

# SAFE WORK METHOD STATEMENT FOR FORKLIFT OPERATION

## SAFE WORK METHOD STATEMENT INCORPORATES RISK ASSESSMENT

<b>Client/Principal Contractor</b>	Insert client and/or PC name	<b>Project Address:</b>	Insert the project's address
<b>Company Address:</b>	Insert your company address	<b>Phone Number:</b>	Insert your business number
<b>SWMS Prepared By:</b>	Insert person	<b>In Consultation With:</b>	Refer to Consultation and Sign-Off Record
<b>SWMS Approved By:</b>	Insert person	<b>Distribution To:</b>	All persons involved in the work scope
<b>SWMS Date:</b>	Insert date	<b>Review Date:</b>	At least 12 months or as required
<b>Person(s) responsible for implementing, monitoring and compliance to the SWMS:</b>	Insert person(s)	<b>Responsible Person/Phone Number:</b>	Insert person(s) name and phone number
<b>Work Scope Description:</b>	<p>General operation of a forklift truck.</p> <p>This task is classified as a 'High Risk Work' under the Work Health and Safety Regulation - Management of Plant and Mobile Plant.</p>		
<b>List the qualifications and training requirements for this activity:</b>	<p>Forklift licence (Class 1 or 2).</p> <p>Person(s) must be trained and competent to operate the forklift. Instruction on this safe work method statement.</p> <p>Person(s) must be trained and competent to perform rescue procedures if involved in work at height rescue.</p>		
<b>Details of inspections and maintenance checks required for this activity:</b>	<p>Forklift and plant must be carried out on the forklift.</p> <ul style="list-style-type: none"> <li>The forklift must be inspected and maintained in accordance with the manufacturer's instructions.</li> </ul>		
<b>Are there any other safety measures that may affect the work?</b>	<p>Person(s) must comply with all additional safe work procedures, plans, rules and instructions given by an authorised person in control of the workplace.</p>		
<b>Legislative References:</b>	<ul style="list-style-type: none"> <li>Work Health and Safety Act</li> <li>Work Health and Safety Regulation</li> <li>How to Manage Work Health and Safety Risks Code of Practice</li> <li>Managing the Risk of Falls at Workplaces Code of Practice</li> <li>Managing Risks of Plant in the Workplace Code of Practice</li> <li>Australian Standard 2359 - Powered Industrial Trucks - (Series)</li> </ul>		

JOB STEP		POTENTIAL HAZARDS Identify the hazards relating to health and safety with each step	RISKS Identify the risks to health and safety related to each step	LIKELIHOOD	CONSEQUENCE	INITIAL RISK SCORE	CONTROL MEASURES, CHECKS AND MONITORING Decide on what actions are necessary to eliminate, or minimise risk to a reasonably practical level	LIKELIHOOD	CONSEQUENCE	REVISED RISK SCORE	PERSON(S) RESPONSIBLE
1.	Planning and preparation.	<ul style="list-style-type: none"> <li>Uncoordinated work plan.</li> <li>Unprepared personnel.</li> <li>Unqualified personnel.</li> </ul>	<ul style="list-style-type: none"> <li>Risk of not understanding procedures.</li> <li>Suitable plant and equipment not available.</li> <li>Personnel not having received necessary instruction and training.</li> </ul>	2	2	4	<ul style="list-style-type: none"> <li>Ensure consultation with the Principal Contractor and/or Client has been undertaken to identify risks and hazards associated with the work.</li> <li>Personnel must be instructed on the operation of the forklift and the necessary control measures.</li> <li>Always ensure the forklift is within the rated capacity limit, not be overloaded.</li> <li>Personnel must not be under the influence of alcohol or any medication that may affect their ability to operate the forklift safely.</li> <li>Ensure that all personnel whose job involves the operation of the forklift have received the necessary instruction and training and are deemed competent.</li> </ul> <p><b>Note:</b> The operation of the forklift (and the use of any attachments) must only be undertaken by personnel who have received the necessary instruction and training and are deemed competent.</p>	1	2	2	Manager Operator Supervisor Workers
2.	Unloading/loading.	<ul style="list-style-type: none"> <li>Overloading or uneven loading.</li> <li>Personnel standing too close to the forklift.</li> </ul>	<ul style="list-style-type: none"> <li>Risk of collision/impact with structures, personnel or plant.</li> </ul>	3	3	9	<ul style="list-style-type: none"> <li>Ensure that a clear area is defined for unloading and parking the forklift.</li> <li>Check for overhead, nearby structures, energy services and other impact hazards and ensure a safe distance is maintained.</li> </ul>	1	3	3	Operators Supervisor Workers