|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Safety Task Card** | | | | |
| **POR 23** | **Operation of pedestrian high lift pallet truck** | | | |
| **Workplace Safety Hazards** | | | | |
| What are the hazards? | | | How might they be harmed? | |
| Manual handling  Falling loads  Striking people stationary objects and structures  Uneven or sloping routes  Wet floor surfaces | | | Cuts and bruises  Impact injuries  Electric shocks  Back and muscle strain  Slips trips and falls  Possible fracture to bones | |
| **Safe System of Work** | | | | |
| * Only trained operatives to operate High lift pallet truck. Training completed by manufacturer to include safe operation of appliance and action to take in case of emergency. * Visual checks of pallet truck to be completed prior to use. Any damaged or defective equipment to be isolated and removed from service. Concerns highlighted to departmental team leader. * LOLER certificate to be held on site (copy held if client owned equipment) * Not to be operated by anyone under age of 18. * Operators to check area around pallet truck when in operation and position signage /barriers to prevent others entering the area while in use. * Pallet truck must only be moved once the load is in down position to reduce risk of falling pallets. * Maximum number pf pallets per load to be trained to manufacturers requirements/ broken or damaged pallets should not be loaded to prevent unstable loads. * Operatives to ensure general work wear including gloves and slip resistant safety boots with toe protection caps * Prior to moving the load, this must be checked is secure. * Operators to make careful and steady progress avoiding obstructions and other pedestrians maintain speed avoiding drastic steering corrections and irregular speeds. Giving warning when necessary. * Slow down on sloping or uneven ground. * Implement manual handling safety precautions. * Pallet truck must always be left in safe condition with starter key turned to the left to completely turn the machine off- remove key and keep in safe place. * Leave machine on charge – this must be done when machine not in use.   REF: Manual handling risk assessments /electrical equipment and Charging of Batteries risk assessments | | | | |
| **Site Specific Actions**  List any actions required in addition to the above safe system of work | | | | |
| **High lift pallet truck used in this site are:**  L10 Linde | | | | |
| The above control measures are implemented within my unit. All relevant staff are aware of these control measures and this is recorded in the training record for this safety task card. | | | | |
| Unit Manager Name | | Signed | | Date |

|  |  |  |  |
| --- | --- | --- | --- |
| **Safety Card Training Record** | | | |
| **POR 23** | **Operation of pedestrian high lift pallet truck** | | |
| I confirm that I fully understand the risks and control measures associated with the task  and that I will follow the Safe System of Work at all times. | | | |
| Operative Name | | Signature | Date |
|  | |  |  |
|  | |  |  |
|  | |  |  |
|  | |  |  |
|  | |  |  |
|  | |  |  |
|  | |  |  |
|  | |  |  |
|  | |  |  |
|  | |  |  |
|  | |  |  |
|  | |  |  |
|  | |  |  |
|  | |  |  |
|  | |  |  |
|  | |  |  |
|  | |  |  |
|  | |  |  |
|  | |  |  |
|  | |  |  |
|  | |  |  |
|  | |  |  |
|  | |  |  |