

SOP (FORKLIFT WORKBOX)

SS-WHS-SAF-000

Authorised By:

Rev 1 [Publish Date]



TASK	Forklift Workbox					
HAZARDS	Flying debris	<input type="checkbox"/>	Heat / cold	<input type="checkbox"/>	Electricity	<input type="checkbox"/>
	Cuts / laceration	<input type="checkbox"/>	Dust	<input type="checkbox"/>	Tip over	<input checked="" type="checkbox"/>
	Pinch / crush	<input checked="" type="checkbox"/>	Noise / vibration	<input type="checkbox"/>	Plant interaction	<input checked="" type="checkbox"/>
	High pressure	<input type="checkbox"/>	Falling hazard	<input checked="" type="checkbox"/>	Entrapment	<input type="checkbox"/>
PPE REQUIRED						

PRE-START CHECKS

1. Complete all pre-start checks as per manufacturer's guidelines.
2. Check the stability of the ground and ensure it can support the weight of the forklift and workbox.
3. Verify that all safety features, such as guardrails and latches, are functional.
4. Confirm that the forklift is rated to lift and carry the weight of the loaded workbox.

SAFE OPERATING PROCEDURE

1. Ensure personnel are competent and authorized.
2. Ensure personnel are fit for duty and not impaired by drugs or alcohol.
3. Do not use a mobile phone while operating.
4. Operate at a safe speed and maintain exclusion zones around people, powerlines, and other hazards (use spotters if necessary).
5. Beware of uneven or sloping ground.
6. Never lift loads over people.
7. Use only suitable gear and attachments.
8. Use the provided harness and attach.
9. Securely attach the workbox to the forklift using appropriate locking mechanisms.
10. Raise the workbox to the desired height, ensuring stability and balance.
11. Avoid sudden movements or sharp turns while transporting the workbox.
12. Lower the workbox completely and secure it before unloading or exiting the forklift.

POST-OPERATION PROCEDURE

1. Lower the workbox to the ground and turn off the forklift.
2. Perform a final visual inspection for any damage or debris on the workbox and forklift.
3. Secure the workbox and forklift and return them to the designated storage area.
4. Report any issues or incidents encountered during operation to the appropriate personnel.