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| **OPS06** | **Use of Electric Pallet Trucks** |
| **Unit Name:** |  | **Unit Number:** |  |
| **Risk Assessment Completed** | **Date**  | **By** | **Signed** |
| **1st review** | **Date** | **By** | **Signed** |
| **2nd review** | **Date** | **By** | **Signed** |
| **3rd review** | **Date** | **By** | **Signed** |

**Note** - Assessments must be reviewed every 12 months, whenever there is a significant change in the activity, and following any incident involving the activity. Risk assessments must be retained for a period of 6 years.

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| **Part 1 – General Safety Controls** |

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| **What are the hazards?** | **Who might be harmed?** | **How might they be harmed?** | **What are you already doing to control the risks?** |
| Moving parts and moving pallet truck | Compass employeesAgency staffMembers of the public | Bruising/crush/impact injuries to limbs/fingers/toes from body parts being trapped or hit by moving parts or equipment  | * Electric pallet trucks to be used only by trained employees.
* Follow manufacturer's user instructions where these are available.
* When not in use, pallet trucks must be safely stored away from walkways, fire escape routes and traffic routes.
* Pallets trucks to be used when pedestrian traffic is minimal
* Care must be taken when starting up and driving.
* **DO NOT** carry any other person during driving.
* Do not turn at speed with or without a load.
* Flip down platform and side guard rail for the truck to be used to guard from crushing injuries.
* Do not drive whilst leaning on the protective side rails.
* If reversing without platform – walk to the side to avoid potential crushing injuries
* Loaded pallet trucks with obstructed view to be reversed, except when manoeuvring in tight situations.
* When reversing, do not put your hand on the opposite side with your arm stretched across the emergency stop button/horn.
* Employees must ensure that surrounding area is clear of risk of trapping people’s feet before lowering.
* The electric pallet truck does not have lights. Do not operate in poorly lit or dark areas.
* Operators must wear high visibility jacket while operating.
* Staff operating pallet trucks must wear safety footwear with reinforced toe caps.
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| Manual handling | Compass employeesAgency staff | Back injuries from over exertion, repetitive strain injuries, injured toes/ feet, fingers/ hands from poor handling | * Implement manual handling safety precautions.
* Consider the task – what is the safest way to lift load, is more than one person needed?
* Staff only to lift what they can manage safely and to get assistance if needed.
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| Falling objects | Compass employeesAgency staffMembers of the public | Bruising/crush/impact injuries to limbs/fingers/toes from body parts being trapped or hit by falling objects  | * Employees must ensure that the load is stacked securely.
* Ensure side guards are secure before operating.
* Pallet truck forks to be fully engaged under the pallet before lifting.
* Do not continue with moving if the load becomes unstable; get assistance to stabilise the load.
* Pallet trucks must not be overloaded.
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| Uneven surfaces and sloping routes | Compass employeesAgency staffMembers of the public | Bruising/crush/impact injuries to limbs/fingers/toes from body parts being trapped or hit by falling objects or overturned equipment | * Avoid using pallet trucks on slopes or uneven surfaces, where possible. Obtain assistance if necessary.
* Plan the route to account for variations in surfaces.
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| Damaged or faulty equipment | Compass employeesAgency staff | Electrocution/burns as a result of contact with faulty equipmentBruising/crush/impact injuries to limbs/fingers/toes from body parts being trapped or hit malfunctioning equipment | * Electric Pallet trucks must be maintained by competent persons and in accordance with manufacturer's guidance.
* Wheels and castors maintained in a clean condition to ensure their free running.
* Wheels to be checked to ensure they are free running before use.
* Check before daily start-up:
* Check the entire unit for defects and failure, especially the wheels and lifting mechanism.
* Check if the accumulator is firmly fixed and well-connected.
* Starting-up the truck
* Rotate and turn on the emergency stop switch.
* Insert the key in electric lock and turn it clockwise to position “I”
* The column meter shows current battery level
* Check the horn.
* Check braking function of the control lever.
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| Spillages | Compass employeesAgency staffMembers of the public  | Multiple injuries as a result of slips | * Spillages to be cleaned up as soon as they occur
* Use wet floor warning signs when appropriate.
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| Recharging batteries |  | Contact with battery acid | * Batteries should only be re-charged in a designated area for the re-charging of batteries, that is cool and well ventilated
* This area should be away from main thoroughfares and work areas and from any source of ignition.
* Appropriate signage should be in place advising of “No Smoking and No Naked Lights”
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| **Part 2 – Additional Specific Hazards / Controls** |

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| **What are the hazards?** | **Who might be harmed?** | **How might they be harmed?** | **What is required to control the risks?** |
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| **Part 3 – Authorised User Register** |

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| **Employee name** | **Employee signature** | **Trainer name** | **Trainer initial** | **Date** |
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