

**Key Control Data Sheet**

Procedure Number: RSK-PRO-KCD-275

Scope of Application: Ok Tedi Mining Limited

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Document Owner: Manager – OHS & Training

**Why is the Control Important** – Assessing loads and load integrity prior to lifting, having trained and competent mobile equipment operators, using forklift carriage fitted with a load backrest extension/ guard, using properly designed and secured forklift attachments and ensuring personnel do not work under suspended loads prevents injury to people from loads or attachments falling from height on forklifts.

**Exemption** – Machines designed primarily for earth moving, such as loaders and dozers, even though their buckets and blades are replaced with forks, and machines designed primarily as over-the-road trucks equipped with lifting devices.

Use of hand pallet trucks.

**Operational Requirements**

## Performance Metrics

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| Pre-lift load inspection carried out to assess weight and dimension of load suitable to lift with load weight to be checked against safe working limit of forklift or attachment before lifting. | Procedure in place for inspection and reuse of FIBC's / bulkabag to ensure their integrity during lift. |
| Loose items and packaged goods are secured to pallets by straps, bands or stretch wrap to prevent them falling during lifting.  | Forklift cabin fitted with roof protection where potential for falling objects exists. |
| Forklift carriage fitted with load backrest extension/ guard to stop the load from falling back on the operator or getting in the way of the mast when handling palletised goods. | People required to operate forklifts are trained and assessed as competent to industry standard and licensed as required by local regulation. |
| Legible/ readable load rating charts/plates (including for any attachments used) posted in cab of mobile equipment used for lifting loads. | Only approved forklift attachments used. Attachments must be designed for the task. Attachments must have rated capacities. |
| Forklift attachments which are attached by slippers or sleeves which slide over the forks and are held in place by friction with the forks (and are not directly secured to the forklift carriage itself) must be secured to forklift forks or carriage by secondary restraint e.g. rated safety chain or pin. | Drum clamping / holding device on drum handling attachments fitted with a secondary means of securing the drum to the attachment e.g. clamp with safety pin.  |
| No personnel permitted under suspended loads. Exclusion zones under and in the path of lifting operations must be controlled to prevent access by signage, barriers or spotters. | Forklifts are only operated by personnel who have been trained and assessed as competent to industry standard and licensed (registered) as required by regulation and have documented authorisation to operate the specific type of forklift and any attachments on-site. |

## Utilisation

Continuous during the handling of loads by forklift.

When equipment owned or operated by the OTML.

Counterbalance forklift trucks are the most common type of forklift truck. On counterbalance trucks, the forks protrude from the front of the machine, with no outrigging legs or arms. Forklifts can also include telehandlers, front end/ wheel loaders that are fitted with forks for material handling.

## Safety Critical Defeat Requirements

Work procedures or instructions can be authorised by the Site Manager that do not require the use of a secondary restraint for operational and safety reasons where the attachment or drum is lifted and placed onto a supporting surface/ structure and has to be released at height to allow the forklift to move away.

## Testing & Verification

At least once per week the Supervisor must verify secondary restraints are in use for forklift attachments.

At least every 6 months verify forklift operators are competent and licensed.

The condition of forklift attachments must be checked before each use.

## Maintenance

Forklift attachments must be maintained and tested in accordance with manufacturers’ recommendations and local regulations. Records of maintenance must be kept.

Damaged equipment must be removed from service.

## Training & Competency

Competency based training for forklift operators (including licensing).

Where purpose designed attachments are used training and a period of supervised operation are required to ensure the correct and safe use of those attachments e.g:

* Rhino horns
* Drum handlers/ lifters

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**Task Requirements**

The following are the key day to day requirements operators/maintainers and supervisors must follow to ensure the control is being used correctly.

## Task Requirements

|  |  |  |
| --- | --- | --- |
| No. | Supervisor | Operator/Maintainer |
| 1 | Post legible/ readable load rating charts/ plates (including for any attachments used) in cab of forklift. | Conduct pre-lift load inspection. Do not lift unstable or unsecure loads without stabilising or securing them. |
| 2 | Provide secondary restraints to secure forklift attachments to forks and to secure drum holding / clamping devices on drum lifting attachments. | Check weight to be lifted against load rating chart/ plates for forklift and/ or attachments before lifting. Only operate equipment within limits of load rating chart. |
| 3 | Verify people required to operate forklifts are trained and assessed as competent to industry standard and licensed as required by local regulation. | Use forklift and any lifting attachments fitted only if you have been trained, licensed (registered) in accordance with any applicable local regulations and have documented authorisation to operate the specific type of forklift and any attachments. Do not operate equipment if not trained. |
| 4 |  | Inspect condition of forklift attachments before use and report any defects. |
| 5 |  | Use only attachments designed for the forklift they are specified for and where they are included on the load rating plate for the forklift. |
| 6 |  | Secure the attachment correctly on the forklift. Use secondary restraints on forklift attachments where fitted to either secure the attachment to the forks and/ or to secure the load to the attachment.  |
| 7 |  | Don’t sling loads directly from tines e.g bulk bag loops, as there may be a risk of the load sliding off the tines. Always use a jib or rhino horn. |
| 8 |  | Stop work if personnel enter exclusion zone under suspended load. |

## Skills Requirements

Licence / permit to operate mobile equipment, if required by local regulations.

## Permits

No additional requirements.

## Task Specific PPE Requirements

No additional requirements.

## Special Task Related Tooling

Rhino horn or lifting frame for FIBC.

**Design Requirements**

## Design Standard

Provide a load back-rest extension on forklift carriage high enough to prevent the load, or part of the load, falling back onto the operator.

## Safety Parameters

Purpose designed attachments must be designed by a competent engineer. Attachments must have rated capacities.

Attachments include any side shift devices, jibs, extension tines and specifically designed devices for load manipulation or carrying i.e.

* Rhino horn
* Jibs
* Work platforms/ man cages
* Drum handlers/ lifters
* Forklift slippers
* Extension tines
* Hydraulically driven extension tines

Use of attachments and their effect of forklift capability must be agreed with forklift manufacturer. Where an attachment is fitted obtain information on the impact this has on the rated capacity of the forklift from the manufacturer.

## Design Life

Not applicable.

## Safe Separation

Not applicable.

## Special Requirements

No additional requirements.