

## General requirements relating to the management of Lift Truck operations

- A responsible person to be appointed to coordinate Lift Truck operations within the school /department.
- Expert Lift Truck maintenance and pre use check routines to be established and records kept.
- Routine statutory lifting equipment inspections to be carried out and records kept.
- School / department specific risk assessment for Lift Truck operations to be completed.
- Lift Truck operators should be carefully selected and be shown to have a reliable, mature attitude to their work and be formally trained by an approved training provider. Operators to be authorised in writing for the specific type of Lift Truck used and type of work for which the operator is viewed competent. Authorisations to be for a specified period. Although not a legal requirement, in the interests of best practice, all operators must hold a full UK driving (category B) car licence to operate University owned Lift Trucks.
- Although there is no specific legal requirement to provide refresher training after set intervals, lift-truck operators need to be re-assessed from time to time to ensure that they continue to operate lift trucks safely. This assessment should form part of a school / departments normal monitoring procedures and be formally time-tabled to ensure that it is done at a suggested interval of not greater than three years. In addition to routine monitoring formal re-assessment is likely to be needed where operators:
  - Have not used Lift Trucks for some time.
  - Are occasional / infrequent users.
  - Appear to have developed unsafe working practices.
  - Have had an accident or a near miss.
  - Have experienced a change to their working practices or environment.
  - Have experienced a change in personal circumstances which could potentially affect their performance as a Lift Truck operator.
- All Nottingham University, Campus roads are currently classified as 'Private Roads', in the unlikely event that a University owned Lift Truck be required to be operated on the public highway, the following legal requirements will apply.
  - Registered with DVLA, number plates must be displayed and road fund licence paid.
  - Insurance, third Party as a minimum required. The University Insurance Officer must be notified in advance of any acquisitions, disposals or changes of use concerning their lift truck.
  - MOT not required.
  - No 'Red Diesel' powered lift trucks allowed on public highway, unless truck is registered as a agricultural vehicle.

- Lighting requirements for use on public highway.

<b>Lift Truck_speed</b>	<b>Types of lighting required</b>
Any Speed	Front position lamp, rear position lamp rear retro-reflector
>15 mph	As above, and also, dipped-beam headlamp, direction indicator, hazard warning signal device
>25 mph	All of the above, and also, main-beam headlamp rear fog lamp, stop lamp
>40 mph	All of the above, and also, dim-dip device or running lamp (unless the vehicle conforms to European requirements)

- Operator restrictions relating to lift truck operations on public highway.
- Operator must hold a full UK driving (category B) car licence.
- Age restrictions based on lift truck 'maximum authorised mass' i.e. weight of truck and load.
  - Trucks registered as agricultural vehicles 17 year of age.
  - Up to 3.5 tonnes 17 years of age.
  - Over 3.5 tonnes 18 years of age.
  - Over 7.5 tonnes 21 years of age.

### **General guidance relating to the safe Lift Truck use**

- Drive at a speed appropriate to the circumstances of use and work environment.
- Only move with a raised load at a creep speed or whilst stacking.
- Normal travel is with the forks 100 - 150mm above the ground.
- Travel in a direction in which operator has a clear view or using a trained banks-man. This means counterbalanced trucks should travel backwards if the load obstructs vision, but when going uphill on a slope with a bulky load travelling forwards but with help from a banks-man.
- Never go across sloping ground only up or down.
- When travelling on a slope when loaded, travel with the load uphill.
- When travelling on a slope when unloaded travel with the forks downhill.
- Always leave the truck parked with forks on the ground, handbrake on and ignition key removed.
- Never park on a slope.
- Never carrying passengers.
- Never lift people on the truck forks or on a pallet, it is dangerous and illegal. However, there is a safe way of using a Lift Truck for lifting persons by means of a special purpose built cage securely fitted to the forks. This arrangement provides a working platform with a handrail so if the worker is jerked or loses their balance they cannot fall to the ground. They are also protected from entanglement in the lifting chains. HSE guidance document PM28 Working Platforms (Non Integrated) on Forklift Trucks provides advice on how to do this.

However, this arrangement should only be for occasional jobs, not for regular order picking or similar operations, purpose built access equipment such as MEWP's Mobile Elevated Work Platforms, intended to be used by people to allow them to work at height should be used.

### **Layout and maintenance of workplace**

- Pedestrians & vehicles to be securely prohibited from entering Lift Truck operating area by use of barriers, marking of routes or warning devices. Where this is not achievable the use of suitably experienced banks-man (men) with sufficient knowledge of lift truck operations to recognise unsafe conditions is required.
- High visibility clothing to be worn by all staff involved in Lift Truck operations.
- Head protection to be worn by all staff involved in Lift Truck operations where there is a risk of head injury from falling objects.
- All Lift Trucks to be fitted with audible warning devices e.g. horn, reversing bleeper.
- All Lift Trucks to be fitted with a flashing warning beacon.
- Parking areas for Lift Trucks to be provided in a secure / supervised area, Lift Trucks to be parked with keys removed from ignition to prevent unauthorised use.
- Adequate levels of ambient lighting to be maintained.
- Roadways and aisles etc. to have sufficient width and overhead clearance for loaded Lift Trucks and where required, for Lift Trucks to pass each other.
- Road humps should be avoided, where this is not possible, safe negotiation of these should be identified in the local risk assessment.
- Significant structural features such as loading bay edges or other changes of level to be identified, marked and where appropriate protected e.g. with barriers.
- Overhead structures such as ceilings, lighting fittings, ductwork etc can be struck by a raised load if the operator is inattentive. Lift Trucks can have their lift height mechanically limited to avoid this risk.

Further guidance on safe Lift Truck operation can be found within HSE guidance document HS(G)6 Safety in Working With Lift Trucks.