



# **BASIC SAFETY RULES FOR LIFTING**

## **DEVICES**

### **INTRODUCTION:**

Newco Catering & Logistics believes that overall, forklift safety is possible with the correct training and supervision. Because our workplace and employee safety is the most important part of our business; informing ourselves, our forklift operators and our general employees about forklift safety will improve our safety and our employee productivity.

To prevent damage to property and ensure the safety of staffs; the maintenance manager shall be responsible for;

- Ensuring that the contractor / operator of the forklift has the required training and is certified and licensed to operate the device.
- Ensuring that the forklift is inspected and test monthly by a responsible person.
- Maintaining written record of inspections and tests

### **The forklift Operator / contractor shall be responsible for;**

- Operating the forklift SAFELY
- Conduct functional test prior to using the equipment
- Selecting and using the forklift appropriately.
- Having a trained Operators licensed on their person while operating the forklift.
- Displaying signage when the forklift is in operation.
- Ensuring the total load to be lifted is within the devices lifting / load capability
- Not Participating in horseplay or other unsafe activities
- Wear safety shoes with anti-slip soles.

### **The staffs shall take precautions when the forklift is in operations by;**

- Never standing under the arms or under a load. Hydraulics can give out at any time.
- Staying away from the forklift path. If you must cross the path, use cross-paths if available, and always look both ways before crossing.

All accidents are preventable and the best approach to preventing forklift accidents is the combined the efforts of every person involved in our business

**Approved By: Managing Director**

**Signed:**