

**Key Control Data Sheet**

Procedure Number: RSK-PRO-KCD-303

Scope of Application: Ok Tedi Mining Limited

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Document Owner: Manager – OHS & Training

**Why is the Control Important** – The use of raised wheel stops fitted on edges to prevent forklift rolling over the edge, with pedestrian access separated from forklift movements, trained and competent forklift operators and wheel chocks on vehicle being loaded / unloaded to prevent movement prevents personnel from being injured by forklifts or loads falling from elevated loading docks or platforms during loading or unloading operations.

**Exemption** – Elevated loading docks or platforms where goods are moved by means other than by forklift e.g. hand pallet truck.

**Operational Requirements**

## Performance Metrics

|  |  |
| --- | --- |
| Raised wheel stops fitted on the edges of elevated loading docks or platforms to prevent forklift rolling over the edge. | People required to operate forklifts are trained and assessed as competent to industry standard and licensed as required by regulation. |
| Pedestrian access is separated from forklift movements around the elevated loading dock or platform. | Wheel chocks or stops used on vehicle being loaded/ unloaded by forklift to prevent movement. |
| 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. |  |

## Utilisation

When loading or unloading vehicles from a raised or elevated loading dock or platform using a forklift.

## Safety Critical Defeat Requirements

No defeats allowed.

## Testing & Verification

Not applicable.

## Maintenance

Elevated loading docks or platforms inspected and maintained to ensure their integrity.

## Training & Competency

Competency based training must be provided for personnel (field operators, contractors) who routinely conduct loading/ unloading operations covering:

* Use of forklifts on loading docks
* Loading dock hazards
* Loading dock operations

**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 | Provide and maintain raised wheel stops fitted on the edges of elevated loading docks or platforms that are suitable to prevent forklift rolling over the edge | Apply brakes and set wheel chocks on vehicle to be loaded/ unloaded. |
| 2 | Verify that any person required to conduct loading or unloading using a forklift are trained and assessed competent in conduct of those operations. | Operate forklift within technical capabilities and limitations of the vehicle for the load/ weight distribution. |
| 3 | Verify pedestrian access is separated from forklift movements around the elevated loading dock or platform. | Do not operate a forklift on an elevated loading dock or platform without edge protection. |
| 4 |  | Stop work if personnel enter exclusion zone under suspended load. |

## Skills Requirements

Licence / permit to operate forklift, as required by local regulations.

## Permits

No additional requirements.

## Task Specific PPE Requirements

No additional requirements.

## Special Task Related Tooling

Wheel chocks for vehicle being loaded/ unloaded.

**Design Requirements**

## Design Standard

Pedestrian access is separated from forklift movements around the elevated loading dock or platform.

## Safety Parameters

Not applicable.

## Design Life

Not applicable.

## Safe Separation

Not applicable.

## Special Requirements

No additional requirements.