



Working with and around Fork Lift Trucks – pedestrians

Aim

To ensure that staff are equipped with the prescribed knowledge to work safely with and around lift-trucks in a working environment to a level where the minimum supervision is required.

Objectives

By the end of this session the learner will be able to:

- i) Identify pedestrian routes, crossing points and, where appropriate, lift-truck only zones
- ii) Recognise which employees are allowed to drive lift-trucks
- iii) Explain the limits of visibility that a lift-truck driver has
- iv) Explain the prohibited activities around a lift-truck, specifically no walking or standing on forks, not getting near when lift-truck is reversing or in forward motion with load onboard, not to ride in cab, forks or cab steps hanging to cab frame, not to enter the lift-truck operating zone, not to use lift truck to access height unless special working cage fitted
- v) Outline the specific operating rules for working with lift-trucks in trailer units – specifically, do not follow lift-trucks into trailers, do not enter a trailer where a lift truck is operating, follow correct positioning should a lift-truck enter a trailer where you are working

Time 15 mins

Maximum Number of learners to instructor = 5 learners to 1 Instructor

Preparation

Identify workspace area that is suitable for training

Ensure area is cordoned off, clean, unobstructed floor area and well lit.

Inform line manager and staff in vicinity that training will take place at specified time for specified duration

Arrange for active lift-truck and driver to attend when session is underway

Tools and Equipment

Examples of loads – pallet in good condition – no load attached

Spare pairs of safety gloves



Sufficient test papers and pens to complete end of module knowledge check
Lift-truck – fully operational and qualified driver

Time	Method	Content
	<p><u>Introduction</u></p> <p>Instructor to draw learners attentions to the surroundings</p> <p>Establish purpose of session</p> <p>Instructor to adopt note of seriousness here to emphasise risk of learners</p> <p>Instructor to examine all learners and ensure that they are wearing PPE</p> <p>Instructor to explain the structure of the session</p>	<p>Instructor to introduce him/herself and establish credibility</p> <p>Instructor to outline the working environment and remind learners of fire and emergency procedures</p> <p>Instructor to outline to learners the purpose of this module</p> <p>Explain that the fork lift truck is a vital tool for moving palleted and other loads that are too heavy to move by pallet truck or other equipment</p> <p>Instructor to explain that used incorrectly the pallet truck is a dangerous piece of equipment that can lead to some nasty injuries if not used correctly</p> <p>Instructor to remind learners that first part of safe use is to ensure that they are wearing correct PPE – Safety boots and gloves.</p> <p>Check PPE</p> <p>Explain that they will be given the correct information for the safe use of the pallet truck and they will be shown the correct use – before they are given the opportunity to practise operating it.</p>
	<p><u>Fork lift truck</u></p> <p>Where possible obtain use of FLT from operation to illustrate the</p>	



	<p>aspects of this lesson plan</p> <p>Qualified driver to show basic operating procedures of lift truck – forward, reverse and lift.</p> <p>Why do we use a fork lift truck?</p> <p>Where possible: Qualified driver to show basic operating procedures of lift truck – forward, reverse and lift.</p>	<p>Instructor to explain A fork lift truck is a tool that allows us to lift, move and stack palletised and other loads safely rather than use a pallet truck or other work equipment which is unsuitable for the task</p> <p>Instructor to pose question Q ‘Why do we use a fork lift truck?’ Instructor to examine responses from learners and lead or feed:</p> <ul style="list-style-type: none">• To reduce risk of manual handling injuries• To safely transport and stack goods which is unsuitable for the task rather than use a pallet truck or other work equipment <p>Allow learners to view a FLT go through the range of its movements – forward, reverse, lift raise and lower</p> <p>Instructor to explain that the fork lift truck allows us to carry these loads safely and easily over long distances in the warehouse, and also allow us to stack and de stack items</p>
	<p><u>Pedestrian routes</u></p> <p>Instructor to show pedestrian routes and crossing points</p> <p>Instructor to show the lines that denote pedestrian route from FLT operating</p>	<p>Remind delegates of their workplace tour and the pathways present in the workplace</p> <p>Around work area instructor to show learners the traffic routes instructor explains:</p> <ul style="list-style-type: none">• We have designated pedestrian routes to segregate them from fork lift trucks thus reducing the risk of injury



<p>area</p> <p>Instructor to point out areas and show with hand movements the required movement direction of both pedestrian and FLT traffic</p> <p>Instructor to walk to crossing point with learners and emphasise this area with appropriate body language</p> <p>Alternative where no pedestrian routes are clearly defined</p> <p>Instructor involving the students to solve the problem</p>	<ul style="list-style-type: none">• The pedestrian one – way system is anti clockwise and the fork lift one – way system is clockwise thus ensuring that forklifts and pedestrians always face each other when moving• Crossing points are the only place where pedestrian can cross from one side of the warehouse to the other. Forklift drivers will automatically approach these with caution – remember to look both ways! <p>Instructor to explain 'Where fork lift tucks operate in close proximity to workers extra care and vigilance is needed from everyone. Without clear working areas there is always a chance that workers will get too close to fork lift trucks.</p> <p>Question 'What are the ways that we could ensure that we don't put ourselves in danger?'</p> <p>Examine responses and lead or feed:</p> <ul style="list-style-type: none">• Stay away• Don't go into areas where FLT are operating• Wear high visibility jackets at all times• Engage the FLT driver with eye contact to make sure he or she knows that you are there <p>Explain Letting the driver know that you are there is the safest option as we will learn later the visibility from a FLT is very limited.</p>
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	<p><u>Who can drive FLT?</u></p> <p>Instructor allowing delegates to work out for themselves</p> <p>Knowledge check</p>	<p>Instructor to ask</p> <p>Q Who should drive a fork lift truck? Examine responses – look for lead to:</p> <p>‘Only people that have a relevant licence and have received an assessment or test by a company instructor and have been issued with an authorisation certificate signed by a company manager are allowed to drive a fork lift truck’</p> <p>Instructor then emphasises that none of the present group should be driving a lift truck.</p> <p>Instructor to highlight lights and beepers of FLT</p> <p>Q ‘Why do we have pedestrian routes?’ Instructor to examine responses and lead or feed ‘To segregate pedestrians from fork lift trucks thus reducing the risk of injury’</p> <p>Q ‘What happens if a pedestrian gets struck by a FLT?’ Examine responses – look for lead to: Pedestrian will get hurt</p> <p>Instructor to stress – As long as you do not go into this FLT operating area or get close to a FLT whilst it is in the loading bay or trailer you will not get hurt.</p>
	<p><u>FLT Limits of Visibility</u></p> <p>Instructor, with the assistance of forklift driver demonstrates limits</p> <p>Knowledge Check</p>	<p>Instructor asks delegates to stand behind forklift (after ensuring keys are removed from truck and the handbrake is on securely)</p> <p>Q ‘Do you think the forklift driver can see you from all angles’ Driver gives input on visibility and explains, with the aid of the instructor, safe and unsafe positions to stand</p>



	<p>Delegates are discovering for themselves here the limits of visibility that a FLT driver has – this will ensure that they correctly position themselves when a FLT enters their loading bay area</p>	<p>Instructor asks delegates to demonstrate safe and unsafe positions of visibility around the forklift truck</p> <p>Instructor to ask ‘Can the driver see you there?’</p> <p>Instructor to ask learners Q ‘What have we learnt there?’ Examine responses – look for lead to – Just because I can see the driver doesn’t mean he/she can see me</p>
	<p><u>Prohibited Activities</u></p> <p>Instructor to mime prohibited activities Mime is backed up with suitable body language</p> <p>Knowledge check/Recap</p>	<p>Instructor states – ‘There are certain activities that we never want to see you doing around an FLT</p> <p>Instructor to demonstrate activities that are prohibited;</p> <ol style="list-style-type: none">1. No walking or standing on the forks as this could result in you tripping over the forks or the driver unexpectedly elevating the load2. Stand clear of the forks when in reverse or forward motion (refer to drivers limit of visibility)3. Do not ride in the cab – the vehicle is strictly designed for one person only4. Do not stand on the steps, forks or hang off the cab – all are potential fall risks5. Keep out of the forklift only zones6. Do not stand on the forks to gain access to heights – we have specially designed safety cages for this task7. Do not stand on overhanging loads to stabilise them – this is highly dangerous as you could fall from a height8. Do not enter a trailer when a FLT is in there <p>Q ‘Who can drive a forklift truck?’ Instructor leads to: ‘Only people that have a relevant licence and have received an assessment or test</p>



		by a company instructor and have been issued with an authorisation certificate signed by a TNT manager are allowed to drive a fork lift truck'
	<p><u>Operating Rules in Trailers</u></p> <p>Where possible conduct this part of session within trailer unit</p> <p>Instructor to brief staff on correct working procedures in and around trailers with forklift activity – demonstrate using Forklift truck and empty pallet</p> <p>Instructor is to emphasise this point</p>	<p>Instructor to outline safe working procedures with forklift trucks in and around vehicles</p> <ol style="list-style-type: none">1. Always allow a forklift extra room to manoeuvre – you may able to see him, but he may not always be able to see you (emphasise limited vision) <p>Explain that operating space is limited within the bay and especially in the trailer</p> <ol style="list-style-type: none">2. Do not drop pallets where they will cause obstructions <p>Explain that the area must be kept clear of obstructions that can prevent you and the FLT moving around</p> <ol style="list-style-type: none">3. Do not follow a forklift into a trailer as he may be unaware of your presence and could reverse into you <p>Explain that the room in the trailer is very small – you need to get out of the trailer before the FLT enters it</p> <p>Explain that there may be an occasion that a FLT does enter the trailer whilst you are still in it – when this happens you must do the following:</p>



	<p>Instructor to demonstrate the positioning that is safest</p> <p>Note – It will not be safe to take a FLT into the trailer to demonstrate this aspect. Therefore instructor is advised to play the part of a FLT so that positioning demonstration and comprehension s safe</p> <p>Essential safety knowledge check</p>	<p>Unloading – Stand safely to the opposite side of the trailer from where the load is to be removed and away from the conveyor or boom (Note hub specific)</p> <p>Loading – Communicate with the driver to ascertain the size of the load – if the load will not go past the conveyor and needs to be elevated, the LBO must exit the trailer and stand in a safe position away from the trailer</p> <p>Explain that they will be taught more about loading trailers when they have spent a longer time with the company – for the purposes of their first two weeks they will need to remember the unloading section.</p> <p>Q ‘Where do you stand if a FLT enters the trailer while you are in it?’ Examine responses and do not move to next section until all in group have answered/demonstrated the required position</p>
	<p><u>Session Closure</u></p>	<p>Instructor to explain that their first night’s training is at an end</p> <p>Explain that they will now be issued with a written question paper to show that they have understood the main points of the training sessions today.</p>
	<p><u>Final knowledge check</u></p>	<p>Instructor to issue each delegate with one question sheet. Explain that they must choose their answers and mark accordingly on the sheet.</p> <p>Instructor to mark papers before declaring the delegate as having passed the instruction phase of the module, or if failed given extra instruction at the end of the training session. Instructor to inform delegates that they will be assessed during course of evening’s work and if safe behaviour is seen will be fully signed off as having completed this module.</p>
	<p><u>End module</u></p>	