



### Risk Assessment – Safe Use of Forklift Trucks.

<b>Company:</b>	SES Engineering (Newark) Ltd	<b>Date:</b>	16.05.2022	<b>Review Date:</b>	16.05.2023	<b>Ref:</b>	SES/0027
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Operation:	Safe Use of Forklift Trucks.			Persons at risk:	Employees, 3 <sup>rd</sup> parties		
HAZARD	Assessment			CONTROL MEASURES TO REDUCE THE RISK	Re-assessment		
	S	L	R		S	L	R
Operator error.	4	5	20	Only trained, competent, certified, experienced, and authorised personnel are to operate moving plant machinery.	4	1	4
Overturning.	4	4	16	Drive at a speed consistent with conditions, but always within the prescribed speed limit; avoid sudden braking, striking obstructions, operating on an incline. Carry loads as low as is possible. Cross rails, kerbs and gullies slowly and wherever possible diagonally. Never lift a load using one fork arm.	4	1	4
Overloading & loss of load.	4	5	20	Never exceed the maximum lifting capacity of the truck and in no circumstances should counterweight be added in increase its load carrying capability. Never stack at an unsafe height. Ensure that the load weight is equally distributed on both forks. Do not operate the truck with an unsecured load.	4	1	4
Collision.	4	5	20	Operate the truck in a safe controlled manner. Keep a safe braking distance from any vehicle in front (3 truck lengths). Where possible keep the fork heel about 100mm from ground and the fork tips 50mm above the heel. Ensure there is adequate clearance around the truck when lifting and travelling. If vision is obscured travel in reverse or use a banksman.	3	2	6
Floor/ground failure.	4	4	16	Before driving over bridge plates make certain that they will support the weight of the truck and that they are secured.	4	1	4
Explosions and fire.	4	3	12	Ensure that the truck is fit for use and has no defects or damages. A pre-use check to be completed before any use. Report any problems to management for repair. Regular maintenance schedules to be carried out.	4	1	4
Other personnel.	4	3	12	Make sure that other personnel are aware of the operation and that the trucks motion indicators are working. Always drive carefully and slowly when pedestrians are about and never trap a person, so they have no means of escape. Always remember that it is the driver's responsibility to be aware of pedestrians	4	1	4
Trapping.	4	3	12	Do not place arms, legs, hands or head between the mast uprights and cross-members or other working parts of the truck. Always keep to the confines of the truck. Never allow anyone to stand or walk beneath the fork arms.	4	1	4



Likelihood →	Likely (5)	Probable (4)	Possible (3)	Unlikely (2)	Very unlikely (1)
↓ Severity					
Death (4)	20	16	12	8	4
Major Injury (3)	15	12	9	6	3
Minor Injury (2)	10	8	6	4	2
No Injury (1)	5	4	3	2	1

**KEY:** S = Severity

L = Likelihood

R = Risk rating

12-20 High risk
8-10 Medium risk
1-6 Low risk

**PPE Required:**

Hard hat	Y
High vis clothing & boots	Y
Eye/ ear protection	Y
Suitable gloves	Y
Respiratory equipment	As necessary
Safety harness	Y

Risk assessment to be reviewed every 12 months or following an accident / incident.