

NEWLAND EXPRESS TRANSPORT – Safe Work Procedure

WAREHOUSE/FORKLIFTS

DO NOT use this equipment unless you have been instructed in its safe use and operation and have been given permission

PERSONAL PROTECTIVE EQUIPMENT



1. PPE must be worn at all times in the warehouse.
2. Forklift daily checks must be carried out at the beginning of each shift.
3. Only qualified personnel are permitted to drive the forklift trucks.
4. Any forklift defects must be reported to management immediately.
5. If In any doubt regarding the safety of a forklift truck, do not use it, remove the key and report to management.
6. Do not approach any vehicle in the warehouse with a forklift which has its hazard warning lights flashing. This signals that the vehicle is moving, about to move or the driver is out of the cab and working around the vehicle.
7. If a vehicles hazard warning lights have been turned off it is safe to approach the vehicle on a forklift for loading or unloading.
8. Do not operate the forklift trucks when pedestrians are walking around the warehouse.
9. Only proceed to operate the forklifts when you are sure there are no pedestrians in the warehouse.
10. Always sound your horn when going around blind corners and entering or exiting the warehouse.
11. Do not use a mobile phone when driving a forklift.