

ENVIRONMENTAL, HEALTH AND SAFETY MANAGEMENT SYSTEM

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1 PURPOSE

- 1.1 This procedure applied to all activities that required the use of forklift in OMC premises.

2 SCOPE

- 2.1 To provide safe work procedures for forklift operations in safe and orderly manner.

3 RESPONSIBILITIES

- 3.1 The operator's duties shall include the following:
- a) Carry out pre-operational inspections checklist (including brake system, horn, tires, forks, chains, reverse siren, warning light and etc) at least once per shift and enter the results into the checklist.
 - b) Any defects found must be reported to your immediate supervisor immediately and implement control measures to prevent further usage of forklift. Should the forklift be found unsafe, its operation shall not be permitted.
 - c) Be familiar with and understand the operating instructions and the control of forklift.
 - d) Check the work areas for operational hazards including atmospheric contaminants.
 - e) To access the route travel and report to the management of the potentially hazardous locations, working environments, work instructions, operating faults, malfunctions and similar difficulties that may impact the safe use of forklift.
 - f) Avoid collision of obstacles and other vehicles.
 - g) Ensure rated capacity is not exceeded.
 - h) Ensure that the forklifts are secured against unauthorised use when unattended. (Engine "OFF"; Brake engaged; Ignition key removed).
 - i) Shall not use the forklifts to pillion passenger.
 - j) Always assess the surrounding and ensure clear passage before engaging the gear.
 - k) Be aware of the surrounding environment in consideration of the potential hazard that may result in bodily injury/property damaged. Remove such hazards (if practicable) or introduce additional measures to mitigate such hazards.

- l) The forklift must be parked in the authorised parking zone after use. When on an incline, the wheel must be chocked.
- 3.2 The management shall ensure that the following precautionary measures are complied:
- a) All personnel involved in the operation, inspection and maintenance of vehicles must undergo relevant training courses.
 - b) Vehicles not in safe operating condition are to be removed from service until repaired.
 - c) Warning sign and lockout system must be in placed on the forklift to warn personnel that forklift is “Under Repair/ Maintenance”.
 - d) To ensure that the manuals applicable to the vehicles are available to operators and maintenance personnel at all times.
 - e) Unauthorised alteration or modification on the forks is prohibited, unless stated by the manufacturer.
 - f) Risk Assessment of forklift operation must be communicated to all personnel exposing to the risk prior to the work commencement.

4 SAFETY TRAINING

- 4.1 The forklift operator must process a forklift license that is accredited / approved by the Ministry of Manpower.

5 PROCEDURE

5.1 General:

- a) When operating on sloping surfaces, the operator shall ensure that the load is placed against the backrest. He shall drive up or down the slope with the load uphill. The operator shall not turn sideways on a slope or inclined area.
- b) When operating on board vessels:
 - Keep at least 5meter away from the edge of the open side barge
 - Look out for personnel working around the forklift's operation area
 - Look out for unstable or hazardously stacked cargoes
- c) The operator shall observe and comply with the following precautionary measures when operating the vehicle:

- Carry out pre-operational inspections checklist (including brake system, horn, tires, forks, chains, reverse siren, warning light and etc) at least once per shift and enter the results into the checklist.
- Any defect found shall be reported to supervisor immediately and implement control measures to prevent further usage of forklift. Should the forklift be found unsafe, its operation shall not be permitted.
- Be familiar with and understand the operating instructions and control for the forklift.
- Check the work area for operational hazards including atmospheric contaminants.
- To assess the route travel and report to management all potentially hazardous locations, working environments, work instruction, operating faults, malfunctions and similar difficulties that may impact on the safe use of forklift.
- Avoid collision of obstacles with other vehicles.
- Ensure rated capacity is not exceeded.
- Shall not use the forklifts to pillion passenger.
- Always assess the surrounding and ensure clear passage before engaging the gear.
- Be aware of the surrounding environment in consideration of the potential hazard that may result in bodily injury/property damaged. Elimination of such hazard (if practicable) or introduce additional measures to mitigate.
- The forklift must be parked in the authorized parking area after use. When on an incline, the wheel shall be chocked.
- Ensure that the forklifts are secured against unauthorized use when unattended. (Engine "OFF"; Brake engaged; Ignition key removed).
- Wear PPE (Safety helmet, safety shoes and reflective vest) during forklift operation
- Do not lift personnel using forklifts as forklifts are designed to lift and move loads
- Safety belt must be buckled during forklift operation when the safety belt function is incorporated into the forklift by the manufacturers
- Secure (tie down) unstable loads before starting the machine
- Familiarize with all the operating controls and functions
- Keep arms and legs within the vehicles structure, except when signalling for turns or stops
- Ensure that there is adequate clearance before passing under or between structures
- Maintain indoor speed under 10km/h within warehouse and storage yard

- Look in the direction of travel and not move the forklift until it is made certain that there are no obstructions or people in the path of travel. Always give way to pedestrians
- Tilt the mast back before travelling
- Stay at least 5 meters apart from another vehicle
- Maintain the forks/bucket about 4 to 6 inches (10 to 15cm) off the driving surface when travelling
- Shall not attach slings, cables or chains to the forks to lift materials or objects from underneath them
- When forward vision is obstructed, the operator shall drive in reverse
- Shall not leave a vehicles parked with and elevated load
- Observe all traffic signs/signals
- Shall confirm the load of the materials before lifting. Do not exceed the vehicles' rated capacity
- Never add extra load to the counterweight
- Maintain at least 10 ft (3 m) separation from overhead power lines
- Slow down on wet or slippery areas
- Slow down and sound the horn when approaching junctions, building entrances, exits and blind corners
- Material placed near to a lower ground whereby material may topple and fall into/to lower ground during loading/unloading, adequate clearance shall be established to mitigate such falling hazard
- Choker/stopper to be inserted at the fork so as to prevent circular cargo from falling off when forklift braked
- Stunt driving and horseplay is prohibited
- Shall inform and ensure that all personnel to keep stay clear from the forklift operational area around the vehicles at all times
- An adequate barricade with warning sign to be put up at the other side of the vehicle where the cargo may fall over during loading / offloading operations of vehicle
- The perimeter of the barricade shall be sufficient to contain the fall of the cargo and to keep personnel clear of the area during loading / offloading operations of vehicle
- Housekeeping of dunnage wood shall only be performed when there is no loading / offloading operations being carried out on the trailer and its surrounding area
- Using forklift for the transfer of cargoes from vessel to open storage yard and vice versa for the following types of cargoes is prohibited:
 - any type of cargo that are of length of 40 feet or longer;
 - 40ft container;

- re-bars;
- steel-plates and;
- cylindrical pipes that are not bundled

6 RECORDS

6.1 PTW - Forklift Operations

7 ATTACHMENTS

7.1 NIL

8 REFERENCES

8.1 All applicable legislation & other requirement