



IS YOUR LIFT TRUCK BEING USED SAFELY?



hсени
CONTROLLING RISK TOGETHER



IS YOUR LIFT TRUCK A DANGER? is your lift truck a danger?

Lift trucks - the workhorses of many companies in Northern Ireland - are involved in a disproportionately high number of fatal accidents at work. Deaths are most frequently caused by the forklift truck overturning, trapping the driver underneath. Even an unladen truck, travelling at walking speed on an even surface, can overturn if it is cornered too quickly.

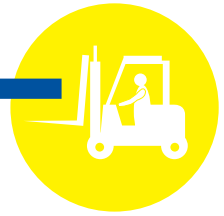
The main causes of accidents include:

- lack of training for drivers
- inadequate premises and
- poor maintenance of trucks.

The secret of using lift trucks safely is good management.

This leaflet is designed to provide you with a handy checklist to ensure you have taken all reasonable steps to prevent accidents involving lift trucks (LTs) at work and that you understand how the law applies to you. Remember, if someone dies or is injured, you could be held liable.

This guide will help put you on the right track. More detailed information is available. Relevant publications are listed under "Further Information".



IS YOUR LIFT TRUCK BEING USED SAFELY?

is your lift truck being used safely ?

1. *Lift trucks (LTs) are involved in a disproportionately high number of work place fatal accidents. They are the workhorse of virtually every type of work place and their use is increasing. The most common cause of death in recent years in Northern Ireland has been due to the driver being crushed between the LT and the ground when his truck has overturned.*
2. *An unladen counter balance LT with the forks lowered can overturn if it is turned too quickly, even when travelling at walking speed, on an even surface. In other words it can overturn relatively easily even in one of its most stable configurations.*
3. *The main reasons why accidents happen include lack of driver training, inadequate premises and poor maintenance of LTs.*
4. *The secret of safe use of LTs is good management.*
5. *For further detailed information see the publications listed under 'Further Information' on pages 9 and 10.*

ARE YOU TAKING THE RIGHT STEPS OR IS THERE A FATAL ACCIDENT WAITING TO HAPPEN?

fatal accident waiting to happen

THE DRIVER :

6. Have your drivers been selected because they are reliable and have the ability to do the job in a responsible manner?
7. Have they a reasonable degree of both physical and mental fitness?
8. *In cases where disability is potentially relevant medical advice should be obtained.*
9. How do you ensure no one drives an LT, even occasionally, unless they have been adequately trained?
10. Have your drivers been trained to the standard in the "Rider Operated Lift Trucks – Operator Training" Approved Code of Practice and Guidance?



11. *The Approved Code of Practice (ACoP) has legal status. If employers do not follow it they will be found at fault in Court if they are prosecuted and cannot show that they have complied with the law in some other way.*
12. *The Guidance illustrates good practice and following it will normally be enough to secure compliance with the law.*
13. After your drivers have received their training in basic skills and knowledge under the ACoP, have they then received specific job training about the workplace and the use of any special attachments and particular loads, followed by familiarisation training on the job under close supervision?
14. *For basic training a trainee: instructor: LT ratio of 2:1:1 is probably ideal, but in any case the ratio should not exceed 3:1:1 except for lecture sessions. As a rough guide the normal length of a course for novice operators would be 5 days. Drivers with some experience of LTs may need less extensive training, but the value of such experience should not be over estimated.*
15. *Selection of competent instructors who provide a good standard of training is essential. HSENI have recognised several bodies which run accreditation schemes and which can supply names of instructors. The schemes are intended to help set and maintain professional training standards. It is, however, not a legal requirement for instructors to be accredited.*
16. Have you given drivers of lift trucks written authorisation to drive those trucks for which they have successfully completed training?
17. Are there arrangements to ensure that keys are never left in unattended LTs, to prevent them being used by unauthorised persons?
18. Are managers/supervisors trained sufficiently to recognise safe and unsafe practices?
19. Have you arrangements in place to provide further training when, for example, unsafe work practices have been identified, there has been an accident or near miss, there has been a change in the working practice or if drivers are required to drive an LT they are not familiar with?
20. *Unlike cars the controls on lift trucks are not designed to a standard configuration.*



THE LIFT TRUCK

the lift truck

21. Are your new LTs designed to current state of the art safety standards which meet essential legal health and safety requirements? Are they "CE marked" and accompanied by a 'declaration of conformity' stating what European Community Directives they comply with and whether certain European Safety Standards have been used?
22. Have you been supplied with the manufacturer's instructions for use including, for example, maintenance and training requirements, in English?
23. Are your LTs, whether new or in existing use, fitted with means to protect the driver from being crushed between the truck and the ground if the truck should overturn? *This usually takes the form of a seatbelt. The law allows a lead in time for LTs you have had since before 20 September 1999 to be modified. In most cases when the risk has been compared with the low cost of fitting and wearing a seatbelt this should be will identified by management as a high priority for action.*
24. Do you use your LTs to enable people to work at heights?
25. *LTs are primarily designed for materials handling. When it is not reasonably practicable to use safer purpose-built equipment such as a mobile elevating work platform (MEWP), it may be safer to use a CE marked working platform which meets the essential health and safety requirements of the law, for work of short duration at heights.*
26. Have you a system for reporting faults and ensuring repairs are done?
27. Is maintenance carried out in accordance with the manufacturer's instructions?
28. Do the instructions state what periodic inspection and maintenance is required on, for example, a daily or weekly basis?
29. Are statutory examinations carried out at least every 12 months, or in the case LTs and working platforms used for lifting persons at least every 6 months and in either case in accordance with an examination scheme?





THE PREMISES

the premises

30. *LTs are relatively easy to overturn, due to their high centre of gravity and narrow wheeltrack, even on a flat surface at walking speed if steered too quickly. Surfaces should be well maintained and be free of potholes and unnecessary kerbs.*
31. *Premises should be planned so that the layout enables pedestrians to be separated from vehicles such as LTs. Many accidents occur during reversing. Where possible one way systems should be used. By necessity LTs spend a lot of time in reverse so the importance of keeping pedestrians away is paramount. Visibility should be good and lighting adequate.*

THE TASK

the task

32. Do you always ensure that the correct LT and lifting attachment is selected for any given job?



33. Are all routine and non-routine jobs planned; always taking into account the weight, shape and stability of the load and the working conditions?
34. Do your drivers have information on the rated capacity of your LTs, safe stacking heights for pallet loads and safe working loads of racking?
35. Are reliable systems of work in place for work at loading bays to prevent vehicles being moved during loading/unloading?
36. Are there rules, which are actively enforced, prohibiting carriage of passengers on LTs?
37. Are there rules, which are actively enforced, governing safe use of working platforms?



38. *When a suitable LT and working platform have been selected safe systems of work should be followed. These should include, for example, ensuring that the working platform is properly secured to the LT and that the tilting mechanism cannot be moved when the working platform is raised.*
39. *Excessive noise levels which prevent the driver and the person on the platform communicating clearly may make the risk unacceptable.*
40. *Working platforms are not suitable for transferring goods or people from one level to another.*



THE LAW

the law

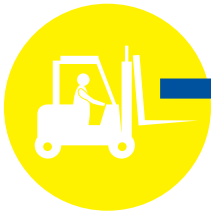
41. The following list gives a brief guide to the main law applicable to the supply and use of lift trucks.

HEALTH AND SAFETY AT WORK (NORTHERN IRELAND) ORDER 1978

42. Duties of employers to their employees; duties of employers and the self-employed to those who may be affected by their undertaking. Duties of manufacturers and suppliers. Duties of employees to take care of themselves and others and not to interfere or misuse anything provided in the interests of health and safety.

PROVISION AND USE OF WORK EQUIPMENT REGULATIONS (NORTHERN IRELAND) 1999

43. Suitability of work equipment; maintenance; inspection; information and instructions; training; conformity with Community requirements; controls for starting or making a significant change in operating conditions and overturning of lift trucks.



LIFTING OPERATIONS AND LIFTING EQUIPMENT REGULATIONS (NORTHERN IRELAND) 1999

44. Application, including operator protection from the weather; lifting equipment for lifting persons; marking of lifting equipment; organisation of lifting operations; thorough examination and inspection; reports and defects and keeping of information.

THE SUPPLY OF MACHINERY (SAFETY) REGULATIONS 1992 – AS AMENDED

45. Duties of suppliers.

WORKPLACE (HEALTH, SAFETY AND WELFARE) REGULATIONS (NORTHERN IRELAND) 1993

46. Condition of floors and traffic routes and organisation and suitability of traffic routes.

MANAGEMENT OF HEALTH AND SAFETY AT WORK REGULATIONS (NORTHERN IRELAND) 1992

47. Risk assessment, health and safety arrangements, appointment of competent personnel to assist with health and safety requirements, co-operation and co-ordination between employers.





FURTHER INFORMATION

further information

Rider Operated Lift Trucks - Operator Training, Approved Code of Practice and Guidance, HSENI 2000 ISBN 0 337 09469 1

Safety in Working with Lift Trucks, HSG6, HSE Books 2000 ISBN 0 7176 1781 5

Working Platforms on Fork-lift Trucks, PM28, 2nd Edition, HSE Books 2000 ISBN 0 7176 1233 3

Workplace Transport Safety: Guidance for Employers, HSG136 HSE Books 1995 0 7176 0935 9

The Safe Use of Vehicles on Construction Sites, HSG144 HSE Books 1998 ISBN 0 7176 1610

Safety in the Use of Timber Pallets, PM15 HSE Books 1993 ISBN 0 7176 0714 3

Lift Trucks in Potentially Flammable Atmospheres, HSG113 HSE Books 1996 0 7176 0706 2

Young People at Work - A Guide for Employers HSG165 HSE Books 1997 0 7176 1285 6

Safe Use of Work Equipment, Approved Code of Practice and Guidance, L22 HSE Books 1998 ISBN 0 7176 1626 6

Safe Use of Lifting Equipment, Approved Code of Practice and Guidance, L113 HSE Books 1998 ISBN 0 7176 1628 2

Workplace Health, Safety and Welfare - Approved Code of Practice, HSA66 HMSO 1994 ISBN 0 337 11191 X

Supply of Machinery (Safety) Regulations 1992 [As amended by S.I. 1994/2063]

Management of Health, Safety and Welfare - Approved Code of Practice, HSA61, HMSO 1992 ISBN 0 337 11184 8





BS EN 1726 Part 1 1999 Safety of Machinery. Industrial trucks. Self-propelled trucks up to and including 10,000 kg capacity and tractors with a drawbar pull up to and including 20,000 N

BSEN 1551:1999 Safety of Machinery. Industrial trucks. Self-propelled trucks over 10,000 kg capacity.

BS EN 1459:1999 Safety of Machinery. Industrial trucks. Variable reach trucks.

Video - Danger Vehicles at Work, HSE.

Video - Dangerous Manoeuvres, HSE.

While every effort has been made to ensure the accuracy of the references listed in this publication, their future availability cannot be guaranteed.

HSE BOOKS

Copies of HSE Books publications are available from:

HSE Books, PO Box 1999, Sudbury, SUFFOLK CO10 6FS
Tel: 01787 881165 Fax: 01787 313995

HSE VIDEOS

Copies of HSE Videos are available from:

CFL Vision, PO Box 35, WETHERBY LS23 7EX
Tel: 01937 541010 Fax: 01937 541083

STATIONERY OFFICE

Copies of Stationery Office publications are available from:

The Stationery Office, 16 Arthur Street, BELFAST BT1 4GD
Tel: 028 9023 8451 Fax: 028 9023 5401

BRITISH STANDARDS

British Standards are available from:

British Standards Institution, BSI Sales and Customer Services, 389 Chiswick High Road,
LONDON W4 4AL, Tel: 020 8996 7000





ACKNOWLEDGEMENTS acknowledgements

HSENI gratefully acknowledges the help given by the following organisations:

HSE

BARLOW HANDLING

HEREFORD FORK TRUCKS (HFT)

JCB INDUSTRIAL

LANSING LINDE





hseⁿⁱ
CONTROLLING RISK TOGETHER

Health and Safety Executive for Northern Ireland

83 Ladas Drive

BELFAST

BT6 9FR

Tel: 028 9024 3249

Fax: 028 9023 5383

E-Mail: hseⁿⁱ@detini.gov.uk

Web: www.hse-ni.org.uk

HSENI 00 06-A