

SAFE WORK METHOD STATEMENT (Forklift Operation)












Authorized By: _____

Rev: 1 04/12/2024

COMPANY DETAILS		
Name: XXX	ABN: XXX	Address: XXX

TASK NAME / ACTIVITY	Forklift Operation
SITE / PROJECT NAME	XXX

CODES OF PRACTICE		
Hazardous manual tasks	Managing risks of falls at workplaces	Managing the risks of plant in the workplace

PERSONAL PROTECTIVE EQUIPMENT								
								
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Hard Hat	High Vis Clothing	Safety Glasses	Respiratory Protection	Face Shield	Safety Boots	Safety Gloves	Hearing Protection	Other

HIGH RISK CONSTRUCTION WORK		
<input type="checkbox"/> Risk of a person falling more than 2 metres	<input type="checkbox"/> Work on a telecommunication tower	<input type="checkbox"/> Demolition of load-bearing structure
<input type="checkbox"/> Likely to involve disturbing asbestos	<input type="checkbox"/> Work on or near pressurised gas mains or piping	<input checked="" type="checkbox"/> Work in or near a confined space
<input type="checkbox"/> Work in or near a shaft or trench deeper than 1.5m or a tunnel	<input type="checkbox"/> Use of explosives	<input type="checkbox"/> Temporary load-bearing support for structural alterations or repairs

<input type="checkbox"/> Work in or near water or liquid that involves a risk of drowning	<input checked="" type="checkbox"/> Work on or near energised electrical installations or services	<input type="checkbox"/> Work that may have a contaminated or flammable atmosphere
<input type="checkbox"/> Tilt-up or precast concrete elements	<input type="checkbox"/> Diving work	<input checked="" type="checkbox"/> Work in an area with movement of powered mobile plant
<input type="checkbox"/> Work in areas with artificial extremes of temperature	<input checked="" type="checkbox"/> Work on or near chemical, fuel or refrigerant lines	<input checked="" type="checkbox"/> Work on, in or adjacent to a road, railway, shipping lane or other traffic corridor in use by traffic other than pedestrians

Job / Task	Hazards / Risks	Initial Risk	Control Measures	Residual Risk	Responsibility
Planning and Preparation	Inadequate planning, lack of communication	Medium	Conduct a site-specific risk assessment. Ensure all personnel are briefed on the SWMS. Confirm communication protocols are in place.	Low	Site Supervisor
Pre-Operational Checks	Property damage/personal injury due to inspection/maintenance of forklift not being carried out	High	The first forklift operator to use the forklift (each day or each shift where more than one shift per day) will carry out a full pre use visual inspection to identify any damage, leaks etc. with details of the inspection to be recorded	Low	Forklift Operator
	Operator error	Medium	Verify operator holds a valid license.	Low	Site Supervisor
Site Inspection	Uneven surfaces	Medium	Mark and clear uneven surfaces.	Low	Site Supervisor
	Obstructions	Medium	Clear any obstructions from the work area.	Low	All Persons
Loading and Unloading	Load instability	High	Use appropriate attachments and secure loads.	Medium	Operator
	Falling objects	High	Ensure loads are properly secured.	Medium	Operator
Operating the Forklift	Collision	High	Follow designated travel paths and maintain safe speed.	Medium	Operator
	Tipping over	High	Use seat belts and adhere to load limits.	Medium	Operator
	Forklift operated by unauthorized and/or unqualified person	Medium	Forklift to be operated by qualified, authorized personnel, holding a high risk work licence for fork lift operation	Low	Site Supervisor

Interaction with Pedestrians	Injury to workers, property damage	High	<ul style="list-style-type: none"> Establish exclusion zones and use spotters. Speed limit to be adhered to All safety devices to be working All loads to be secured Only palletized loads to be shifted with the fork lift. Do not place items directly on the fork arms. They are liable to slide off. Use pallets at all times. 	Low	All Persons
Parking and Securing the Forklift	Unauthorized use	Medium	Remove keys and secure the forklift.	Low	Operator
	Roll-away	Medium	Apply the parking brake and lower the forks.	Low	Operator
Maintenance and Repairs	Equipment failure	High	Follow a regular maintenance schedule.	Low	Maintenance Personnel
	Personal injury/property damage due to safety requirements not being observed	High	<ul style="list-style-type: none"> Do not place hands or any parts of body through the mast Do not stand between the mast and the load Do not stand on the tynes and / or load Do not exceed safe weight limit Do not operate with unstable loads Do not use damaged pallets Do not lower load when other workers are in the immediate vicinity Operate forklift with load and tynes as low as possible to increase operators field of vision Operate forklift within nominated speed limits Where practical operate in a forward direction Maintain a safe distance from other plant Operate steering and brake smoothly when load is elevated Ensure all safety devices are working correctly Remove key from forklift when unattended or not in use Do not allow passengers to ride on forklift Do not operate forklift in proximity of overhead power cables 	Low	Maintenance Personnel
	Property damage and/or personal injury due to periodic maintenance not being carried out	Medium	Periodic maintenance to be carried out by a competent person	Low	Maintenance Personnel

Worker Sign off		Worker Sign off	
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Reference Documents

- Hazardous manual tasks - https://www.safework.nsw.gov.au/__data/assets/pdf_file/0020/50078/Hazardous-manual-tasks-COP.pdf
- Managing risks of falls at workplaces - https://www.safework.nsw.gov.au/__data/assets/pdf_file/0018/50076/Managing-the-risk-of-falls-at-workplaces-COP.pdf
- Managing the risks of plant in the workplace - https://www.safework.nsw.gov.au/__data/assets/pdf_file/0019/52156/Code-of-practice_Managing-the-risks-of-plant-in-the-workplace_2022.pdf