

## **LF Study Notes**

- A hazard is a situation (*crushing*) or thing (*outrigger*) that has potential to cause harm.
- A risk is the chance death or injury may occur from a hazard.
- You have a duty of care to protect yourself and others from harm.
- If you work unsafely your licence will be suspended or cancelled.
- Some workplace safety information can be found from the
  - Safe work method statement **S**
  - Australian Standards **A**
  - Code of practice **C**
- An employer must provide
  - Safe systems of work **(SAFE)**
  - Safe plant & structures
  - Safe work environment
- When you are unfamiliar with the crane you are going to sit in & operate your employer must provide you with adequate
  - Supervision **S**
  - Instruction **I**
  - Training **T**
- You need to consult with others about hazards for example
  - Safety officer **S**
  - Other workers **O**
  - Supervisors **S**

You need to consult about site specific hazards, policies and procedures.

- Common hazards:
  - Looking Up are powerlines, weather, buildings.
  - In line of sight are plant, vehicles & pedestrians.
  - Looking Down & below are underground services, uneven ground, trenches.

- Planning considerations are:
  - Permits **P**
  - Location **L**
  - Access **A**
  - Communications **C**
  - Equipment **E**
- PPE & communications must be inspected before use.
- Hazard controls need to be in place before work and as they arise.
- Safe minimum distance from power lines for QLD 3m, 6m, 8m. To work closer than that you need to isolate or insulate.
- Find out voltage contact electrical authority.
- Tiger tails & marker balls are some visual aids to highlight powerlines.
- If you hit powerlines you must stop, break contact, alert all, do not touch others receiving a shock, isolate crane if safe to do so, report.
- For safety of pedestrians, workers, vehicles or plant you can use traffic controller, barricades & signage.
- Adequate lighting must be provided at night.
- It's dangerous to use internal combustion engine in confined spaces People could be overcome by dangerous gasses. Electric forklifts should be used for this work.
- Ensure to check weather forecasts to prepare & plan to control risks.
- You need to charge batteries in well-ventilated area as batteries give off explosive gasses & need to be vented to avoid explosion.
- If operating forklift on wet or slippery surfaces reduce speed, avoid ramps or inclined pathways.
- Rear end swing is dangerous when using forklift creates a risk for personnel, structures, plant or equipment close by because of fast sideways movement of forklift.
- It's dangerous to refuel with engine running fuel could ignite.
- Some ways to communicate with people in workplace are written instruction, signage, questioning & listening to confirm understanding.
- If a signal is given from a co-worker which is unclear ensure to stop & clarify before proceeding.

- In an emergency you must communicate What & Where the emergency is & Who is involved. (WWW) Alert personnel & emergency services.
- Pre start checks can include: Fluids, Fuel, Tyres, Data plates, Attachments, All guards.
- Some start-up checks before operation Brakes, Hydraulics, Warning devices.
- Pre-start checks you find damage or defects, data plate, load charts missing or damaged or after starting you notice defects Stop, Tag, Isolate, Record, Report (STIRR).
- Hazards created by weather **Strong wind, Ice, Poor vision**
- Rated capacity is the maximum load the forklift can carry at a load height & specific load centre distance shown on chart.
- It's important correct operating tyre pressure maintained to assist in maintaining stability of forklift.
- It's important to check condition of tyres & wheels for no large pieces of rubber missing, tyres not worn down, security of wheels.
- Types of guards & there function Load bracket stops load mast & protects operator, Overhead guard protects operator from falling objects.
- Find out weights of loads Delivery docket, Marked on it, Calculate (DMC).
- Operator can make minor repairs to forklift only if competent & authorised to do so.
- If view is obstructed before moving Check pathway is clear, look over both shoulders, use warning devices horns & flashing lights
- You must watch the load movement to ensure safety of personnel, load & structural stability.
- When driving a loaded forklift uphill the load should face the load and forks up the ramp.
- When driving a loaded forklift uphill it's unsafe to turn you could lose the load or you could tip the forklift.
- Do not lift over others as it could cause death or injury.
- Forklift can only carry passengers if it's specifically designed & equipped to carry more than 1 person

- it's riskier operate forklift with load raised as load height can affect stability while moving creates there is a possibility of tip or roll over or loss of load. Safe height when driving forklift is at axel height or as low to surface as practical.
- it's unsafe to carry load on 1 fork stability of forklift can be affected, can over stress fork resulting in damage or failure.
- Some actions that could tip forklift over sideways when traveling turning at unsafe speed, uneven surfaces, unevenly distributed load, flat or under-inflated tyres, driving to fast.
- Some actions that could tip forklift forward or backward while traveling driving over uneven surfaces, unevenly distributed load, driving to fast, overloading, severe braking.
- If forklift tips over sideways remain in forklift, brace yourself until forklift is stationary & is safe to exit.
- Wearing a seatbelt is important stops operator falling out in event of tip over, stops operator from being propelled into structure or out of forklift in collision.
- Point of balance on forklift is where the front tyre touches the ground. All weight behind that acts as the counterweight. You are not allowed to add counterweights
- Side-shift must be centred before traveling To maintain stability of forklift & load.
- Stacking loads on top of each other stack on firm level surface, heavy goods on bottom, stack must not be unstable due to height. If a pallet appears unsafe safely repack load before moving.
- In gap between truck & loading dock Secure dock plates or bridge plates must be fitted before shifting load.
- During emergencies you must give way to all emergency vehicles.
- Load centre distance means distance from vertical face of fork to COG of load.
- If load isn't hard against heel of fork forklift's capacity is reduced & stability affected.
- Some places you should not park forklift on slopes, emergency exits, near doorways.
- Normal steps for parking forklift fork arm lowered tip to ground, forklift in neutral, park brake applied, workplace-specific procedures. If you had to park on slop in addition to normal procedure, chock wheels
- Remove key from forklift when unattended. To prevent unauthorised use