot where foot controls are fitted,
 - switch off the engine,
 - remove the ignition key,
 - Turn off the gas cylinder valve. (This is done in case there is an undetected leak, which could result in a build-up of gas in the engine compartment, which could cause an explosion and fire on start up.)

Controls shall be clearly labelled and operators shall be familiar with load-handling symbols.

The operator of a forklift shall immediately report any incident (including near miss) involving injury or damage of any kind.

4. STABILITY



If the forklift rolls over, stay with the forklift. Do not attempt to jump clear.

To ensure stability:

- Ensure that the load always faces uphill.
- When removing an object from a stack, lower it to travelling height as soon as it is clear of the stack.
- Do not travel with the load at extended height.
- Do not add counterweights to enable the forklift to lift heavier weights than it was designed for.

Operating Procedure

- Do not drive a forklift across an incline.
- Drive a forklift up or down a gradient slowly.
- Note that many forklifts are more unstable when unloaded.
- Keep forklifts on the level. Avoid uneven surfaces, dips and potholes.
- Avoid sharp turns and high speed turns.
- When crossing a railway line, cross at an angle, one wheel at a time.

5. FORKLIFT WORKBOX

5.1 GENERAL

The use of a forklift workbox shall be limited to those situations where it is necessary to elevate personnel to perform special tasks and where it is not possible to use a scaffold or other devices.

All tasks involving a forklift workbox require a working at height certificate as per the Working at Height procedure WCEF-PD-R&S-0018

The forklift used to support the workbox shall comply with AS 2359 Part 1 Section 12.3. This details the requirement that in the event of a hydraulic failure, the workbox lowers to the ground at a controlled maximum speed of 0.6 m/s.

The construction of all forklift workboxes used shall comply with AS 2359 Part 1 Section 12.3.2.

5.2 SAFETY PRECAUTIONS

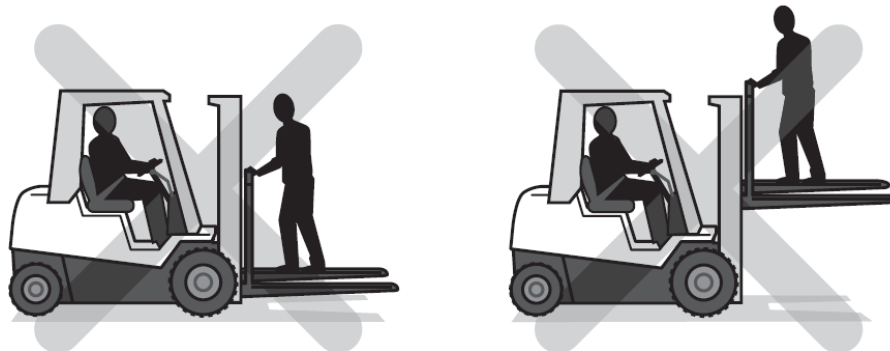
The following shall be observed when using a forklift workbox:

- The forklift shall not be used until the operating pre-checks have been carried out.
- The forklift operator and all personnel to be elevated shall visually inspect the workbox and ensure it is securely attached.
- Before any person is elevated or supported by the workbox, the forklift operator shall lift the workbox to the required height to confirm all systems are working correctly.
- The forklift operator shall remain at the controls and seated in the forklift at all times a person is in the workbox.
- The forklift operator shall keep his/her hands and feet clear of controls that are not in use.
- The forklift operator shall keep clear of overhead obstructions, especially power lines.
- The forklift operator shall lift and lower the workbox slowly and smoothly.
- The forklift travel controls shall be in the neutral position with the parking brake applied.

**CONTINUOUS USE
MODERATE RISK**

Operating Procedure

- The forklift shall be positioned on a hard, level surface.
- The forklift mast shall be in the vertical position.
- When a person is supported by the workbox, manoeuvring of the forklift shall be minimised.
- The hydraulic controls other than the lifting and lowering controls shall be locked out (by physical latching or other suitable means) to prevent the operation of these controls of functions, such as tilt or side shift.
- A work platform shall not be used when a forklift is fitted with a rotating attachment.
- Elevated personnel shall stand on the floor of the workbox only.
- Ladders and other means shall not be used in the workbox to gain additional height.
- When moving the forklift with the workbox attached, travel at walking pace or slower.
- Travelling with personnel inside the work box is prohibited.
- Use an acknowledged signalling system between the person in the work cage and the person at the controls.
- People must not be raised on the tynes of forklift trucks or the pallet (see the diagram on the following page).
- People shall remain inside the workbox at all times.
- The safety gate shall be self-locking and kept shut when in the elevated position.



**CONTINUOUS USE
MODERATE RISK**

Operating Procedure

6. BULKA BAG HANDLING

6.1 GENERAL

When handling Bulka Bags with a forklift, the following rules apply:

- A Rhino hook attachment shall be used on appropriately rated forklift trucks, for single bag handling at ground level.
- Only trained and competent operators are allowed to use forklift trucks when multi stacking is employed.

6.2 SINGLE LOOP AN BULKA BAGS

- For single loop AN Bulka Bags, multi level stacking can be used without mounting the upper bag on a pallet provided the following is adhered to at all times:
 1. Two ground level bags support the upper bag.
 2. The outer edge of any upper level bag is to be at least one and a half (1½) bag diameters in from the outside edge of the bottom row of bags. (See Figure A)
 3. The stacking is limited to only two high.
 4. No multi-stacked bags will be stored adjacent to a thoroughfare for a distance of three Metres.
 5. Pedestrian access is prohibited to within 3 metres of multi stacked bags.

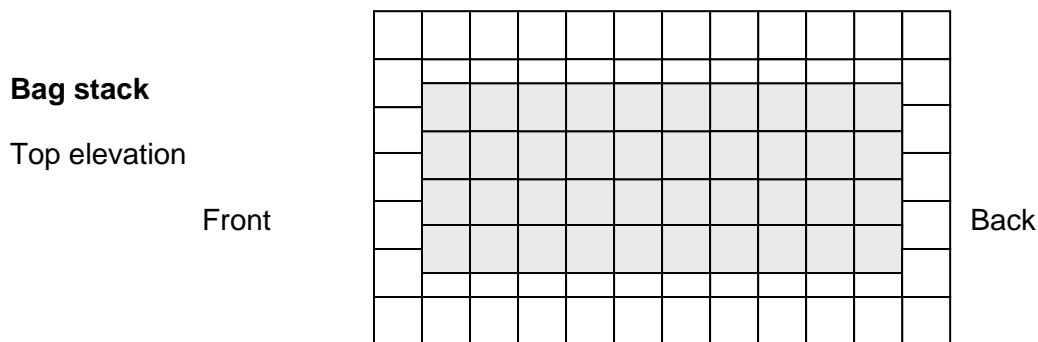


Figure A



Climbing on top of bulka bags is strictly prohibited.

- 6. Yellow lines mark pedestrian access ways at Bulka Bag stacks.

Operating Procedure

7. KLEENHEAT FORKLIFT OPERATIONS

For further information on forklift requirements in Kleenheat Operations refer to Kleenheat – Forklift Operations Manual (KHO-HM-OPS-403-03).

8. FILLING OF LPG CYLINDERS FROM BULK LPG DISPENSERS (CSBP KWINANA)

8.1 GENERAL

All forklifts at CSBP with mounted gas cylinders shall be Automatic Fill Limiter (AFL) types and shall comply with AS 4983-2010.

Some hire forklifts may not be Automatic Fill Limiter (AFL) types, however, these should be requested prior to delivery onsite.

8.2 METHOD

Note: If you have not refueled for a while familiarise yourself with the signage near the LPG refueling station (Figure 1)

- a. Lower the forks to the ground, park the forklift, apply the handbrake and turn the ignition off.
- b. Don protective equipment i.e. gloves, trousers, long sleeve shirt etc.
- c. No naked flames or smoking is permitted within 6 metres of the forklift refueling area.
- d. Check all hoses for damage and leaks.
- e. Unscrew and remove the filling connection blanking cap.
- f. Check that the connecting faces of the filler nozzle (Figure 4) and the filling connection of the LPG cylinder on the forklift are free from dirt.
- g. Screw the filler nozzle to the filling connection of the LPG cylinder on the forklift, and hand tighten (Figure 5).
- h. Start the pump by pressing the green start button on the control box, which is mounted on the main pump (Figure 6).
- i. Engage the trigger lock valve on the filler nozzle valve to open (Figure 7).
- j. Gas flow will automatically shut off when filling is complete 80% of full
- k. The locking trigger will have released on the filling nozzle.
- l. Stop the pump by pressing the red stop button.
- m. Unscrew and remove the filler nozzle, roll up the hose and place it on the bracket provided.
- n. Screw the blanking cap on the filling connection and hand tighten.

**CONTINUOUS USE
MODERATE RISK**

Operating Procedure

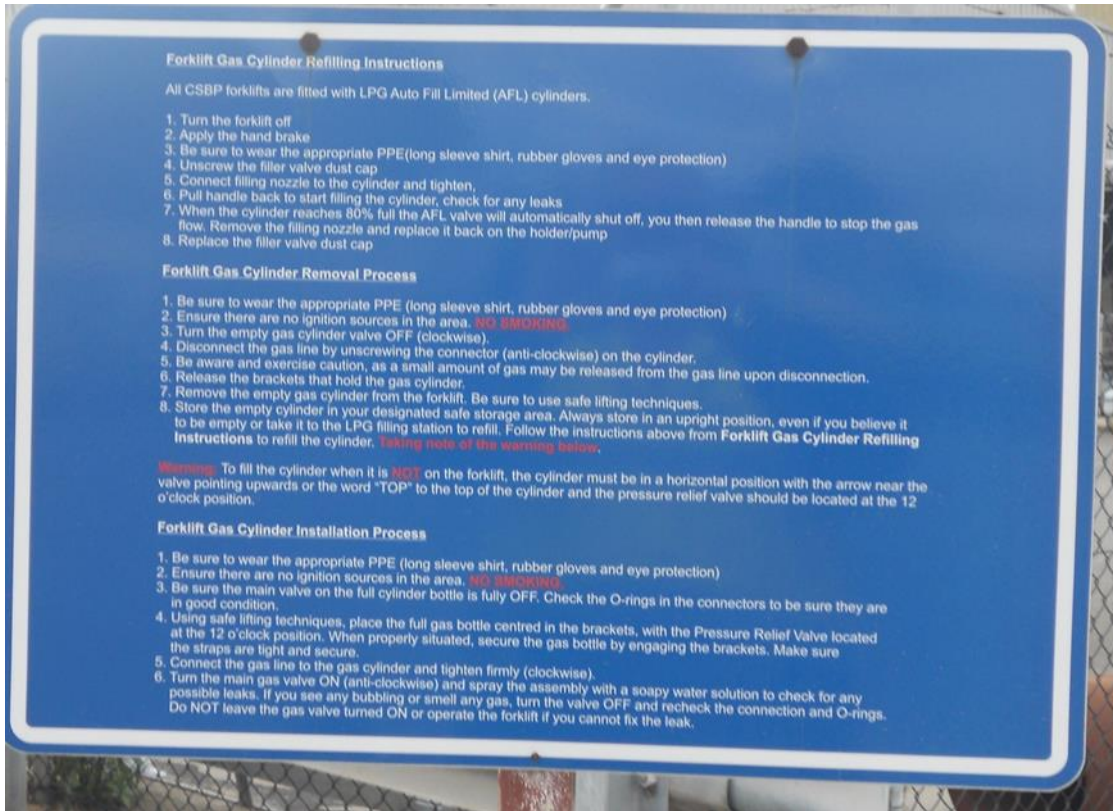


Figure 1 LPG Gas refuelling procedure





Figure 2 LPG Cylinders Mounted on Two types of Forklifts



Figure 3 LPG Pump Master Isolation Switch

**CONTINUOUS USE
MODERATE RISK**

Operating Procedure



Figure 4 LPG Dispenser Filler Nozzle

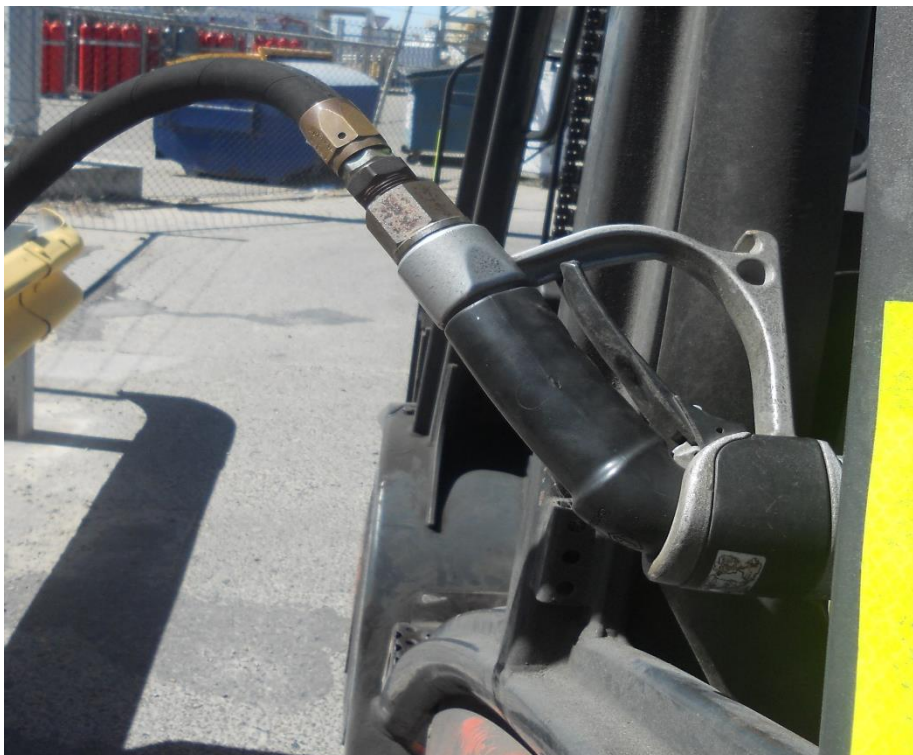


Figure 5 LPG Cylinder Connected to Dispenser

**CONTINUOUS USE
MODERATE RISK**

Operating Procedure



Figure 6 LPG Dispenser Pump Control



Figure 7 Filler Nozzle Valve Lever Engaged (left) and Disengaged (right)