



ACCREDITED SAFETY TRAINING FOR EQUIPMENT OPERATORS

JOB HAZARD ANALYSIS – FORKLIFT (with sideshift): STACK PALLETS / LOAD BELOW EYE LEVEL
 (to be used in conjunction with the generic Equipsafe JHA for forklift operation)

Note: This is just a guideline. Every JHA and Risk Analysis must be designed for each specific forklift and each specific work area. A JHA is a never ending document. There will always be a better way to get the job done.

LIKELIHOOD	CONSEQUENCE			
	MULTIPLE FATALITIES (20)	SINGLE FATALITY (10)	LOST TIME INJURY (4)	FIRST AID INJURY (1)
DAILY / WEEKLY (15)	300	150	60	15
MONTHLY (8)	160	80	32	8
YEARLY (5)	100	50	20	5
10 YEARLY (2)	40	20	8	2
100 YEARLY (1)	20	10	4	1

LIKELIHOOD X CONSEQUENCE = RISK SCORE

DAILY / WEEKLY	The event is expected to occur daily or weekly, in most circumstances
MONTHLY	The event is expected to occur about once a month in most circumstances
YEARLY	The event is likely to occur about once a year
10 YEARLY	The event could possibly happen about once every 10 years
100 YEARLY	The event may only occur in exceptional circumstances, about once in 100 years



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RESIDUAL RISK SCORE

- 50 and over** = **High Risk:** detailed research, management planning required at senior levels
- 21 – 49** = **Moderate High:** management approval needed
- 6 – 20** = **Moderate Low:** responsibility must be specified
- 1 – 5** = **Low:** manage by routine procedures

Order	Job Steps	Hazard	Risk	Control Measure	Residual Risk
1.	Operate the forklift to stack pallets or load	<ul style="list-style-type: none"> • Pallet / Load not straight • Pallet / Load not stable before removing forks • Forks get caught when removing from pallet • Forks drop off bottom board of pallet • Traffic • People • Uneven surface • Crushing of people / objects 	300 (HIGH)	<ul style="list-style-type: none"> • Operate cautiously at a safe speed • Keep a close watch for people and traffic. Other workers to keep out of operating area of forklift, and to act as a spotter. Observe system of traffic flow • Check that operating surface is flat and even, with no small drop-offs / cracks in concrete in stacking area • Approach stack straight on and lift load to the stacking height about 500mm before the stack. Use the inching brake. This will put the controls in neutral and apply the brakes. If you are not experienced then everytime you stop, put the controls in neutral, and apply the handbrake. This way you will only have to worry about doing one thing at a time until you get enough experience to use the inching brake for the reason that it was designed. • Tilt forward so the pallet or load is on the very slightest amount of back tilt. If you are not sure, lift the forks so they are in line with your eyes and tilt forwards so the pallet or load is on the slightest amount of back. • Have the rear left corner of the pallet or load (the corner closest to the front left wheel of the forklift) in line with same corner of the pallet or load that you are stacking onto. • Side shift to the right so you can see the left hand side of the pallet or load that you are stacking on to. • Slowly drive forward, using the inching brake. If this is a bit 'clutchy' or 'jerky' then use the other brake. 	5 (LOW)



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				<ul style="list-style-type: none"> • Keep the left edge of the pallet or load parallel with the one you are stacking onto. • Stop when you are flush above the pallet or load that you are stacking on. • Side-shift to the left so that the left hand side of the pallet / load is flush with the side of the one you are stacking on to. • Look at the back of the load or pallet as you lower the pallet / load gently. • As soon as you see the back of the load / pallet stop moving, do not lower any further. (There should be a gap of about 10mm or less from the forks to the top board of the pallet.) • Tilt forwards to make sure the front of the forks aren't touching the pallet / load. You can't usually see this, so it is a bit of a guess sometimes until you get some experience. (There will now be a significant gap of about 40mm from the forks to the top board of the pallet – the forks will almost be in the centre of the pallet if you are using a Chep or Loscam pallet.) • If the load is hard against the heel, and you find that by tilting forwards that you are pushing the pallet / load forwards, then reverse out about 40 to 50 mm. This will not pull the load back, but will allow you to tilt forward sufficiently. • Check both mirrors, or look over both shoulders to make sure no people or traffic will be in the way. • Keep your right hand on the TILT lever as you reverse out slowly. Listen, feel, and look at the forks as you reverse out. • When your forks are about half way out, then you will be able to see them, and you can adjust the angle of the forks to make sure that they come out in the middle of the pallet. • Do not lower the forks any further when you are reversing out. When you lower them so that the back of the load stops moving, that makes sure that the forks were low enough. It is just the tilt angle that you may not be sure about. When you tilt forward, that will make them even lower. If anything, if the gap in between the boards on the pallet is not too great, you may need to lift the forks slightly. This will then allow you to tilt forward further which will keep the toe of the forks from catching on the pallet / load. • Lower the forks to a safe height and tilt back before driving away. 	
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				<ul style="list-style-type: none"> • If you must manoeuvre with the load or forks in an elevated position, operate steering and brake controls in a smooth and moderate manner. It is preferred that you do not turn with the forks or the load elevated • <i>Take care and think about the task at hand</i> 	
				<ul style="list-style-type: none"> • Follow manufacturer's and site procedures, including <ul style="list-style-type: none"> ➤ Make sure the machine is in a safe operating condition ➤ Look out for hazards ➤ Wear your seatbelt at all times ➤ Drive slowly ➤ Keep your load as low as practicable ➤ Keep a clear line of sight – you may need to reverse or get a spotter ➤ Don't turn on inclines ➤ No passengers or riders ➤ Make sure your load is stable ➤ Don't lift forks or loads near people, or over the top of people • <i>Take care and think about the task at hand</i> 	