

**BUTLERS EVENTS & STAGING**  
**SAFE WORK METHOD STATEMENT (SWMS)– Fork Lift Truck Operation**



<b>Safe Work Method Statement</b>		<b>Signed off:</b> _____
<b>Employer/Contractor:</b> Butlers Events & Staging		<b>Date:</b> _____ <b>No:</b> _____
<b>Project:</b>		<b>Accepted:</b> Yes / No
<b>Job:</b> Fork Lift Truck (FLT) operation.		<b>Venue:</b> As per job details
<b>Procedure (in steps):</b>	<b>Possible Hazards:</b>	<b>Safety Controls:</b>
<ol style="list-style-type: none"> <li>1. Checking work area.</li> <li>2. Approaching FLT to start the job.</li> <li>3. Checking the FLT.</li> <li>4. Operating the FLT.</li> <li>5. Completing the job and parking the FLT to rest.</li> </ol>	<p><u>Pre-Operation:</u></p> <ol style="list-style-type: none"> <li>1. Low load bearing of floor surfaces.</li> <li>2. Uneven surfaces.</li> <li>3. Slippery surfaces.</li> <li>4. Slopes.</li> <li>5. Protruding structures at operation area/fixtures not clearly visible.</li> <li>6. Poor lighting of operation area.</li> <li>7. FLT safety guards not present or damaged.</li> <li>8. Safety devices faulty: seat belt/s, flashing strobe/s, beeper/s.</li> <li>9. LPG/Fuel/Battery power supply leaking/interrupted; Battery connector/s, battery levels.</li> <li>10. Loading plate not present.</li> <li>11. Hydraulic leaks/faults; chains, cables, hoses.</li> <li>12. Breaks and park break fault.</li> <li>13. Mast fault.</li> <li>14. Forks/attachments damaged.</li> <li>15. Tyres and wheels faulty/damaged.</li> <li>16. Hour timer faulty.</li> </ol> <p><u>Operation:</u></p> <ol style="list-style-type: none"> <li>1. Not qualified/certified to operate the FLT (Work Cover N.S.W. FLT Licence).</li> <li>2. Not authorised to operate the FLT.</li> <li>3. Do not understand workplace lay-out, safety rules and requirements.</li> <li>4. Operator manual not read/log book not present/inspection-testing records not present.</li> </ol>	<ol style="list-style-type: none"> <li>1. Check and be aware of all load bearing limitations.</li> <li>2. Check operation area for uneven surfaces (bumps, bolts of floor etc.).</li> <li>3. Check operations area for slippery surfaces (oil spills, grease etc.).</li> <li>4. Be aware of any slopes and safe driving rules of FLT on slopes.</li> <li>5. Be aware of any protruding/non-clearly visible fixtures.</li> <li>6. Complete pre-operation checklist (see below).</li> <li>7. Complete operation checklist (see below).</li> <li>8. Drive at safe/low speed.</li> <li>9. Always look in direction of travel.</li> <li>10. Always apply park break when FLT is stopped/not actively used.</li> <li>11. No more than 1 person on FLT unless second seat installed by manufacturer (no riding).</li> <li>12. No person to step/ride on forks at any time.</li> <li>13. No person under/very near to load at any time.</li> <li>14. Do not drive on floors that cannot bear the load.</li> <li>15. Be aware of confined areas (fuel/LPG) powered FLT – toxic fumes.</li> <li>16. Keep forks low.</li> <li>17. Do not lift load up on one fork.</li> <li>18. Qualified/certified operator only to operate the FLT (Work Cover N.S.W. FLT Licence).</li> <li>19. Understand workplace lay-out, safety rules and requirements.</li> <li>20. Be aware of fault/damage/accident reporting requirements.</li> <li>21. Assess loads.</li> <li>22. Be aware of bystanders; use horn around corners at all times.</li> <li>23. Always use FLT only if you have read the manufacturer Operator Manual, checked log book, checked inspection/testing log book and are satisfied that the machine is safe to use.</li> </ol>

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<b>Personal Qualifications and Experience:</b>	<b>Personnel, Duties and Responsibilities:</b>	<b>Training Required to Complete Work:</b>	
<ul style="list-style-type: none"> <li>▪ Current WorkCover Fork Lift Truck Drivers Licence.</li> <li>▪ Experience in driving FLT.</li> <li>▪ Be competent in assessing loads and taking reasonable decisions on load lifting.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Be inducted for the work site.</li> <li>▪ Be knowledgeable on all manufacturer/hirer safety requirements.</li> <li>▪ Adhere to all manufacturer/hirer safety requirements.</li> <li>▪ Inspect FLT operation area prior to commencing work.</li> <li>▪ Inspect the FLT prior to commencing work.</li> <li>▪ Operate FLT in adherence to WorkCover N.S.W. guidelines (see Code of Practice section).</li> <li>▪ Operate FLT in adherence with this SWMS.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Workplace/site safety induction.</li> <li>▪ Workplace/site emergency procedures induction.</li> <li>▪ Successful completion of WorkCover N.S.W. FLT Driver course and possession of WorkCover Fork Lift Truck Drivers Licence.</li> </ul>	
<b>Engineering Details/Certificates/Work Cover Approvals:</b>		<b>Code of Practice, Legislation:</b>	
Work area load bearing specifications – in writing. See code of practice section to the right.		'Making your forklift work for you', WorkCover N.S.W. Cat. No. 215 ISBN 1-876995-81-8, Fork Lift Truck Drivers Guide October 1998, WorkCover N.S.W.	
<b>Plant/Equipment:</b>		<b>Maintenance Checks and Regime:</b>	
Fork Lift Truck (LPG, Petrol, Battery powered).		All checks/recording as per manufacturer/hirer manuals and as per employer safety procedures.	
<b>Read and Signed by All Employees on Site:</b>			
<b>Name:</b>	<b>Surname:</b>	<b>Date &amp; Time:</b>	<b>Signature:</b>