

**ACC  
Liverpool  
Group  
Code of  
Practice  
for a Fork  
Lift Truck**

**2016-2017**

CODE OF PRACTICE  
FOR DRIVERS OF FORK LIFT TRUCKS

**This code of practice outlines Arena and Convention Centre Liverpool's procedure for the use of fork lift trucks within the premise boundary. Specifically this document outlines the venue's expectations of operators of fork lift trucks.**

- 1/ Operators must hold a valid FLT licence (License must be no more than 5 years old) and must be of the age 18 or over and of sound health.
- 2/ Operators will need to produce their FLT licence (License must be no more than 5 years old /evidence of training and Company Liability Insurance in advance of operating ACCL PLANT.
- 3/ Operators will need to complete an ACC Liverpool Equipment User Disclaimer Form and will require a User Id code prior to use.
- 4/ Be knowledgeable of safety requirements and PLANT operation instructions and adhere to them.
- 5/ The Manufacturers instructions on inspection, maintenance and servicing should be followed: (Operational instructions will be provided). The operator, unless qualified and specifically authorised to do so, should not carry any repairs or adjustments to the FLT. Any defects/concerns must be reported to service desk and a loading bay steward/operative
- 6/ All operators have a duty under section 7 of the Health & Safety at Work Act as follows:

It shall be the duty of every employee to take reasonable care of the health & safety of himself and of any other person who may be affected by his acts or omissions at work". An operator should take necessary precautions to ensure the safety of others as well as his own, and should avoid careless operating habits.
- 7/ Do not operate any PLANT without first inspecting it to ensure it is in safe operating condition (complete the pre-use checklist found in the storage container on the basket) and meets all the requirements of the work to be undertaken.
- 8/ Do not operate any PLANT if under the influence of any substance or your general state of health is reduced by fatigue or fever, as this may impair co-ordination or judgement.
- 9/ DO NOT overload the forks beyond their rated capacity.
- 10/ Practice good housekeeping while working on a FLT.
- 11/ Wear personal protective clothing (PPE) as required.

- 12/ Remove from service any PLANT that fails the pre-use inspection, and report any operating malfunctions or any problems to the ACC Liverpool Service Desk (0151 703 7272) or servicedesk@accliverpool.com)) or contact an ACC Liverpool member of staff.
- a) Park the FLT as safely as possible.
  - b) Remove the key

**Do not operate the truck until the fault/s have been rectified**

- 13/ Report any unauthorised or unsafe use of the trucks.
- 14/ Return the completed checklist and return to its designated area on the MEWP or Fork Lift Truck.

**The following is a general list of safety procedures for operators of Powered Industrial Trucks.**

- 1/ Face the truck when mounting or dismounting and use any steps and handles provided.  
**DO NOT USE THE STEERING WHEEL.**
- 2/ Always check work environment before moving the truck – then look in the direction of travel.
- 3/ When travelling, the forks should be 4in to 6in above the ground, unless special circumstances prevail.
- 4/ Drive at speed which is safe, paying particular attention to general conditions and type of load carried. Take extra care on wet, slippery conditions.
- 5/ Avoid jerky movements, start smoothly, stop smoothly, lift smoothly, lower smoothly, turn smoothly.
- 6/ When approaching corners, blind areas, rubber doors etc, slow down and sound the horn ( a number of short blasts attracts more attention than a single blast ).
- 7/ Do not drive with obscured vision- if a bulky load obscures forward vision, under normal circumstances drive in reverse and/or use a qualified banksman. However the load should lead when travelling on an incline, so in this case, the operator should seek assistance.
- 8/ Drive carefully and slowly in all pedestrians areas and look out for pedestrians at all times. Watch for the sudden appearance of pedestrians from concealed entrances i.e office doorways.
- 9/ Remember rear-end swing when cornering-make allowance for this.

- 10/ When operating in areas where signs and speed limits exist, they must be obeyed. Give good clear signals when required.
- 11/ Keep your body within the confines of the truck at all times.
- 12/ Carry loads as near to the ground as practicable and apply sufficient back tilt to stabilise the load. Do not travel with the load elevated.
- 13/ Avoid sudden braking
- 14/ Before attempting to lift a load, the operator must always ensure that the load is:-
  - a) Within the trucks capacity.
  - b) The weight of the load is evenly spread on both forks.
  - c) The load is stable-do not attempt to lift a dangerous, insecure load-inform your Line Manager.
  - d) Any pallets used are not damaged/defective.
- 15/ Never lift anyone on the forks of a truck-this is dangerous practice. If used for elevated maintenance, trucks should be equipped with a proper working platform.
- 16/ Do not allow anyone to stand or walk under elevated fork arms, whether or not the load is carried.
- 17/ On an incline, remember the following rules:
  - a) Do not park on an incline. If an emergency necessitates this, chock the wheels.
  - b) Do not turn on or drive across the incline.
  - c) Do not raise the stack on a incline.
  - d) Always keep the load uphill.

**Operators are instructed not to:**

Use of a mobile telephone or two way radio whilst operating a FLT. If the necessity arises, the following must be adhered to:-

- 1/ **If driving:** find a suitable parking space and stop the truck, apply the handbrake and select neutral, lower the load/forks to the ground and turn the key equipment off, before answering the call.
- 2/ **If stacking/de-stacking:** lower the load/forks onto either the stack if suitable or the ground, apply the handbrake and select neutral and turn off the key, before answering the call.

Any FLT operator caught using a mobile telephone/ two way radio whilst still attempting to operate the FLT will :-

- a) Have disciplinary action taken against them.
- b) Have their FLT details suspended off the company's compliance handbook

**Load Handling procedures:-**

**\*Carry out a visual check of work environment for hazards prior to carrying out any operations\***

- 1/ Always apply parking brake before raising or lowering a load.
- 2/ The forks should be fully inserted into the load. Please note that the forks should be at least 2/3rds length of the load to be handled.
- 3/ Take care when the forks protrude beyond the load.
- 4/ Ensure that the forks are level for pick up/deposit of load. This will ensure clean entry and egress.
- 5/ Controls should be operated gently, avoid any harsh movement.
- 6/ Never reverse from the stack without checking behind you first.
- 7/ Avoid forward tilt, except when withdrawing forks from the pallet.
- 8/ Take care when operating at high lift height, especially when there is an extended load centre distance or when fitted with any attachment. Any attachment fitted to a truck decreases the lifting ability of that particular truck.
- 9/ Always ensure that, anywhere a load is to be set down, the base is capable of taking that particular weight load.
- 10/ When stacking/de-stacking always check overhead clearance before raising forks/load.
- 11/ Forks should be adjusted to suit the particular load to be carried and positioned to give equal weight on each fork.

**Loading and Unloading Vehicles:-**

**\*Carry out a visual check of work environment for hazards prior to carrying out any operations\***

- 1/ Always inform the driver of your intentions, make certain that the vehicle's engine is Switched off and the handbrake is applied and where applicable, the wheels are chocked.
- 2/ Check the condition of the lorry bed, and ensure it will take the weight of the load.

- 3/ Always check the bridge plates and dock levellers each time before driving over them, ensure they will take the weight of the truck and its load.
- 4/ When fully loading lorries always commence loading on one side of the vehicle as near to the headboard as possible. Try to load in the correct sequence of delivery, i.e. the first loads to be delivered are the last to be loaded.
- 5/ When loading part loads, ask the driver where he wishes you place them on the lorry bed.

#### **Stacks, Loads and Containers:-**

- 1/ Ensure that all pallets, stillages etc., are in sound condition and used only for their intended purposes.
- 2/ When creating new stacks always place the heaviest loads at the base of the stack. Avoid building up stacks that are too high and may be unstable.
- 3/ When stacking Cup Post Pallets, ensure that they are not placed too close to those of adjoining stacks, this will prevent them from overlapping.
- 4/ When creating new stacks always beware of the forward projection of the fork tips
- 5/ If the load or stack appears to be unsafe and in danger of collapse, **Always** inform your Line Manager. Never attempt to move or re-arrange it yourself. Your Line Manager will inform you of the best action to take.
- 6/ Stack all materials in their designated areas. Never leave a load in an area where it is likely to be an obstruction or create a hazard.
- 7/ Seek the assistance of a colleague when stacking loads in tight corners. The same rule applies when moving up/down a ramp with a bulky load.
- 8/ Check the floor condition before building up new stacks. Never stack on drain covers, uneven ground or inclines.

#### **Precautions necessary before entering a building with a fork lift:-**

- 1/ Sound the horn before entry.
- 2/ Ensure the doorway is **Wide** enough for the truck/load to enter.
- 3/ Ensure the doorway is **High** enough to give adequate mast clearance (remember more clearance may be required if the truck is carrying a load, than when not).
- 4/ Be aware of light changes, ( i.e. coming out of bright sunlight into dimly lit halls).

- 5/ Ensure the floor can take the weight of the truck and any load which might be carried.
- 6/ Be observant of people who may be working in the building and communicate your intended activities.
- 7/ Look out for other fork-lift trucks or motorised vehicles.
- 8/ Look out for obstructions on the floor.
- 9/ Do not block emergency exits or fire points.
- 10/ Look out for overhead obstructions, e.g low lighting, cables, pipes, roller shutters, doors, chains, etc.
- 11/ Be constantly on the look out for electrical installations (switches and power boxes) with which the truck may come into contact.

#### **Precautions to take when re-placing LPG gas cylinders:-**

**Anyone nominated to carry out the re-placement of the LPG gas cylinders must be competent and wear the appropriate personal protective equipment.**

#### **Handling and Use:-**

- 1/ No smoking or naked flames allowed in the vicinity of the FLT when changing the gas cylinder.
- 2/ Only an authorised person will be allowed to change the gas cylinder.
- 3/ Use gas cylinders in a vertical position, unless specifically designed to be used otherwise.
- 4/ Securely restrain cylinders to prevent them falling.
- 5/ Always **double check** that the cylinders/gas is the right one for intended use, and are clearly marked to show their contents.
- 6/ **Do not** drop, roll or drag the gas cylinder.
- 7/ Close the cylinder valve and replace the dust caps, where provided, when gas cylinder is not in use.
- 8/ Wear correct PPE( this may include safety boots, gloves, protective overalls, ear and eye protection) as identified in risk assessment.
- 9/ Gas cylinders must not be raised or lowered on the forks of lift trucks unless adequate precautions are taken to prevent them from falling.
- 10/ **Do not** use valves, shrouds or caps for lifting cylinders unless they have been designed and manufactured for this purpose.

- 11/ Do not let gas cylinders project beyond the sides or end of the fork lift.
- 12/ Store gas cylinders securely when not in use.
- 13/ At the end of each working day turn the gas valve off and run the engine till the excess gas in the valve runs through the pipe. Only an ACC Liverpool staff member is authorised to do this process.

**REMEMBER:-**

- 1/ **A COPY OF THE OPERATORS LICENCE, COMPETENCIES AND INSURANCE DETAILS WILL BE REQUIRED.**
- 2/ **DO NOT ATTEMPT REPAIRS YOURSELF UNLESS QUALIFIED AND AUTHORISED TO FIX ANY REPAIRS.**
- 3/ **IF YOU FIND A TRUCK FAULT THAT RENDERS IT UNSAFE FOR USE PARK IT UP SAFELY, REMOVE THE KEY AND REPORT THE FAULT TO YOUR LINE MANAGER (IF STAFF) OR THE SERVICE DESK OR SECURITY CONTROL IF A CONTRACTOR.**
- 4/ **DO NOT USE THE TRUCK UNLESS IT HAS BEEN RENDERED SAFE.**
- 5/ **IF YOU USE THE TRUCK KNOWING IT TO BE UNSAFE, YOU COULD BE HELD LEGALLY RESPONSIBLE.**
- 6/ **LOOK AT THE TRUCK WHEN COLLEAGUES ARE DRIVING IT TO SEE, IF THERE IS ANYTHING WRONG WITH THE FLT AS THEY MIGHT NOT BE ABLE TO SEE OR HEAR.**
- 7/ **REPORT ANY UN-AUTHORISED OR UN-SAFE USE OF THE FORK LIFT TRUCK.**

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I (name) ..... of (company) .....

I have read and agree to abide by the Code of Conduct outlined above

Signed ..... Date .....

Witnessed by ..... Date .....



