

SWMS Title:	Operation of Fork Lift	Description of Task / Activity:	Operation of Fork Lift
Partner Site:	All Partner Sites		
SWMS prepared by: George Covino	Position: Regional HSE Manager Vic/Tas	Date: 17/12/2020	SWMS reviewed by: Paul Nichols
Authorisation:			
Authorised by: Operational Business Unit Manager or Delegate		Date: 30/09/2020	

Hierarchy of Control	Risk Matrix																																																										
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #ffff00;"> <th colspan="6">RISK ASSESSMENT PROCESS</th> </tr> <tr style="background-color: #ffff00;"> <th colspan="2" style="text-align: center;">Step 1 Determine Probability</th> <th colspan="4" style="text-align: center;">Step 2</th> </tr> <tr style="background-color: #0070c0; color: white;"> <th colspan="2" rowspan="2">LIKELIHOOD</th> <th colspan="4" style="text-align: center;">CONSEQUENCE</th> </tr> <tr style="background-color: #0070c0; color: white;"> <th style="text-align: center;">PERSON</th> <th style="text-align: center;">ASSETS</th> <th colspan="2" style="text-align: center;">ENVIRONMENT</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">A</td> <td style="text-align: center;">Practically impossible</td> <td style="text-align: center;">1</td> <td style="text-align: center;">Minor Near Miss</td> <td style="text-align: center;">Under \$500 Damage and Minimal Productivity Disruption.</td> <td style="text-align: center;">No Damage</td> </tr> <tr> <td style="text-align: center;">B</td> <td style="text-align: center;">Not Likely to Occur</td> <td style="text-align: center;">2</td> <td style="text-align: center;">First Aid Treatment Injury</td> <td style="text-align: center;">\$500–1000 Damage and/or Slight Production Disruption.</td> <td style="text-align: center;">Minor Damage</td> </tr> <tr> <td style="text-align: center;">C</td> <td style="text-align: center;">Unusual but Possible</td> <td style="text-align: center;">3</td> <td style="text-align: center;">MTI or Short Term LTI</td> <td style="text-align: center;">\$1000–5000 Damage and/or Production Disruption.</td> <td style="text-align: center;">Reversible Damage</td> </tr> <tr> <td style="text-align: center;">D</td> <td style="text-align: center;">Quite Possible</td> <td style="text-align: center;">4</td> <td style="text-align: center;">Long Term LTI</td> <td style="text-align: center;">\$5000–10,000 Damage and/or Project Contingency Plan Required.</td> <td style="text-align: center;">Serious Damage</td> </tr> <tr> <td style="text-align: center;">E</td> <td style="text-align: center;">Almost Certain</td> <td style="text-align: center;">5</td> <td style="text-align: center;">Fatality, Permanent Disability</td> <td style="text-align: center;">More than \$10,000 Damage and/or Large Reorganisation of Project.</td> <td style="text-align: center;">Major Damage</td> </tr> </tbody> </table>					RISK ASSESSMENT PROCESS						Step 1 Determine Probability		Step 2				LIKELIHOOD		CONSEQUENCE				PERSON	ASSETS	ENVIRONMENT		A	Practically impossible	1	Minor Near Miss	Under \$500 Damage and Minimal Productivity Disruption.	No Damage	B	Not Likely to Occur	2	First Aid Treatment Injury	\$500–1000 Damage and/or Slight Production Disruption.	Minor Damage	C	Unusual but Possible	3	MTI or Short Term LTI	\$1000–5000 Damage and/or Production Disruption.	Reversible Damage	D	Quite Possible	4	Long Term LTI	\$5000–10,000 Damage and/or Project Contingency Plan Required.	Serious Damage	E	Almost Certain	5	Fatality, Permanent Disability	More than \$10,000 Damage and/or Large Reorganisation of Project.	Major Damage		
RISK ASSESSMENT PROCESS																																																											
Step 1 Determine Probability		Step 2																																																									
LIKELIHOOD		CONSEQUENCE																																																									
		PERSON	ASSETS	ENVIRONMENT																																																							
A	Practically impossible	1	Minor Near Miss	Under \$500 Damage and Minimal Productivity Disruption.	No Damage																																																						
B	Not Likely to Occur	2	First Aid Treatment Injury	\$500–1000 Damage and/or Slight Production Disruption.	Minor Damage																																																						
C	Unusual but Possible	3	MTI or Short Term LTI	\$1000–5000 Damage and/or Production Disruption.	Reversible Damage																																																						
D	Quite Possible	4	Long Term LTI	\$5000–10,000 Damage and/or Project Contingency Plan Required.	Serious Damage																																																						
E	Almost Certain	5	Fatality, Permanent Disability	More than \$10,000 Damage and/or Large Reorganisation of Project.	Major Damage																																																						
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #ffff00;"> <th colspan="6">RISK ASSESSMENT PROCESS</th> </tr> <tr style="background-color: #ffff00;"> <th colspan="6">Step 3 Calculate Risk</th> </tr> <tr style="background-color: #ffff00;"> <th colspan="6" style="text-align: center;">Consequence</th> </tr> <tr style="background-color: #0070c0; color: white;"> <th style="text-align: center;">Likelihood</th> <th style="text-align: center;">1</th> <th style="text-align: center;">2</th> <th style="text-align: center;">3</th> <th style="text-align: center;">4</th> <th style="text-align: center;">5</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">A</td> <td style="text-align: center;">1 Low</td> <td style="text-align: center;">3 Low</td> <td style="text-align: center;">6 Low</td> <td style="text-align: center;">10 Medium</td> <td style="text-align: center;">15 High</td> </tr> <tr> <td style="text-align: center;">B</td> <td style="text-align: center;">2 Low</td> <td style="text-align: center;">5 Low</td> <td style="text-align: center;">9 Medium</td> <td style="text-align: center;">14 High</td> <td style="text-align: center;">19 Extreme</td> </tr> <tr> <td style="text-align: center;">C</td> <td style="text-align: center;">4 Low</td> <td style="text-align: center;">8 Medium</td> <td style="text-align: center;">13 Medium</td> <td style="text-align: center;">18 High</td> <td style="text-align: center;">22 Extreme</td> </tr> <tr> <td style="text-align: center;">D</td> <td style="text-align: center;">7 Low</td> <td style="text-align: center;">12 Medium</td> <td style="text-align: center;">17 High</td> <td style="text-align: center;">21 Extreme</td> <td style="text-align: center;">24 Extreme</td> </tr> <tr> <td style="text-align: center;">E</td> <td style="text-align: center;">11 Medium</td> <td style="text-align: center;">16 High</td> <td style="text-align: center;">20 Extreme</td> <td style="text-align: center;">23 Extreme</td> <td style="text-align: center;">25 Extreme</td> </tr> </tbody> </table>					RISK ASSESSMENT PROCESS						Step 3 Calculate Risk						Consequence						Likelihood	1	2	3	4	5	A	1 Low	3 Low	6 Low	10 Medium	15 High	B	2 Low	5 Low	9 Medium	14 High	19 Extreme	C	4 Low	8 Medium	13 Medium	18 High	22 Extreme	D	7 Low	12 Medium	17 High	21 Extreme	24 Extreme	E	11 Medium	16 High	20 Extreme	23 Extreme	25 Extreme
RISK ASSESSMENT PROCESS																																																											
Step 3 Calculate Risk																																																											
Consequence																																																											
Likelihood	1	2	3	4	5																																																						
A	1 Low	3 Low	6 Low	10 Medium	15 High																																																						
B	2 Low	5 Low	9 Medium	14 High	19 Extreme																																																						
C	4 Low	8 Medium	13 Medium	18 High	22 Extreme																																																						
D	7 Low	12 Medium	17 High	21 Extreme	24 Extreme																																																						
E	11 Medium	16 High	20 Extreme	23 Extreme	25 Extreme																																																						

Required PPE (Personal Protective Equipment)									
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>							

1. Hazard / Hazardous Event	2. Current Controls
General worksite requirements Exposure to Environmental Conditions – Heat / Cold	<ul style="list-style-type: none"> • High visibility vest / Jacket with reflective tape and safety footwear to be worn at all Coles Distribution Centre Sites. • Ensure a wide brimmed hat and sun screen is worn when working outdoors. • Schedule forklift operation outdoors during cold periods.
Training and Competency	<ul style="list-style-type: none"> • Forklifts to only be operated by competent City TM's who hold the appropriate License to Perform high risk work (License Class – Forklift) / Certificate of Competency. • Completion of Coles Logistics Forklift familiarisation / operation training.
Conduct pre operational check	<ul style="list-style-type: none"> • Always conduct a pre-operational check prior to operating equipment (whether manually or via Infolink). • Confirm equipment is in a safe operational condition prior to commencement of use. • Review and confirm forklift's compliance plate, lifting capacities and operate the forklift according to the manufacturer's specification. • If an equipment fault is identified, tag the forklift "out of service" and report it to a line manager.
Working in Trafficked Areas – (Pedestrians, Motorised Material Handling Equipment, Workplace Transport)	<ul style="list-style-type: none"> • Erect appropriate barricades to separate vehicles, pedestrian and drop zones prior to operation. • Plan the route to be taken and ensure clear vision is maintained at all times. • Ensure pedestrians are not within 1m of operation. • Follow site traffic management plan. • Consider use of Traffic Marshall.
Driving and Operating	<ul style="list-style-type: none"> • Ensure petrol / LPG forklifts are not used indoors. • Electrical forklifts only to be used for internal work. • Operate the forklift truck strictly in accordance with manufacturer's specifications. • Ensure the directional arrow is in the neutral position, if relevant to the forklift, before driving off or changing direction. • Be aware of overhead hazards (e.g. roof, light fittings, sprinklers, ducting or powerlines). • Keep all parts of the body within the confines of the forklift when it is in motion. • Operate forklift within nominated speed limits. • If object falls from heights or collision is imminent, remain within the parameters of the forklift and brace yourself for impact. Do NOT jump off the machine. • Forklift must be stationery before lifting or lowering a load. • Do not use damaged pallets.

- Do not operate with unstable loads.
- Always travel up a ramp with the load going first.
- Always back down the ramp with the load trailing.
- Wear a seatbelt if fitted.
- Avoid slippery or uneven surfaces.
- Do not run over pallet boards or debris on the floor.
- Do not turn the forklift off with the tynes raised.
- Do not leave the forklift where it blocks access to fire-fighting equipment and emergency exits.
- Do not carry passengers.
- When getting off the forklift ensure the hand brake is on, tynes are lowered and flat on the ground, then switch the engine off.
- When stepping off a forklift, check for traffic, then lower one foot at a time, ensure three points of contact is maintained and never jump off.
- Operate forklift with load and tynes as low as possible to increase operators' field of vision.
- Ensure that loads are within the rated load capacity of the forklift truck. Carry loads as close to the ground as possible.
- Operate the forklift truck with the load placed fully against the truck carriage or back rest. The mast should be tilted sufficiently backward to safeguard the load.
- Maintain a clear view ahead and behind (via a correctly adjusted rear view mirror) and give clear indication of your intentions. Maintain a safe distance from other vehicles.

3. Additional Information

- For Additional Information contact the HSE Team.

4. Activity Risk Rating: Medium (C3)