

Forklift Use and Risk Management Policy

Category:	<i>Operational</i>	Approval Date:	<i>June 2025</i>
Last Reviewed:	<i>New Policy</i>	Next Review	<i>May 2028</i>

Authorised by: *Chief Executive*

Policy Overview and Purpose:

- This site-specific policy outlines the procedures and responsibilities for the safe use of forklifts and the management of associated risks at Vision Drive.
- Vision Drive is committed to eliminating or minimising the risk of carbon monoxide poisoning through safer forklift selection, proper ventilation, maintenance, and monitoring.
- Forklift operation is governed by a combination of national legislation, guidelines, and best practices. This policy ensures compliance with:
 - ✓ Health and Safety at Work Act 2015 (HSWA 2015)
 - ✓ Approved Code of Practice for Training Operators and Instructors of Powered Industrial Lift Trucks (Forklifts).
 - ✓ WORKSAFE Guidance on 'Forklifts and carbon monoxide'.

Definitions:

- Forklift: A motorised powered industrial truck used to lift, stack, or move materials.
- PCBU (Person Conducting a Business or Undertaking): A legal entity responsible under HSWA 2015 for ensuring health and safety in the workplace.
- ACOP (Approved Code of Practice): A WorkSafe New Zealand publication that provides practical guidance on complying with legal duties under HSWA 2015.
- PPE: Personal Protective Equipment such as high-vis, safety footwear and seatbelts.
- Operator: A person who has received appropriate training and is authorised to operate a forklift in a safe and competent manner.
- Trainee: A person undergoing forklift training and operates equipment under direct supervision.
- Hazard: Anything that can cause harm, including the potential for injury, illness, or property damage (e.g. pedestrian traffic, unstable loads, or poor weather conditions).
- Risk: The likelihood that a hazard will cause harm, and the degree of harm that could result.
- Control Measure: An action implemented to eliminate or reduce health and safety risks.
- F Endorsement: An official endorsement on a NZ driver's licence required for driving forklifts on public roads.

Scope:

- This policy applies to all staff, contractors, operators, trainees and visitors involved in forklift operations or training activities.
- All forklift operations conducted on-site or off-site under the control of Vision Drive.
- This policy applies to all forklift operations using petrol, LPG, diesel or electric-powered forklifts conducted indoors or in semi-enclosed spaces by Vision Drive.

Responsibilities:

A. The Management of Vision Drive:

- Ensure that all forklift trainers/operators are trained and competent.
- Ensure that all forklift trainers/operators hold the required trainer registration certificate, Forklift Endorsement certificate and the relevant NZQA Unit Standards.
- Maintain records of compliance registers, training and forklift authorisations.

- Identify hazards associated and implement control measures to minimise/eliminate risks.
 - Ensure forklifts are regularly inspected and maintained.
- B. Forklift Trainers:
- Deliver training in accordance with the ACOP, and internal H&S policies and safety protocols.
 - Supervise forklift operations during practical training in line with the required regulations.
 - Report any incidents, hazards, risks or unsafe conditions.
- C. Forklift Trainees:
- Comply with all training instructions, internal H&S policies and safety protocols.
 - Wear appropriate PPE such as high-vis, safety footwear and seatbelts.
 - Conduct pre-start safety checks before operating equipment.
 - Immediately report faults, damage, hazards or near-miss incidents.

Risk Management and Controls:

Risks	Control Measures
Carbon Monoxide Poisoning	<ul style="list-style-type: none"> • Ensure adequate natural or mechanical ventilation in enclosed areas where fuel-powered forklifts are used. • Keep roller doors open (at least 500mm) and windows open during forklift operation to ensure proper ventilation. • Use of carbon monoxide (CO) detector devices (portable or fixed) in forklift operating areas is encouraged, and ensure these devices are regularly tested and calibrated. • Educate staff on the risks of carbon monoxide poisoning, symptoms of poisoning and emergency procedures. • If any symptoms of CO exposure occur (e.g. headaches, nausea, dizziness), stop operations immediately and investigate.
On-site Hazards	<ul style="list-style-type: none"> • Risk assessments prior to practical training. • On-site training tailored to specific workplace environments. • Use of appropriate PPE gear.
Unauthorised Passengers	Unauthorised passengers on forklifts are strictly prohibited
Overhead Dangers (such as power lines)	Maintaining safe distances from overhead power lines and observe safety protocols
Pedestrian Collisions	Designated forklift and pedestrian paths; signage; safety barriers
Load Instability	Operator training; maximum load limits; correct stacking methods
Poor Visibility	Use of mirrors, lights, horns, reversing alarms, and spotters
Mechanical Safety/Failure	Daily pre-use checks; scheduled maintenance
Speeding	Comply with safe operating speeds - Approved Code of Practice.
Tipping	Operator seatbelts; no sharp turns at speed; flat operating surfaces
Weather (outdoors)	Postpone training in high wind or wet conditions

Training and Induction:

Prior to operating forklifts, all participants must receive induction on this policy, including key risk areas such as carbon monoxide exposure, mechanical safety, and site-specific hazards. As part of the induction, each participant is required to complete and sign the **Forklift Training Acknowledgement Form**, confirming their understanding of:

- Risk Management and Control Measures
- Incident and Hazard Reporting
- Responsibilities of Operators and Supervisors
- Ventilation requirements, including keeping roller doors and windows open during operation

Incident, Accident and Hazard Reporting

- All incidents, hazards, or near misses must be reported to the Manager or the Health and Safety Officer immediately, preferably using the BWARE Safety Management System (BWARE).
- Incident investigations will be carried out and corrective actions documented.

Breaches of Policy

Violations may result in disciplinary action, up to and including termination, based on the severity of the breach.

Review and Updates

This policy will be reviewed and updated as necessary to reflect changes in the law and business practices.

Relevant Legislation and References

- Health and Safety at Work Act 2015 (HSWA 2015)
- Approved Code of Practice for Training Operators and Instructors of Powered Industrial Lift Trucks (Forklifts).
- New Zealand Forklift Industry Associations (NZFIA) Forklift Good Practice Guidelines
- WORKSAFE Guidance on 'Forklifts and carbon monoxide'.
- Related Policy - Health and Safety Policy

Policy Document Storage

Policies will be kept in the appropriate storage location, for example:

G:\Corporate\Manuals, Policies, Procedures and Forms\Manuals, Policies and Procedures\Policies

Amendments to this Policy

Vision Drive reserves the right to change this policy from time to time.

Disclaimer

Vision Drive reserves the right to change or replace this policy at any time. Where there is a dispute with regard to the interpretation of this policy or any part thereof, Vision Drive reserves the right to clarify the intention and meaning of this policy. The clarification as provided by the Vision Drive will be seen as the final decision on the interpretation of this policy.