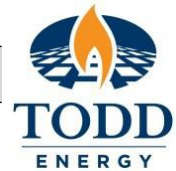


# PTW Safety Checklist No. 22



## OPERATION OF FORKLIFTS, TELE-HANDLERS, POWER OPERATED ELEVATING WORK PLATFORMS (EWP)s, JLGs OR EXCAVATORS

<b>Other Checklists that may be relevant:</b>		<a href="#">57</a>
<b>Permit Number:</b>		<b>Date:</b>
<b>Rev 4.0</b>	<b>Issue Date:</b> 02/09/2021	<b>Authorised By:</b> 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 or spot for any machine operation within 2 meters of process pipework or equipment.<br>Name: _____ | <input type="checkbox"/> |                          | <input type="checkbox"/> |
| 4 | Radio communication required between machine operator and competent person if machine platform is greater than 3 meters above ground level   |                          |                          |                          |

### PREPARATION:

- |    |  |                          |  |                          |
|----|--|--------------------------|--|--------------------------|
| 5  | Vehicle is in sound condition and has a current WOF/COF or test certificate.   | <input type="checkbox"/> |  |                          |
| 6  | Check that vehicle can lift the planned load within 90% of its rated capacity.   | <input type="checkbox"/> |  |                          |
| 7  | Ensure vehicle has a fully functioning fire extinguisher fitted.   | <input type="checkbox"/> |  |                          |
| 8  | 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"/> |
| 9  | 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"/> |
| 10 | Machine must not be left unattended whilst engine is running.  | <input type="checkbox"/> |  |                          |
| 11 | Tools and other equipment shall have a lanyard attached.   | <input type="checkbox"/> |  |                          |
| 12 | Drop zone established and barricaded off or actively managed by observer.  | <input type="checkbox"/> |  |                          |
| 13 | Forklift driver has completed training within the last 3 years and has been authorised to drive a Forklift on this plant in CMS.           | <input type="checkbox"/> |  |                          |
| 14 | Forklift Daily Checklist (Page 3) has been completed prior to use of the Forklift.   | <input type="checkbox"/> |  |                          |
| 15 | 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"> <li>• 23966 – Describe types of elevating work platforms (EWP's), and legislative requirements for their use.</li> </ul> <p><b>AND</b></p> <p>Must hold <b>at least one</b> of the following NZQA Unit Standards as appropriate to the equipment being operated:</p> <ul style="list-style-type: none"> <li>• 23960 – Assess the worksite, prepare, and operate a scissor lift elevating work platform (EWP)</li> <li>• 23961 - Assess the worksite, prepare, and operate a truck mounted elevating work platform (EWP)</li> <li>• 23962 - Assess the worksite, prepare, and operate a self-propelled boom lift elevating work platform (EWP)</li> <li>• 23963 - Assess the worksite, prepare, and operate a trailer mounted elevating work platform (EWP)</li> <li>• 23964 - Assess the worksite, prepare, and operate a vertical lift elevating work platform (EWP)</li> </ul>	
Forklift or Telehandler Operator	<p>Must have passed a forklift or telehandler operator training course appropriate for the equipment to be used and hold the appropriate NZQA Unit Standards as listed below</p> <p><b>AND</b></p> <p>Must hold <b>at least one of</b> the following NZQA Unit Standards:</p> <ul style="list-style-type: none"> <li>• 10851 – Operate a powered industrial lift truck fitted with forks (forklift) or OSH forklift certificate</li> <li>• 10852 - Operate a powered industrial lift truck (PILT) fitted with attachments on a worksite</li> <li>• 18409 – Use a forklift mounted safety platform in the workplace (if used for personnel lifting)</li> <li>• 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)</li> <li>• 23637 – Operate a telehandler</li> </ul>	
Excavator Operator	<p>Must currently hold the appropriate class of Heavy Vehicle Driver's License for the type of machine being operated. IE Rollers, Tracks or Wheels endorsed.</p> <p>Must be competent in the operation of the excavator and fully understand both its capabilities and limitations.</p>	

- 16 Operator must complete Lifting Equipment Checks below daily:  
 Extend to second checklist at bottom as required for max of 10 issue of permit

*This routine Daily Check covers all powered lifting equipment except Cranes operated at Todd Energy sites*  
**Instructions for daily Lifting Equipment Checklist**  
*Daily checks should comprise of the operator walking around the machine 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 in the machine, the operator should with key on, check all warning lights, start engine, check dash lights again and gauges are working. Ensure any brakes, steering and transmission controls are working correctly. Please sign and date these checks before starting the job with the machine. If the machine is not required for today's work, mark the appropriate day with a 'Not required today' note*

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Mark Boxes accordingly      Tick ✓ = Good      X = Needs attention      N/A = Not applicable      N/R Not required today

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**Forklift ID** **Site**

*Any maintenance issues to be raised with Maintenance Team Leader or appropriate supervisor.*

Daily Safety Checks (Enter Date Done →)	/	/	/	/	/	/	/	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								
Hydraulic Hoses- No damage/leaks								
Boom & Forks (Condition/Controls) Vert. Mast Sliding & Rolling Parts /Pivot Points								
<b>Base Condition (Visual)</b>								
No Broken, Cracked or Loose Parts								
Lights / Mirrors								
Seat Belt & It's Mounts								
Tire Condition and Correct pressure								
Back Up Alarm, Horn & Lights								
Engine Compartment (Visual)								
Oil Levels								
Fuel Level / Battery Charge								
Coolant level								
Brake fluid level								
Fire extinguisher in good condition and pressure in green zone.								
Operator's Signature Here →								
<b>Any Issues or Comments</b>								

17 Use this copy of checklist as extension for additional issues

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**Instructions for daily Lifting Equipment Checklist**

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*Please sign and date these checks before starting the job with the machine. If the machine is not required for today's work, mark the appropriate day with a 'Not required today' note*

Mark boxes accordingly

Tick ✓ = Good

X = Needs attention

N/A = Not applicable

N/R Not required today

**Forklift ID**

**Site**

*Any maintenance issues to be raised with Maintenance Team Leader or appropriate supervisor.*

<b>Daily Safety Checks (Enter Date Done →)</b>	<i>/</i>	<i>/</i>	<i>/</i>	<i>/</i>	<i>/</i>	<i>/</i>	<i>/</i>	<b>Maintenance Needed</b>
Emergency Stop & Brakes								
Operation steering, Levers & Controls								
Foot Controls (if applicable) brakes, park brake, accelerator.								
Transmission /direction controls								
Safety Signs & Load Charts/SWL								
Hydraulic Hoses- No damage/leaks								
Boom & Forks (Condition/Controls) Vert. Mast Sliding & Rolling Parts /Pivot Points								
<b>Base Condition (Visual)</b>								
No Broken, Cracked or Loose Parts								
Lights / Mirrors								
Seat Belt & It's Mounts								
Tire Condition and Correct pressure								
Back Up Alarm, Horn & Lights								
Engine Compartment (Visual)								
Oil Levels								
Fuel Level / Battery Charge								
Coolant level								
Brake fluid level								
Fire extinguisher in good condition and pressure in green zone.								
Operator's Signature Here →								
<b>Any Issues or Comments</b>								