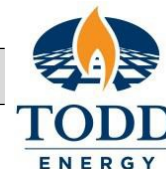


PTW Safety Checklist No. 22



OPERATION OF FORKLIFTS, POWER OPERATED ELEVATING WORK PLATFORMS OR EXCAVATOR

Other Checklists that may be relevant:		24 , 57
Permit Number:		Date:
Rev 3.0	Issue Date: 02/03/2021	Authorised By: PSM

NOTE: Checklist 24 and 88 not required if using this checklist.

PRIOR TO PERMIT ISSUE:

- | | | Y | N | N/A |
|---|--|--------------------------|--------------------------|--------------------------|
| 1 | A plan of work has been provided which includes the location of barriers, safety equipment, warning signs? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2 | Inspect area where equipment is to be used to ensure equipment is suitable for the ground conditions. | <input type="checkbox"/> | | |
| 3 | Appoint a competent person to observe, who must be capable to operate the machinery from the ground. | <input type="checkbox"/> | | <input type="checkbox"/> |
| | Name: _____ | | | |

PREPARATION:

- | | | | | |
|----|--|--------------------------|--|--------------------------|
| 4 | Vehicle is in sound condition and has a current WOF/COF or test certificate. | <input type="checkbox"/> | | |
| 5 | Ensure vehicle has a currently certified and fully functioning fire extinguisher. | <input type="checkbox"/> | | |
| 6 | Wearing of harness connected to a suitable anchor point is mandatory for all lift type cages such as cherry pickers and scissor lifts. | <input type="checkbox"/> | | <input type="checkbox"/> |
| 7 | Four wheel drive elevated work platforms (eg: JLG) shall not be driven with the boom up or with more than one person in the work platform. | <input type="checkbox"/> | | <input type="checkbox"/> |
| 8 | Machine must not be left unattended whilst engine is running. | <input type="checkbox"/> | | |
| 9 | Tools and other equipment shall have a lanyard attached. | <input type="checkbox"/> | | |
| 10 | Drop zone established and barriered off or actively managed by observer. | <input type="checkbox"/> | | |
| 11 | Forklift driver has completed training within the last 3 years and has been authorised to drive a Forklift by their employer | <input type="checkbox"/> | | |
| 12 | Forklift Daily Checklist (Page 3) has been completed prior to use of the Forklift. | <input type="checkbox"/> | | |

Preparation Cont'd

- 13 Operators of this equipment must hold the required competencies as listed below:

Position/Role	Required Competencies and Qualifications (Unit Standards)	Competency held by:
Access Platform Operator	<p>Must have passed an access platform operator training course from an approved training facility appropriate for the equipment to be used and must hold the following NZQA Unit Standard:</p> <ul style="list-style-type: none"> • 23966 – Describe types of elevating work platforms (EWP's), and legislative requirements for their use. <p>AND</p> <p>Must hold at least one of the following NZQA Unit Standards as appropriate to the equipment being operated:</p> <ul style="list-style-type: none"> • 23960 – Assess the worksite, prepare and operate a scissor lift elevating work platform (EWP) • 23961 - Assess the worksite, prepare and operate a truck mounted elevating work platform (EWP) • 23962 - Assess the worksite, prepare and operate a self-propelled boom lift elevating work platform (EWP) • 23963 - Assess the worksite, prepare and operate a trailer mounted elevating work platform (EWP) • 23964 - Assess the worksite, prepare and operate a vertical lift elevating work platform (EWP) 	
Forklift Operator	<p>Must have passed a forklift truck operator training course appropriate for the equipment to be used and hold the appropriate NZQA Unit Standards as listed below</p> <p>Must hold at least one of the following NZQA Unit Standards:</p> <ul style="list-style-type: none"> • 10851 – Operate a powered industrial lift truck fitted with forks (forklift) or OSH forklift certificate • 10852 - Operate a powered industrial lift truck (PILT) fitted with attachments on a worksite • 18409 – Use a forklift mounted safety platform in the workplace (if used for personnel lifting) • 18496 – Demonstrate knowledge and skills for driving a forklift on a road for Endorsement F (if the forklift is taken on to a NZ public road) <p>Must have been issued a written authorisation to operate a forklift post training by their employer.</p>	

14 Operator must complete Forklift Checks below daily:



TODD ENERGY DAILY FORKLIFT CHECKS

This routine Daily Forklift Check covers battery, LPG and diesel operated Forklifts at Todd sites.

Instruction for Daily Checklist

Note from AB equipment: Daily checks should comprise of the operator walking around the forklift looking for possible damage, fluid leaks and loose and broken fittings. The engine cover should be lifted to check operating fluid levels and general condition of radiator etc. When on seat in forklift, operator should with key on, check all warning lights, start engine, check dash lights again and gauges are working. Ensure brakes, steering and transmission controls are working correctly. Checklist below may assist you regards daily checks. Please sign notebook / pad (assigned to the relevant forklift you are going to use) daily to confirm you have done this before starting the job with Forklift.

Mark Boxes accordingly	Tick = ✓	X = Needs attention	N/A = Not applicable
------------------------	----------	---------------------	----------------------

This will be audited. Any maintenance issues to be raised with Maintenance Team Leader or appropriate supervisor. If forklift unsafe lockout and tag.

FORKLIFT NUMBER: _____ **SITE:** _____ **DATE:** _____

Operating Controls	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Maintenance Needed
Emergency Stop & Brakes								
Operation steering, Levers & Controls								
Foot Controls (if applicable) brakes, park brake, accelerator.								
Transmission / direction controls								
Safety Signs & Load Charts/SWL								
Boom & Forks								
Hydraulic Hoses / Leaks								
Vert. Mast Sliding & Rolling Parts / Pivot Points								
Base (Visual)								
Broken, Cracked or Loose Parts								
Lights / Mirrors								
Seat Belt & It's Mounts								
Tires Conditions and pressure								
Back Up Alarm, Horn & Manual								
Engine Compartment (Visual)								
Oil Level								
Fuel Level								
Coolant level								
Brake fluid level								
Battery charge, indicator green								
Clean and wash machine if required								
Fire extinguisher condition and pressure								
Operators name (Print) & Signature								
Issues & Comments:								