

## **Intructions for Use of the Excel Spreadsheet**

### **There are three tabs at the bottom of this worksheet**

Instructions tab is the one you are reading

### **Title Tab**

TITLE Tab is the front cover page of the Risk Assessment

Simply insert your Company Name, Date and Assessor name where indicated

Print the front cover once you have completed your Audit

Do not enter any data other than Company name, Date and Assessor - the data will copy from the risk assessment details

### **Audit Details Tab**

Read each section and answer the questions

Enter Data ONLY in the white coloured boxes for each question

Enter a score for each question as indicated

If the question is not aplicable score it as max potential score

Enter comments in the comments box

Once complete simply print off both the Title Page and the Audit Details pages

Note you may need to change your printer settings

You have now completed your Health & Safety Risk Assessment

# Health & Safety Fork Lift Truck Risk Assessment

Date	
------	--

Company Name	
--------------	--

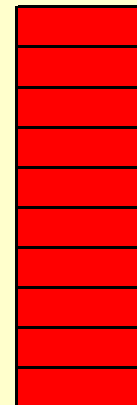
Assessor	
----------	--

Performance Acceptable - no action required  
Performance marginal - ongoing action required  
Performance not acceptable - urgent action required



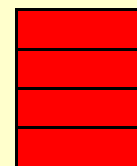
## Warehouse Operations

- Slips Trips and Falls
- Falling Objects
- Electrical Hazards
- Substance Related Hazards
- Machinery Hazards
- Fire Hazards
- Ventilation Hazards
- Manual Handling and Workstation Hazards
- Hygiene Hazards
- Accidents and First Aid



## Fork Lift Truck Operations

- Fork Lift truck Training
- Fork Lift truck Authorisation
- Fork Lift truck - Protecting Pedestrians and Operators
- Fork Lift truck - The Lift truck



Fork Lift Trucks Risk Assessment

Question Make a judgement about your level of compliance against each question. Score 1 for marginal, Score 2 for mostly, score 3 for fully compliant	Potential Score	Score	% Performance	Comments
<b>Slips Trips and Falls</b>				
Are there any obstructions on the floor that could cause a slip trip or fall from stored materials, work pieces, storage bins, pallets, etc?	3		0	
Are there any obstructions on the floor that could cause a slip trip or fall from electrical equipment, such fan heaters, pressure cleaners, etc?	3		0	
Are there any obstructions on the floor that could cause a slip trip or fall from trailing leads supplying power tools, portable pumps, vacuum cleaners, etc?	3		0	
Are there any obstructions on the floor that could cause a slip trip or fall from loose mats and/or decking around loading equipment?	3		0	
Are there any obstructions on the floor that could cause a slip trip or fall from access routes blocked by general debris, waste bins, etc?	3		0	
Are there any obstructions on the floor that could cause a slip trip or fall from open access panels in the floor?	3		0	
Are there any obstructions on the floor that could cause a slip trip or fall from unguarded stairwells?	3		0	
Are there any obstructions on the floor that could cause a slip trip or fall from unguarded edges on ramps and loading bays?	3		0	
Are there any obstructions on the floor that could cause a slip trip or fall from uneven floors?	3		0	
Are there any obstructions on the floor that could cause a slip trip or fall from cleaner's equipment such as vacuum cleaners, floor polishers?	3		0	
	<b>30</b>	<b>0</b>	<b>0</b>	

Fork Lift Trucks Risk Assessment

Question Make a judgement about your level of compliance against each question. Score 1 for marginal, Score 2 for mostly, score 3 for fully compliant	Potential Score	Score	% Performance	Comments
<b>Falling Objects</b>				
Are there any objects that could fall on people such as goods or tools on shelves and racking?	3		0	
Are there any objects that could fall on people such as unstable freestanding stacks of goods or materials?	3		0	
Are there any objects that could fall on people such as objects carried by overhead gantry or hoists?	3		0	
Are there any objects that could fall on people such as loose electrical or mechanical equipment: lighting, pipework, ventilation equipment, etc?	3		0	
Are there any objects that could fall on people such as loose ceiling tiles?	3		0	
Are there any objects that could fall on people such as ladders or access equipment?	3		0	
	18	0	0	
<b>Electrical Hazards</b>				
Is there any risk of persons receiving an electrical shock from loose or broken: sockets, switches, light fittings, conduits and trunking, etc?	3		0	
Is there any risk of persons receiving an electrical shock from worn, frayed or split cables or conduits?	3		0	
Is there any risk of persons receiving an electrical shock from missing lids on trunking and control panels?	3		0	
Is there any risk of persons receiving an electrical shock from trailing leads?	3		0	
Is there any risk of persons receiving an electrical shock from overloaded extension leads or multi socket adaptors?	3		0	

Fork Lift Trucks Risk Assessment

<b>Question</b> Make a judgement about your level of compliance against each question. Score 1 for marginal, Score 2 for mostly, score 3 for fully compliant	<i>Potential Score</i>	<i>Score</i>	<i>% Performance</i>	<b>Comments</b>
Is there any risk of persons receiving an electrical shock from exposed cables into plugs, computer equipment, kettles, fan heaters, microwaves, food and drinks dispensers, etc?	3		0	
Is there any risk of persons receiving an electrical shock from exposed live parts of electrical switchgear: controls, motors, pumps, etc?	3		0	
Is any item of portable electrical equipment overdue for a portable appliance test (PAT)?	3		0	
Is any item of electrical equipment poorly or dangerously positioned?	3		0	
	27	0	0	

Fork Lift Trucks Risk Assessment

<p><b>Question</b> Make a judgement about your level of compliance against each question. Score 1 for marginal, Score 2 for mostly, score 3 for fully compliant</p>	<p>Potential Score</p>	<p>Score</p>	<p>% Performance</p>	<p>Comments</p>
<p><b>Substance Related Hazards</b></p>				
<p>Are there any substances used that could cause harm from contact or inhalation, such as cleaning or degreasing chemicals?</p>	<p>3</p>		<p>0</p>	
<p>Are there any substances used that could cause harm from contact or inhalation, such as solvents in inks, dyes, adhesives, paints, etc?</p>	<p>3</p>		<p>0</p>	
<p>Are there any substances used that could cause harm from contact or inhalation, such as dusts from powdered goods or supplies?</p>	<p>3</p>		<p>0</p>	
<p>Are there any substances used that could cause harm from contact or inhalation, such as smoke or exhaust fumes from vehicles or combustion processes?</p>	<p>3</p>		<p>0</p>	
<p>Are there any substances used that could cause harm from contact or inhalation, such as welding, brazing or soldering fumes?</p>	<p>3</p>		<p>0</p>	
<p>Are there any substances used that could cause harm from contact or inhalation, such as asbestos in fire retardant panelling, ceiling tiles or pipe lagging?</p>	<p>3</p>		<p>0</p>	
<p>Do the procedures for cleaning up organic and chemical substance spills need improving?</p>	<p>3</p>		<p>0</p>	
<p>Does the disposal of waste products from spills need improving?</p>	<p>3</p>		<p>0</p>	
<p>Are there any new substances being used since the last review?</p>	<p>3</p>		<p>0</p>	
<p>Has any staff member complained of any persistent or increasing allergic reactions: running nose or eyes, coughing, sneezing, itching skin, etc?</p>	<p>3</p>		<p>0</p>	
<p><b>30</b></p>	<p><b>0</b></p>	<p><b>0</b></p>	<p><b>0</b></p>	
<p><b>Machinery Hazards</b></p>				

Fork Lift Trucks Risk Assessment

<b>Question</b> Make a judgement about your level of compliance against each question. Score 1 for marginal, Score 2 for mostly, score 3 for fully compliant	<i>Potential Score</i>	<i>Score</i>	<i>% Performance</i>	<b>Comments</b>
Is machinery installed and used in a safe manner to minimise danger to others, such as are there any moving or rotating parts of machinery that require guarding?	3		0	
Does existing machinery guarding need repair or replacement?	3		0	
Can goods or materials be ejected from moving machinery?	3		0	
Do you have to raise your voice above the working noise?	3		0	
Do workers require protection against the effects of vibrating tools or machinery?	3		0	
Can exposed hot surfaces burn skin if contact is made?	3		0	
Do airlines and/or compressed gas lines need repair or replacing?	3		0	
Can machinery move without warning?	3		0	
Has any new machinery been introduced since the last review?	3		0	
	27	0	0	

Fork Lift Trucks Risk Assessment

Question Make a judgement about your level of compliance against each question. Score 1 for marginal, Score 2 for mostly, score 3 for fully compliant	Potential Score	Score	% Performance	Comments
<b>Fire Hazards</b>				
Are any flammable substances on or near sources of heat or direct sunlight?	3		0	
Are there any flammable substances that are not correctly stored in flameproof cupboards (solvents, adhesives, etc.)?	3		0	
Are there any potential for a flammable substance to be spilled onto sources of heat or electrical equipment?	3		0	
Are there any flammable waste materials in left waste bins overnight?	3		0	
Are there any covered convector heaters?	3		0	
Are there any chemicals that can react or spontaneously combust?	3		0	
Are there any oily paper towels or rags disposed of carelessly?	3		0	
	21	0	0	
<b>Ventilation Hazards</b>				
Is there insufficient ventilation, natural and forced?	3		0	
Is there a likelihood of fumes getting into the area caused by vehicles (lorries, fork-lift trucks, etc.)?	3		0	
	6	0	0	
<b>Manual Handling and Workstation Hazards</b>				
Do working positions pose a hazard that could cause muscular strains, such as poor lifting positions?	3		0	
Do working positions pose a hazard that could cause muscular strains, such as heavy or large and awkward materials?	3		0	
Do working positions pose a hazard that could cause muscular strains, such as bad posture over benches or conveyors?	3		0	



Fork Lift Trucks Risk Assessment

Question Make a judgement about your level of compliance against each question. Score 1 for marginal, Score 2 for mostly, score 3 for fully compliant	Potential Score	Score	% Performance	Comments
Do working positions pose a hazard that could cause muscular strains, such as repetitive twisting or turning?	3		0	
Does any warehouse equipment show signs of damage or imminent collapse (desks, chairs, benches, shelving, steps, etc.)?	3		0	
	15	0	0	
<b>Hygiene Hazards</b>				
Do sanitary provisions require improving to reduce the risk of infection or contamination, such as hot water temperature requires raising to remove legionella risk (60°C)	3		0	
Do sanitary provisions require improving to reduce the risk of infection or contamination, such as toilet and hand basin cleaning requires improving?	3		0	
Do sanitary provisions require improving to reduce the risk of infection or contamination, such as improved hand washing and drying facilities?	3		0	
Do sanitary provisions require improving to reduce the risk of infection or contamination, such as the use of rubber gloves for personal protection?	3		0	
Does the provision of barrier creams and hand cleaners need to be improved	3		0	
	15	0	0	

Fork Lift Trucks Risk Assessment

Question Make a judgement about your level of compliance against each question. Score 1 for marginal, Score 2 for mostly, score 3 for fully compliant	Potential Score	Score	% Performance	Comments
<b>Accidents and First Aid</b>				
Does accident treatment require improving?	3		0	
Is there a requirement for a (or additional) trained first aider?	3		0	
Do those trained as first aiders require refresher training? (required every 3 years)	3		0	
Do accident records need reviewing?	3		0	
Is there anything in the first aid boxes that is past its use by date?	3		0	
Are extra first aid boxes required?	3		0	
Are there any specific requirements for accident treatment?	3		0	
	21	0	0	
<b>Fork Lift truck Training</b>				
<b>Do ensure that the following is achieved:</b>				
Keep records of all training given to individuals, including conversion and refresher training, and of their performance in associated tests.	3		0	
The training of supervisors of lift truck operators includes an appreciation of all the measures, as outlined in this guidance, which are necessary to ensure the safe use of lift trucks within the workplace. Managers should have an appreciation of the risks in the working environment and of the methods of minimising those risks.	3		0	
The training of operators should always include the three stages of training: basic, specific job and familiarisation. The first two stages of training, which can be combined, should take place off the job (ie sheltered from production and other pressures). Familiarisation training needs to be done on the job, under close supervision. Lift truck operators, including occasional users, should be given the opportunity to put what they have learned during training into practice in the workplace.	3		0	
Basic training should cover the basic skills and knowledge required to operate a lift truck safely and efficiently.	3		0	
Specific job training should be tailored to the employer's needs.	3		0	

Fork Lift Trucks Risk Assessment

<p><b>Question</b> Make a judgement about your level of compliance against each question. Score 1 for marginal, Score 2 for mostly, score 3 for fully compliant</p>	<p>Potential Score</p>	<p>Score</p>	<p>% Performance</p>	<p>Comments</p>
<p>After successful completion of the first two stages, operators should be given familiarisation training at the workplace under close supervision by someone with appropriate knowledge. Familiarisation training should cover the application, under normal working conditions, of the skills already learned, covering features of the work which it was not feasible to teach off the job, such as local emergency procedures etc.</p>	3			
<p>Basic and specific job training should be carried out by a competent instructor either at the premises of a training organisation or on the employer's own premises. The training area should be suitable for manoeuvring, and closed to other activities and personnel while training is taking place.</p>	3			
<p>The training requirements of newly recruited lift truck operators and existing operators whose working practices change, should be assessed and appropriate training provided. New recruits who have some experience of lift truck operation may need less training than those with no experience, provided they are competent and their experience is relevant.</p>	3			
<p>An operator with basic training on one type of lift truck or handling attachment cannot operate others safely without additional conversion training.</p>	3			
<p>Where supervisors identify poor operating practices, employers should take appropriate corrective action, including considering refresher training.</p>	3			
<p>Continuous assessment should be made by the instructor of a trainee's progress to ensure that the required standards are achieved throughout training. At the end of training, a test should be taken to validate the training which has been provided.</p>	3			
	33	0	0	
<p><b>Fork Lift truck Authorisation</b></p>				
<p><b>Do ensure that the following is achieved:</b></p>				

Fork Lift Trucks Risk Assessment

Question Make a judgement about your level of compliance against each question. Score 1 for marginal, Score 2 for mostly, score 3 for fully compliant	Potential Score	Score	% Performance	Comments
Following satisfactory completion of training, employees should be given written authorisation by their employers to operate the type(s) of truck which the employer considers they are competent to operate. Authorisations may be issued on an individual basis and/or recorded centrally by employers. Employers will also need to ensure that they are satisfied with the continuing competence of authorised operators.	3		0	
	3	0	0	
<b>Fork Lift truck - Protecting Pedestrians and Operators</b>				
<b>Do ensure that the following is achieved:</b>				
<i>Segregation of pedestrians</i> . Pedestrians should where possible be segregated from vehicle routes by a physical barrier; otherwise pedestrian routes should be clearly marked. Where it is not possible to provide a separate means of access and egress for pedestrians, other arrangements, such as the use of audible or visual warning devices, should be made to ensure their safety;	3		0	
<i>Audible warning devices on lift trucks</i> . These vary from the simple manually operated horn to the automatic reversing bleeper. In deciding whether such measures will be effective, employers should take into account the number of lift trucks operating in the area, the background noise levels and the likely effect on overall noise levels.	3			
<i>Flashing beacons on lift trucks</i> . The use of these devices may be effective, particularly where lighting is poor or lift trucks operate intermittently, or where audible devices are likely to be ineffective.	3			
<i>High-visibility clothing</i> . Where the risks to pedestrians cannot be adequately controlled by other methods, high-visibility clothing should be worn by all pedestrians. In addition, lift truck operators should be provided with such clothing at all times and instructed to wear it whenever they leave the operating position of the lift truck.	3			

Fork Lift Trucks Risk Assessment

<p><b>Question</b> Make a judgement about your level of compliance against each question. Score 1 for marginal, Score 2 for mostly, score 3 for fully compliant</p>	<p>Potential Score</p>	<p>Score</p>	<p>% Performance</p>	<p>Comments</p>
<p><i>Roll-over protective structures (ROPS)</i>. The masts of most vertical-masted lift trucks, provided they have sufficient strength and dimensions, will generally prevent the truck from doing more than tipping over onto its side. However, where there is a risk of a truck rolling over and crushing the operator, a ROPS should be fitted to minimise the risk to operators should roll-over occur. Telescopic materials handlers are capable of rolling over 180° or more, and will need a ROPS to protect operators if used in circumstances where there is a risk of roll-over.</p>	<p>3</p>			
<p><i>Restraining systems</i>. If risk assessment shows that a lift truck with a seated ride-on operator can roll over in use and there is a risk of the operator leaving the operating position and being crushed between the truck and ground, a restraining system, such as a seat belt, will be required. Restraining systems are also required on any lift truck which is fitted with a ROPS, to protect operators from the risk of injury resulting from 180° or more roll-over.</p>	<p>3</p>			
<p><i>Head protection</i>. Falling object protective structures (FOPS) should be fitted where there is a significant risk of falling materials endangering the operator. Where it is not practicable to fit such a structure, safety helmets should be worn where there is a risk of head injury from falling objects.</p>	<p>3</p>			

Fork Lift Trucks Risk Assessment

Question Make a judgement about your level of compliance against each question. Score 1 for marginal, Score 2 for mostly, score 3 for fully compliant	Potential Score	Score	% Performance	Comments
Where practicable, loads should not be carried or suspended over areas occupied by people (this would apply mainly to telescopic materials handlers) or above unprotected workplaces usually occupied by workers. Where this is not practicable a safe system of work needs to be established to minimise risks.	3			
	24	0	0	
<b>Fork Lift truck - The Lift truck</b>				
<b>Do ensure that the following is achieved:</b>				
Anyone driving a lift truck on the public road must comply with the appropriate road traffic legislation.	3		0	
Health and safety legislation requires work equipment to be suitable and safe for its intended use and to be maintained in an efficient condition.	3			
It is essential that people operating lift trucks or supervising their operation understand their characteristics.	3			
The lift truck should be used in a way which ensures its stability under all foreseeable conditions.	3			
Where operators are at risk of falling out and being crushed between any part of the lift truck and the ground if the truck overturns, a restraining system (for example a seat belt) should be fitted. Where a restraining system cannot be fitted, and the risks are sufficiently high, it may be necessary to use another lift truck which has such a system.	3			
In addition, the functions of all the controls should be clearly marked so that they can be seen from the operator's position.	3			
Lift trucks should not be loaded beyond their actual (safe) capacity. The actual capacity (safe working load) is a function of the rated capacity, lift height and load centre distance, the load centre distance being the distance from the centre of gravity of the load to the front face of the fork shank. This information is shown on the lift truck capacity data plate.	3			

Fork Lift Trucks Risk Assessment

<p><b>Question</b> Make a judgement about your level of compliance against each question. Score 1 for marginal, Score 2 for mostly, score 3 for fully compliant</p>	<p>Potential Score</p>	<p>Score</p>	<p>% Performance</p>	<p>Comments</p>
<p>Unless approved by the manufacturer or authorised supplier the weight of the counterweight should not be changed, as this will adversely affect the lift truck's stability and safety. On electric lift trucks, only batteries of the size and weight specified by the lift truck manufacturer should be used, as batteries are part of the counterweight and an incorrect weight will affect stability.</p>	3			
<p><i>Lifting mechanism</i> . Lift trucks require thorough examination under the Lifting Operations and Lifting Equipment Regulations 1998, regulation 9.<sup>4</sup> The scope, nature and frequency of the thorough examination should be set by a competent person, and at least the forks, chains, mast, cylinders and hoist mechanism should be included. Under the Provision and Use of Work Equipment Regulations 1998,<sup>3</sup> regulation 6, those safety-related parts of the truck which are not covered by the thorough examination should be inspected periodically by a competent person;</p>	3			
<p><i>Wheels and tyres</i> . Lift trucks fitted with pneumatic tyres should not be used to lift loads unless the tyres are inflated to the correct pressure (the inflation pressure should be shown prominently on the lift truck). Tyre pressures should be checked on a regular basis using an appropriate pressure gauge to confirm that they are at the pressures recommended by the manufacturer. Tyres should also be checked for damage which may affect their safety.</p>	3			
<p><i>Brakes</i> . Lift trucks should have an efficient braking system capable of stopping a laden lift truck smoothly and rapidly, and holding the lift truck when parked. The braking system should be properly maintained;</p>	3			
<p><i>Horn</i> . A clearly audible warning device should be provided;</p>	3			

Fork Lift Trucks Risk Assessment

<p><b>Question</b> Make a judgement about your level of compliance against each question. Score 1 for marginal, Score 2 for mostly, score 3 for fully compliant</p>	<p>Potential Score</p>	<p>Score</p>	<p>% Performance</p>	<p>Comments</p>
<p><i>Falling object protective structures (FOPS) (Figure 15)</i>. If lift truck operators are at significant risk of injury from objects falling on them while the lift truck is in use, a FOPS should be provided. This may be achieved by a suitably strong safety cab or protective cage which provides adequate protection in the working environment in which the lift truck is used. While the structure should not unreasonably obscure the operator's vision, the openings in it should be small enough to provide adequate protection;</p>	3			
<p><i>Roll-over protective structures (ROPS)</i>. Where there is a risk of a truck rolling over and crushing the operator, a ROPS should be fitted. It should be strong enough to protect the operator in the event of a rollover. This should be combined with a restraining system .</p>	3			
<p><i>Load back rest extension</i> . A load back-rest extension should be fitted if the lift truck is used to move objects liable to fall on the operator. The load back-rest extension should be high enough to prevent the load rolling over the top of it;</p>	3			
<p><i>Attachments</i> . Some loads can be handled more efficiently and safely by the use of suitable attachments, for example fork arm extensions, booms, rotating heads, drum clamps, paper roll clamps, bale clamps, load stabilisers etc;</p>	3			
<p><i>Dangerous moving parts</i> . Guards should be provided to prevent access to the dangerous moving parts of the lift truck which are within the operator's reach in the normal operating position, for example traps caused by telescopic mast sections, lifting chains etc;</p>	3			
<p><i>Lights</i> . Suitable lights should be provided at the front and rear if the lift truck has to be driven at night, or in areas with insufficient natural or artificial light, such as in drive-in racking. Consideration should be given to fitting a flashing yellow light on the top of the lift truck to warn other people;</p>	3			



Fork Lift Trucks Risk Assessment

<p><b>Question</b> Make a judgement about your level of compliance against each question. Score 1 for marginal, Score 2 for mostly, score 3 for fully compliant</p>	<p>Potential Score</p>	<p>Score</p>	<p>% Performance</p>	<p>Comments</p>
<p><i>Noise</i>. When selecting lift trucks, consideration will need to be given to the likely effects on noise levels in the workplace by the use of particular types of lift truck and whether quieter ones could be used. Manufacturers are required to give information on the noise emission of their lift trucks.</p>	3			
<p><i>Comfort</i>. Many operators have to sit on their lift truck for much of the working day so it is important that the seat is designed and maintained to lessen fatigue and discomfort, and prevent ill-health caused by vibration. The manufacturer's advice should be sought if the seat proves to be unreasonably tiring or passes on excessive vibration;</p>	3			
<p><i>Protection from adverse weather conditions</i>. Where lift trucks are used outside, adequate provision should be made to protect the operator from the effects of adverse weather conditions. Where possible, lift trucks fitted with cabs should be used. Lift truck operations should be halted where weather conditions are bad enough to adversely affect the performance of the lift truck or expose the operator to danger, for example excessive wind speed, poor visibility due to mist or fog, lightning or heavy rain. Bad weather, even after it is over, may leave unsafe conditions, for example waterlogged and unstable ground following a period of heavy rain;</p>	3			
<p><i>Unauthorised use</i>. Lift trucks should have facilities for preventing their use by anyone other than authorised users. Keys or other devices should be kept securely, with a custody system to prevent unauthorised use; and</p>	3			

Fork Lift Trucks Risk Assessment

<p><b>Question</b> Make a judgement about your level of compliance against each question. Score 1 for marginal, Score 2 for mostly, score 3 for fully compliant</p>	<p>Potential Score</p>	<p>Score</p>	<p>% Performance</p>	<p>Comments</p>
<p><i>Hazardous substances</i>. The Control of Substances Hazardous to Health Regulations 1999 (COSHH) require an assessment to be made of exposure to hazardous substances and, where necessary, appropriate control measures to be introduced. Examples of hazardous substances that may be encountered in lift truck operations are exhaust fumes from internal combustion engines, fuel oils and battery acid. When handling fuel oils or fuelling a lift truck, protective gloves should be worn. Where there is a possibility of battery acid being splashed, the minimum protection required is protective gloves and eye protection. Maintenance operations and certain loads may expose people to other hazardous substances. These, and the methods to control exposure to them, should be identified by the assessment under the COSHH Regulations. Procedures to be followed in the event of spillage or leakage of hazardous substances should be established and all staff made aware of them. Appropriate first-aid facilities should be available.</p>	3			
<p>When the batteries of battery-powered lift trucks are being charged, care should be taken to avoid a risk of explosion from an accumulation of hydrogen gas. Charging should only take place in a clearly marked area set aside for the purpose, away from the work or storage area and any main thoroughfare. The charging area should be cool, well ventilated, designated 'No smoking and no naked lights', and be free from other sources of ignition. Before charging takes place, the battery electrolyte levels should be checked to ensure that they are within the limits specified by the manufacturer and topped up if they are below the minimum level.</p>	3			
<p>The manufacturer's instructions should be followed when charging batteries. Main covers and lids should be opened or removed where indicated. The lift truck, charger and all electrical connections should comply with the requirements of the Electricity at Work Regulations 1989 concerning installation, maintenance and use.</p>	3			

Fork Lift Trucks Risk Assessment

<p><b>Question</b> Make a judgement about your level of compliance against each question. Score 1 for marginal, Score 2 for mostly, score 3 for fully compliant</p>	<p>Potential Score</p>	<p>Score</p>	<p>% Performance</p>	<p>Comments</p>
<p>In workplaces where lift trucks are powered by internal combustion engines it is important that the ventilation should be adequate to remove exhaust fumes, and that the engines should be properly maintained. Exhaust fumes may be significantly reduced by the use of filter systems or catalytic converters. However, these systems are not a substitute for providing adequate ventilation. Exhaust filters should be checked regularly in order to maintain their effectiveness. Petrol and liquefied petroleum gas (LPG)-engined lift trucks are particularly hazardous in confined spaces and should not be used there.</p>	3			
<p>Areas used for fuelling diesel or petrol-engined lift trucks should be outside buildings. The local petroleum licensing officer can advise on the standard necessary to comply with the Petroleum (Consolidation) Act 1928. Notices prohibiting smoking should be clearly displayed in these areas and engines should be switched off before fuelling.</p>	3			
<p>The fuel cylinders of LPG-engined lift trucks should preferably be changed outside buildings away from pits, drains, lift shafts and sources of ignition and in any case in an area that is adequately ventilated and where notices prohibiting smoking are clearly displayed. If the lift truck is fitted with integral tanks or if employers refill their own cylinders, the installation for refilling should comply with the advice given in the LPGA Code of Practice 1 <i>Part 1, Bulk LPG storage at fixed installations</i>.</p>	3			
<p>Due to the risk of explosion, petrol- and LPG-engined lift trucks should not be used in areas where there is a risk of a flammable vapour, gas or dust concentration being present.</p>	3			
<p>Battery-powered lift trucks should only be used where there is a risk of a flammable vapour, gas or dust concentration being present if they have been suitably protected. Advice should be sought from the manufacturer or authorised supplier before use or before any modifications are carried out.</p>	3			

Fork Lift Trucks Risk Assessment

<p><b>Question</b> Make a judgement about your level of compliance against each question. Score 1 for marginal, Score 2 for mostly, score 3 for fully compliant</p>	<p>Potential Score</p>	<p>Score</p>	<p>% Performance</p>	<p>Comments</p>
<p>Diesel-powered lift trucks should only be used in potentially explosive atmospheres if, in addition to protection of the electrical system, the exhaust is protected against spark emission, precautions are taken against the intake of flammable mixtures and hot surfaces are protected. The advice of the lift truck manufacturer or authorised supplier should always be sought.</p>	3			
<p>Fitting an attachment may alter the characteristics of the lift truck and is likely to necessitate a reduction in the actual capacity of the lift truck. Where this is necessary it should only be carried out by a lift truck engineer or another person with equivalent qualifications. Alternatively it may be necessary to use a lift truck with a larger capacity. Wherever possible, the manufacturer or authorised supplier should be consulted about the suitability of an attachment for a particular lift truck and the necessary derating. An additional capacity plate showing the derating necessary should be fitted to the truck. The derating should be related to an identified attachment.</p>	3			
<p>Attachments may be mounted on the fork arms or directly onto the carriage. In all cases the attachment should be securely fastened and care taken to ensure that the attachment or securing device does not foul any part of the mast structure during raising or lowering of the attachment. The instructions for use of the attachment supplied by the manufacturer or authorised supplier should be followed at all times.</p>	3			
<p>At the start of each shift the security of any attachment fitted to the lift truck should be checked and any defects reported immediately. Where defects are found which may affect the safe operation of the lift truck, it should not be used until such defects are rectified.</p>	3			
<p>A wide range of removable attachments is available for use with lift trucks. Those illustrated and described here are some of the more common ones currently in use, though no description is made of some of the more specialised attachments used with telescopic materials handlers such as bale grabs and silage forks.</p>	3			

Fork Lift Trucks Risk Assessment

Question Make a judgement about your level of compliance against each question. Score 1 for marginal, Score 2 for mostly, score 3 for fully compliant	Potential Score	Score	% Performance	Comments
Fork Extensions -These may be hydraulically operated telescopic fork arms replacing the fixed fork arms or simple box sections which may be slipped onto the fork arms and secured in place. They may be used to reach loads in deep racking or to handle extra depth loads.	3			
	108	0	0	

Fork Lift Trucks Risk Assessment

<b>Question</b> Make a judgement about your level of compliance against each question. Score 1 for marginal, Score 2 for mostly, score 3 for fully compliant	<b>Potential Score</b>	<b>Score</b>	<b>% Performance</b>	<b>Comments</b>

Fork Lift Trucks Risk Assessment

<b>Question</b> Make a judgement about your level of compliance against each question. Score 1 for marginal, Score 2 for mostly, score 3 for fully compliant	<b>Potential Score</b>	<b>Score</b>	<b>% Performance</b>	<b>Comments</b>

Fork Lift Trucks Risk Assessment

<b>Question</b> Make a judgement about your level of compliance against each question. Score 1 for marginal, Score 2 for mostly, score 3 for fully compliant	<i>Potential Score</i>	<i>Score</i>	<i>% Performance</i>	<b>Comments</b>



Fork Lift Trucks Risk Assessment

Question Make a judgement about your level of compliance against each question. Score 1 for marginal, Score 2 for mostly, score 3 for fully compliant	<i>Potential Score</i>	<i>Score</i>	<i>% Performance</i>	Comments

Fork Lift Trucks Risk Assessment

<b>Question</b> Make a judgement about your level of compliance against each question. Score 1 for marginal, Score 2 for mostly, score 3 for fully compliant	<i>Potential Score</i>	<i>Score</i>	<i>% Performance</i>	<b>Comments</b>