


Toolbox No.5	Issue No. 1	Date: May 2023
	TOOL BOX TALK	
	<u>Material Handling Equipment</u>	

Scope:

The workplace is becoming increasingly reliant on the use of MHE (Material Handling Equipment) to protect ourselves from avoidable and unnecessary workplace and manual handling injuries. The introduction of MHE into the workplace brings its own set of risks. MHE can be extremely dangerous if operated by an untrained operator. All operators should receive suitable safety training prior to being permitted to use any item of MHE and should receive regular refresher training at agreed intervals.

Things to Consider:

MHE accidents tend to be very serious, involving both personal injury and damage to property. These accidents can usually be avoided if operators and pedestrians follow safety instructions correctly. It is important that when in the workplace you ensure you adhere to the safety signage in place.

When entering FLT areas Hi Visibility clothing must be worn

Look around to see what MHE is in use within the area, you may not always be able to see equipment in use, but you may be able to see the flashing beacon attached to the equipment reflecting on surfaces such as walls, ceilings or machines

Listen for any alarms that may be sounding, including the familiar reversing beep used by many vehicles – operators may also utilise the horn when approaching blind corners

Never get too close to any item of MHE when in operation – a recommended distance of 2.5 meters should be adhered to at all times

Do not distract the operator whilst they are carrying out their duties, wait until they have completed their task and applied the parking brake

Always complete the Pre-Use Inspection checking key operating systems e.g. chains, hoses and brakes

	MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY		SATURDAY		SUNDAY	
Date:														
Inspector's Initials:														
ITEM INSPECTED	OK	Repair	OK	Repair	OK	Repair	OK	Repair	OK	Repair	OK	Repair	OK	Repair
Forks, Backrest, Carriage														
Mast, Chain, Hydraulic Lines														
Tires, Axles														
Overhead Guard/ROP														
Fuel Tank & Connections														
Engine Oil Level														
Radiator Water Level (Cold)														
Fuel Level														
Leaks under Fork Lift														
Seat and Seat belts														
Horn and/or Backup alarm														
Lights														
Gauges and Instruments														
All Brakes														
Hydraulic Controls & Lift														
Steering														

1. This checklist must be completed daily and retained for documentation for at least one year.
2. If the forklift is found to be unsafe, the condition must be reported immediately to the supervisor and repaired.
3. No forklift shall be operated with a leak in the fuel system.

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Danger
Stop, Look, Listen
Beware of Vehicles



High visibility clothing must be worn in this area

Takeaway Point:

MHE is one of the most dangerous pieces of equipment on site, especially as it is constantly on the move within areas which have other activities taking place. Always ensure that operators do the relevant checks to ensure the load is safe, secure, steady and balanced. The load capacity of the MHE should **NEVER** be exceeded as this could lead to hydraulic failure or de-stabilising of the equipment.

Applicable Legislation:

Health and Safety at Work Act 1974

Provision and Use of Work Equipment Regulations 1998

Lifting Operation and Lifting Equipment Regulations 1998

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TOOLBOX ATTENDANCE SHEET		
Company:	Talk Delivered By	
Date:		
<u>Attended By</u>	<u>Signature</u>	<u>Date</u>