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| **OPS08** | **Use of Rider-Operated Lift Trucks Risk Assessment** | | |
| **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.

This risk assessment consists of 5 parts:

**Part 1: General Safety Controls.** Read through and familiarise yourself with the information below.

**Part 2: Additional Specific Hazards / Controls:** Complete this section if you identify any additional hazards at your unit.

**Part 3: Lift Truck Audit:** This audit of your equipment, processes and areas where lift truck trucks are used must be completed and then reviewed annually.

**Part 4: Authorised User Register:** List all authorised users and ensure this list is kept up to date.

**Part 5: Lift Truck Daily Checklist**: Print this checklist and ensure that it is completed for each lift truck every day before use. Completed checklists should be retained for 3 months.

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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 and stationary lift trucks | Compass employees  Agency staff  Members of the public | Bruising/crush/impact injuries to limbs/fingers/toes from body parts being hit by moving vehicles equipment  Trip/impact injuries where lift trucks cause obstruction | * Rider-operated lift-trucks only to be driven by trained persons who have been signed off as Authorised Drivers. Drivers must be over 18 years of age and hold a current Lift Truck User Training Certificate for the type of lift truck (e.g. counterbalanced forklift, telescopic/telehandler forklift etc) from an accredited body, such as RTITB, ITSSAR, LANTRA or equivalent. * Refresher training for drivers is required every 3 years. * Follow the manufacturer’s instructions where these are available. * Operators have responsibility for ensuring that all safety requirements are complied with while in use. * When not in use, lift trucks must be parked away from walkways, fire escape routes and traffic routes. * Ensure the forks are down, the mast tilted forward and, where applicable, the boom fully retracted, when the lift truck is parked, with the handbrake fully engaged. * The key must be removed at all times when the lift truck is left unattended. * Keep the footwell clear of obstructions. * Ensure there is no grease/oil on the driver’s shoes or the break and accelerator pedals. * Seat belts must be worn where fitted. * Never drive forwards with a load that obscures your vision. If necessary, trave in reverse, keeping a careful look around. |
| **What are the hazards?** | **Who might be harmed?** | **How might they be harmed?** | **What are you already doing to control the risks?** |
| Moving and stationary lift trucks continued |  |  | * Handheld mobile phones and radio comms devices must not be used when driving. * DO NOT carry any other person on the load or on the forks. * Always give way to pedestrians. On approaches to blind sections and pedestrian areas, sound your horn to make any pedestrians aware of the presence of the vehicle. * Only use lift trucks where/when there is no public access to the area. * Employees must ensure that the surrounding area is clear of risk of trapping people’s feet before lowering forks. * Traffic routes must be maintained to keep them clear from obstructions. * Operators must wear high visibility jackets while operating lift trucks. * Staff operating lift trucks must wear safety footwear with reinforced toe caps. * Any lift truck being operated on public highway must be registered with the DVLA, taxed and insured, and the operator must have a full UK driver’s licence. |
| Manual handling | Compass employees  Agency 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 the load? * Consider the route – which is the safest route? * Consider the environment – take weather conditions into account. * Staff only to lift what they can manage safely and to get assistance if needed. |
| Falling objects | Compass employees  Agency staff  Members 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. * Operators must be trained to be able to test or assess the weight of a pallet before moving it. * Never lift loads that exceed the lift truck’s rated capacity. * The lift height and boom extension must be considered when considering the load capacity. * Always check the pallet is not damaged before lifting it. * Ensure that the forks are the correct length for the application at least 2/3 length of the load. * Lift truck forks must be fully engaged under the pallet before lifting. * Never attempt to lift loads with one fork, or to push loads with the forks. * Only lift loads with designated fork inserts for stability above and below the forks, never lift roll cages or trolleys. * Do not continue with moving if the load becomes unstable; get assistance to stabilise the load. * Where there is a significant risk of falling materials endangering the operator a falling object protective structure (FOPS, overhead guard)) must be provided. * A load back-rest extension should be fitted if the lift truck is liable to fall on the operator. This should be high enough to prevent the load, or part of the load, rolling over the top. |
| Overturning/  tipping/rolling lift trucks | Compass employees  Agency staff  Members of the public | Bruising/crush/impact injuries to limbs/fingers/toes from body parts being trapped or hit by falling or overturned equipment | * Avoid uneven surfaces and substantial gradients. * Do not brake or accelerate harshly. * Only use a lift truck on soft ground if it specifically designed to for use on soft ground. * If you have to travel on a slope or incline, ensure the load faces the hill at all times. * When loaded, the lift truck must be driven up the slope and reversed down the slope. * Lift trucks must not be driven over speed humps. |
| **What are the hazards?** | **Who might be harmed?** | **How might they be harmed?** | **What are you already doing to control the risks?** |
| Overturning/  tipping/rolling lift trucks continued |  |  | * Ensure the boom on a variable reach truck (telehandler) is fully retracted for travelling, except at creep speed (only on hard, level ground). * Never exceed the load capacity and never ignore any overload warning system. * When determining the load capacity, the lifting height and/or length, load centre distance load distance and load centre of gravity must be taken into consideration. * Uneven loads must be loaded so that they heavier side is towards the back of the fork. * Loads must always be loaded so that they are directly against the back of the fork. |
| Damaged or faulty equipment | Compass employees  Agency staff | Electrocution/burns as a result of contact with faulty equipment  Bruising/crush/impact injuries to limbs/fingers/toes from body parts being trapped or hit malfunctioning equipment | * Lift trucks must be maintained by competent persons and in accordance with manufacturer's guidance. * Lifting parts of lift trucks must be examined by a competent person at least every 12 months and the ‘report of thorough examination’ must be retained for at least three years. * Daily pre-use checks must be carried out prior to use of the lift trucks. |
| Spillages | Compass employees  Agency staff  Members of the public | Multiple injuries as a result of slips | * Spillages should be cleaned up as soon as they occur. * Use wet floor warning signs when appropriate. |
| Recharging batteries | Compass employees  Agency staff | Contact with battery acid | * Batteries should only be recharged in a designated area for the recharging 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” |
| Petrol and diesel | Compass employees  Agency staff  Members of the public | Burns as a result of fire or explosion  Illness as a result of exposure to fumes | * Petrol/diesel powered vehicles have an increased fire risk associated with them. Refuelling should take place in the open air. * A strict no smoking policy must be enforced in the areas where lift truck trucks operate, park and refuel. * Where operated inside there must be adequate ventilation to effectively remove exhaust fumes. |
| LPG cylinders | Compass employees  Agency staff  Members of the public | Burns as a result of fire or explosion  Illness as a result of exposure to fumes | * LPG cylinders should only be changed by trained persons * Cylinders should always be changed externally, in areas away from pits/ drains/ sources of ignition. * LPG cylinders should be stored correctly in accordance with regulations; see control measures in the Gas Safety Risk Assessment ES14 and STCCS 36 Storage and use of LPG cylinders. * Where operated inside there must be adequate ventilation to effectively remove exhaust fumes. |
| Operator fatigue | Compass employees  Agency staff  Members of the public | Various injuries resulting from loss of concentration, reduced reflexibility etc. | * Operators should take regular breaks and ensure they stay hydrated. * Operators should not drive more than 9 hours a day. * Where operating lift trucks forms a significant part of duties, employees should not be on duty for more than 11 hours in any working day |

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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 – Lift Truck Audit** | | | |
| **Audit Completed** | **Date** | **By** | **Signed** |
| **1st review** | **Date** | **By** | **Signed** |
| **2nd review** | **Date** | **By** | **Signed** |
| **3rd review** | **Date** | **By** | **Signed** |
| Where the reply to any question is negative, a brief comment / action point should be entered in the comments column | | | |

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|  | **Yes** | **No** | **Comments** |
| **Workplace Design** | | | |
| 1. Is the workplace designed to separate pedestrians from lift truck work areas? |  |  |  |
| 2. Is pedestrian access to lift truck work areas restricted by barriers? |  |  |  |
| 3. Are zebra crossings and pedestrian walkways provided? |  |  |  |
| 4. Are signs and mirrors provided in all blind spots? |  |  |  |
| 5. Are the working environment issues addressed to ensure health and safety of people? (e.g. lighting, dust, noise, electrical hazards, lift truck operating surface) |  |  |  |
| **Selection of Lift trucks** | | | |
| 6. Does the procedure for purchasing, hiring or leasing of a lift trucks include checking of the safe design of the lift truck? (Refer to questions 7 to 11 for the minimum items to be checked) |  |  |  |
| 7. Where lift trucks are required to operate in a hazardous environment (e.g. flammable or explosive atmosphere, confined spaces), is the right type of lift truck selected for the job? (Refer to the manufacturer’s recommendation and consult with your HSE Lead). |  |  |  |
| 8. Does the lift truck have a load chart that is readable? |  |  |  |
| 9. Does the load chart indicate that the lift truck is capable of safely handling the different types of loads required? |  |  |  |
| 10. Are warning devices (beeper, flashing light, proximity indicator), speed control device and speedo fitted on the lift truck and are they operational? |  |  |  |
| 11. Is a Falling Object Protective Structure (cage) fitted? |  |  |  |
| 12. Is there a seatbelt fitted? |  |  |  |
| **Operator Skills** | | | |
| 13. Do lift truck operators have the appropriate certificate of competency? |  |  |  |
| 14. Do lift truck operators receive necessary training and refresher training on specific models of lift trucks, workplace hazards and safe work procedures? |  |  |  |

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|  | **Yes** | **No** | **Comments** |
| **Condition of Lift trucks** | | | |
| 15. Are daily pre-operation checks of safety items (e.g. brakes) performed? |  |  |  |
| 16. Are faults reported immediately? |  |  |  |
| 17. Is an unsafe lift truck immediately removed from service until rectified? |  |  |  |
| **Systems of Work** | | | |
| 18. Is there a proper traffic management plan in place to avoid collision of lift trucks with people and other mobile plant by separating them in time or distance? |  |  |  |
| 19. Are safety procedures, covering all aspects of lift truck operation, inspection, maintenance and cleaning, developed and communicated to the relevant people? |  |  |  |
| 20. Are instruction, supervision and monitoring provided to ensure all safety procedures are being followed and lift truck operators are fit for the job? |  |  |  |
| 21. Can lift trucks be operated only by authorised people? (e.g. do only authorised people have access to the keys to lift trucks?) |  |  |  |
| 22. Are the correct lift truck attachments selected and used for the particular loads? |  |  |  |
| 23. Are loads always checked to ensure they cannot be unintentionally dislodged during loading and unloading and travelling? |  |  |  |
| 24. Are loads always checked for not overloading the lift truck? |  |  |  |
| 25. Are loads always lowered before travelling? |  |  |  |
| 26. Do lift trucks operators observe speed limits and warning signs and wear seat belts? |  |  |  |
| 27. Do lift truck operators always keep a safe distance from the edges of ramps, gutters, drains, floor openings, or any other opening which may cause lift trucks to topple into? |  |  |  |

By signing this document, I confirm that I have received training on the use of lift truck, that I hold the relevant licence/ certification for the type of lift trucks I will be operating and that I am aware of the hazards and risk associated with their use.

I confirm that I understand the Safe System of Work/Control Measures that must be followed to ensure my safety and the safety of others.

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| **Part 4 – Authorised User Register** |

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| **Employee name** | **Employee signature** | **Certificate details** | **Certificate issue date** | **Type/category of lift truck authorised for** | **Date** |
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| **Part 5 – Daily Lift Truck Checklist** | | |
| Lift truck ID: | Checked by: | Date: |

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| Any deficiencies must be reported to the line manager so that appropriate action can be taken to rectify the issues raised. | **Yes/**  **OK** | **No/**  **defect** | **N/A** | **Comments** |
| 1. For electric powered lift truck: has the mains supply to the charger been switched OFF (prevents sparks). |  |  |  |  |
| 2. For electric powered lift truck: has the charger itself been switched OFF (prevents sparks). |  |  |  |  |
| 3. Lift truck generally in good condition, clean and tidy. Any defects noted previously have been repaired. |  |  |  |  |
| 4. Load plate: Clean and legible. Lift truck appropriate for load. |  |  |  |  |
| 5. Tyres: No damage, excessive wear, rust, cracks, splits or separation of tyres and rims. Pneumatic tyres have correct air pressure. |  |  |  |  |
| 6. Wheels: NO damage, free from obstruction and debris. All nuts in place and secure. |  |  |  |  |
| 7. Brakes, including service brakes, parking brake and steering gear: Working correctly and in good order. |  |  |  |  |
| 8. Audible warnings including reversing beepers (where fitted) and horn: Working and audible. |  |  |  |  |
| 9. Lights: if fitted, working and clean. |  |  |  |  |
| 10. Fuel, water and oil levels in internal combustion engines acceptable and no leaks |  |  |  |  |
| 11. Batteries checked for charge level and leaks, condition of connections |  |  |  |  |
| 12. Gas cylinder and all connections checked |  |  |  |  |
| 14. Forks: In good condition, correctly positioned, not cracked, bent or worn. Anchor pins secure, not worn, loose of bent. |  |  |  |  |
| 15: Carriage plate: No damage or distortion, sitting square to the mast and lubricated. End stops bolts engaged and secure. |  |  |  |  |
| 16: Mast: No damage, distortion or cracks. No undue wear, scoring, dirt or foreign objects in channels. End stops secure. Sides intact. |  |  |  |  |
| 17: Lift chains: Not damaged, worn or stretched, no broken links or rust. All pins in place. |  |  |  |  |
| 18: Hydraulics: No damage or fluid leaks, no splits in hoses, no leaks around fittings. |  |  |  |  |
| 19: Load guard: In good condition, secure with no distortion or cracks. |  |  |  |  |
| 20: Overhead guard / rollover protection frame: Secure, undamaged with no loose items. |  |  |  |  |
| 21. Driver’s seat: In good condition, secure and adjusted correctly. |  |  |  |  |
| 22. Seatbelt: Accessible, working correctly. |  |  |  |  |
| 23. Operator compartment: Clean, no loose items, |  |  |  |  |
| 23. Screen (if fitted): In good condition with unimpeded vision and no damage. |  |  |  |  |
| 24. Mirrors (if fitted): No damage, good visibility, and adjustability. |  |  |  |  |
| 25. Riding plates (pedestrian ride on trucks): In good condition and secure. |  |  |  |  |
| 26. Mirrors: No damage, good vision and adjustability |  |  |  |  |
| 27. Steering: Working correctly with no excessive play. |  |  |  |  |