

**Key Control Data Sheet**

Procedure Number: RSK-PRO-KCD-196

Scope of Application: Ok Tedi Mining Limited

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Document Owner: Manager – OHS & Training

**Why is the Control Important** – Use of authorised forklifts that are approved for the task and operated within their design capability and designated speed limits by trained and authorised people with physical barriers or an exclusion zone controlled to prevent access around operating equipment or under a suspended load can prevent injuries to personnel caused by interactions with forklift operations.

**Exemption** – Use of hand pallet trucks.

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.

**Operational Requirements**

## Performance Metrics

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| Forklifts are only used in locations as defined by the site Traffic Management Plan. Areas where forklifts are allowed/ not allowed to operate are defined and clearly marked. | Forklift is authorised for use on site by the Site Manager based on compliance with the OTML specification. |
| Pedestrians are required to keep out of forklift operating areas. Pedestrians do not approach within 3m of an operating forklift when it is moving. If personnel are required to be within 3m of an operating forklift then physical barriers or protections systems are in place in place to prevent interactions. Personnel may only approach within 3m with no barrier if they are the designated spotter; are required to be within that distance to effectively spot the driver; and the driver is aware of their presence. | Physical barriers or protection systems are provided to prevent pedestrian / forklift interactions where there is limited vision e.g. blind corners for either the pedestrian or forklift operator. |
| Speed limits for forklifts posted and enforced. | Personnel required to operate forklifts are trained and assessed as competent to industry standards, are licensed as required by local legislation and are listed in site register. |
| Special precautions are in place when loading a truck or trailer with personnel in the back of the vehicle. The following requirements must be in place: a) safety line marked in the back of the truck to show the limit of pallet position; b) loading/ unloading procedures require the forklift driver not to place the next pallet until eye contact has been made with the truck driver. | No personnel are permitted under suspended loads. Exclusion zones under and in the path of lifting operations are controlled to prevent access (e.g. by signage, barriers or spotters). |
| Forklift drivers must wear properly fitted seat belt when seated in the forklift driver’s seat. | Personnel that are required to operate forklifts are trained and aware of the hazards of the materials they are handling or transporting. |

## Utilisation

Equipment owned, leased, controlled or operated on OTML property.

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 variable reach trucks or telehandlers that are fitted with forks for material handling.

## Safety Critical Defeat Requirements

For one off forklift activities in areas with potential for pedestrian interaction and no barriers or protection systems are in place additional spotters and signage is required. This is only permitted for the duration of this one-off activity.

## Testing & Verification

At least annually Supervisors are to check forklift go/ no go zones are defined and clearly marked as per Traffic Management Plan.

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

## Maintenance

Forklifts are maintained according to the manufacturer’s specifications by qualified and trained person. In harsh operating environments more frequent servicing may be required.

Records of forklift maintenance must be kept.

Damaged equipment must be removed from service.

Surfaces forklifts are operating on must be maintained and repaired as required to ensure they are even and in good condition.

## Training & Competency

Employees and contractors operating forklifts must be authorised as competent and, as required, licensed.

Forklift operators must be trained on the type of equipment they operate including:

* Design
* Layout
* Operating functions
* Limitations of use
* Safety features
* Maintenance and inspection requirements
* Emergency procedures

Forklift operators must be trained in the hazards of the materials they are handling or transporting

Inspections, maintenance and repairs of forklift must be conducted by competent people. The person nominated to carry out checks must be an experienced, fully trained, and competent person. The competent person may be a third party specialist or an OTML employee who has received appropriate training and has appropriate experience which enables him to act as a competent person for the certification of the equipment.

**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

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| --- | --- | --- |
| No. | Supervisor | Operator/Maintainer |
| 1 | Authorise forklift for use. | Do not operate equipment if not trained. |
| 2 | Verify that any person required to operate a forklift is 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 | Maintain a register of competent or licensed forklift operators. | Conduct pre-lift load inspection. Do not lift unstable or unsecure loads without stabilising or securing them. |
| 4 | Ensure all personnel using a forklift at the workplace hold relevant forklift licences. | Operate forklift within limits of load rating chart including for any attachments. Check weight to be lifted against safe working limit of lifting device before lifting. |
| 5 | Post speed limits for forklifts. Observe and monitor to ensure forklifts obey posted speed limits. | Handle or transport only the dangerous goods you have been authorised to handle or transport. |
| 6 | Arrange for forklift to be regularly serviced and maintained as per the manufacturer’s specifications. | Check around the load before lifting to ensure it does not affect anything or anyone around it. Identify where assistance by spotter required. |
| 7 | Provide barriers or protection systems to prevent pedestrian / forklift interactions. | Set the fork width to provide the greatest support for the load, and position the load so it is balanced evenly on the forks and centred. Insert the forks fully beneath the load. |
| 8 | Verify areas where forklift is allowed/ not allowed to operate are defined in Traffic Management Plan and clearly marked in the workplace. | Wear properly fitted seat belt when seated in driver’s seat. |
| 9 | Ensure all personnel using a forklift to handle or transport dangerous goods are trained in the hazards of those materials and where required meet regulatory requirements. | Comply with forklift speed limits and stop signs. Reduce speed and sound horn before going through a doorway or crossing a main aisle and on approaching an intersection or corner (especially blind corners). |
| 10 |  | Place forks just below axle level or at a safe height when moving. |
| 11 |  | Conduct pre-start safety checks before use. If any damage or problems are noticed, isolate the forklift so it cannot be used. |
| 12 |  | Stop work if personnel enter exclusion zone within 3m or under suspended load. |

## Skills Requirements

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

## Permits

No additional requirements.

## Task Specific PPE Requirements

No additional requirements.

## Special Task Related Tooling

No additional requirements.

**Design Requirements**

## Design Standard

Not applicable.

## Safety Parameters

Forklifts must have signs fitted in the cabin that provide safety directions in case of a roll-over event.

Traffic Management Plan for the area developed that includes:

* designated Mobile Equipment/vehicle routes and restricted areas;
* right of way rules and communication protocols for potential Mobile Equipment/vehicle interactions;
* systems of control in mixed traffic and pedestrian areas;
* speed limits and road signage; and
* systems and areas for parking, loading/unloading and maintenance.

## Design Life

Not applicable.

## Safe Separation

Where practicable, pedestrians must be physically separated from areas where forklifts are operating. Pedestrians must not approach within 3 metres of an operating forklift when it is moving.

Where this is not practicable:

* pedestrians must wear high-visibility clothing;
* pedestrian exclusion zones must be defined and controlled; and
* pedestrian walkways must be clearly marked.

## Special Requirements

No additional requirements.