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| **Safety Task Card** | | | | |
| **POR 11** | **Operation of the fork lift truck** | | | |
| **Workplace Safety Hazards** | | | | |
| What are the hazards? | | | How might they be harmed? | |
| Risk of injury related to objects being carried – Hazardous chemicals  Heavy objects  Falls from heights  Risk of falling objects  Manual handling  Potential injury from moving vehicles  Movement of roll cages | | | Cuts  Crushing injuries  Back and muscle strain  Road traffic injuries  Bruises  Infection and bloodborne viruses | |
| **Safe System of Work** | | | | |
| * Only trained operatives to drive Fork Lift Trucks. * Drivers must hold a full driving licence and be trained in the safe operation of the vehicle. * Drivers must be above 18 years. * No passengers are authorized to ride on Fork Lift Trucks at any time. * Fork Lift Truck operators to ensure clear route of passage in front and behind Fork Lift Truck at all times. * Flashing Hazard lighting must be in operation when in use.   + always Remain in control cab whilst the vehicle is in operation and wear seatbelt where fitted. * Operatives to ensure general work wear including long sleeves, trousers and gloves are worn when handling packages containing known hazardous substances. * Incidents and/or ill health involving exposure to substances to be reported via Accident/ Incident process. * If personal contamination from a hazardous substance is experienced, the Operative is to go direct to an emergency shower, wearing contaminated work wear and equipment and thoroughly wash out the contamination. * Wear Hi Visibility vests or coats when accessing or entering traffic routes * Daily visual checks of the fork lift to be completed prior to use. LOLER certificate to be held on file and available for inspection when requested. * Slow down when travelling close to obstacles, other vehicles and pedestrians. * When driving give way to pedestrians. Maintain a clear view ahead and behind and give clear indication of your intentions. * Drive carefully on wet or slippery surfaces. * Reduce speed when making a turn. * Drive in reverse if vision is obscured by a bulky load. * All gradients to be assessed to check capability of vehicle. Document areas authorised for use in site specific actions. Slow down on sloping or uneven ground. * Vehicle must always be left in safe condition with ignition/starter key removed. Controls left in neutral and power switched off. Park brakes fully applied and forks fully lowered. | | | | |
| **Site Specific Actions**  List any actions required in addition to the above safe system of work | | | | |
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| 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 |

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| **Safety Card Training Record** | | | |
| **POR 11** | **Operation of the fork lift 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 |
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