



REACH TRUCK OPERATOR'S SAFETY CODE

REACH TRUCK

OPERATOR'S SAFETY CODE



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Introduction

Being a safe, efficient reach truck operator is a skill, one that takes careful training, good judgement, practical knowledge, and the confidence that comes with experience. The purpose of this RTITB guidance is to help build all of these things, by providing handy, easy to use, and most importantly clear guidelines on how to operate safely.

By following the rules in this safety code, you are doing your bit to reduce the risk of workplace incidents. The advance of technology in the workplace brings with it advances in safety features and systems. But it is fair to say none of these are as effective at preventing harm as good, professional practice. It is no exaggeration to say that the rules in this safety code may save you and your colleagues from serious injury or worse. Indeed, they may already have!

How to Use this Safety Code

The best way to use this safety code is as a tool, helper and reference. Safe operators check in with and refresh their skills and knowledge regularly, and this safety code allows you to do just that.

The advice you find here has been broken down into sections, logically organised around a specific topic or operation. Under each chapter and section heading you will find a list of the key safety rules you need to obey while conducting specific operations, such as picking up a load, working in specific locations (such as a charging station) or reacting to local conditions, for example a wet floor.

The advice provided in this safety code lays a sound foundation for making judgements in the most common situations you are likely to encounter. However, it would be impossible for it to encompass all possible reach truck operations, so Basic training must be followed by Specific Job and Familiarisation training. This means you can be trained in the specifics of the equipment you are expected to use in your day-to-day work and the environment that you will work in.



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SAFETY BASICS

Never allow passengers to ride on your reach truck, or on the forks.

Never lift anyone on the forks, any attachment, or on the pallet, nor allow anyone to mount the same. The only exceptions to this are for non-integrated platforms approved for use under exceptional circumstances.



See UK HSE guidance note PM28:

<https://www.hse.gov.uk/pubns/pm28.pdf>.



Never stand or walk under raised fork arms, nor allow anyone else to do the same, even if the truck is unladen!

Remember that pedestrians are highly vulnerable. If there may be pedestrians in the area, always drive slowly, carefully and responsibly. Do this even if you don't see them in the vicinity!



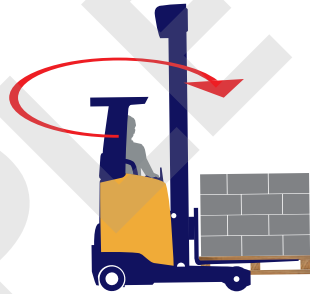
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PREPARING, MOVING OFF, STOPPING AND PARKING

Where provided, seat belts must be used, except under specific, authorised circumstances.



Always make all-round observations before moving off. Ensure that the area is clear, and that you will not endanger or inconvenience those around you by moving off.



Never move off if pedestrians are in the immediate vicinity of the truck; always wait until they are clear.



Follow the mnemonic **GOB** when you move off:

- ◆ Put the truck in gear (**G**)
- ◆ Make good observations (**O**)
- ◆ Remove the parking brake (**B**)
- ◆ Safely pull away and make final observation where appropriate.

NOTES

Use this page for notes, calculations and diagrams.

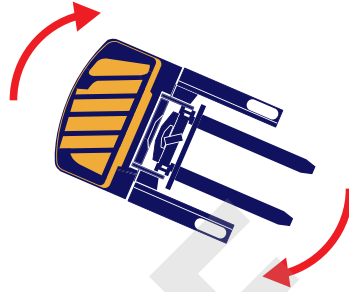


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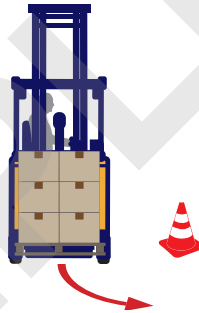
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STEERING, STABILITY AND MOTION

Always bear in mind that your reach truck pivots around its front wheels when turning. Be aware of front- and rear-end swing during turns.



Maintain a suitable distance from any obstacle you are manoeuvring around. This should be far enough to be safe, while close enough to maintain accuracy and limit interaction with others in the workplace.



Remember, the reach legs project forward of the mast. Avoid letting the reach legs contact the stack or other fixtures and fittings while manoeuvring.



Never travel with the reach extended. This will negatively affect longitudinal stability. Retract the reach before moving off.



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STEERING, STABILITY AND MOTION

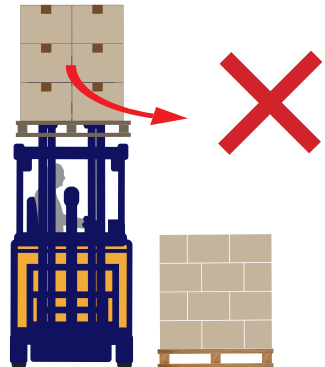
Avoid excessive load travel height on an incline. Raising a load will move the centre of gravity and increase the likelihood of truck tip-over.



Never stack loads on an incline.



Never turn with a raised load when stacking or de-stacking. Never travel with a raised load. Avoid harsh/rough use of the hydraulics when the load is raised.





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PICKING UP, TRANSPORTING AND DEPOSITING PALLETISED LOADS

Do not attempt to jar a load from the forks using abrupt braking.

Lower the forks until they are free of the load before removing from the pallet.

Any racking collisions must be reported immediately. Critical damage might not be immediately obvious. The hazard posed by damaged racking is very serious.

Never use damaged racking.

Always report any damage you find immediately.



When loading a vehicle, container, etc., consideration must be given to the unloading operation that will follow after transportation, to ensure the required load(s) will be accessible and in a safe and suitable condition.

When loading a coupled vehicle, begin loading from the cab end, working backwards towards the trailer rear end. Take care to load each side equally as you go. This will prevent the vehicle from becoming unbalanced.

When unloading, reverse the above procedure.



Acquaint yourself with the location of the eyebath before charging. In the event you get battery fluid in your eyes, you will not be able to see to find the eyebath.

Battery fluid is corrosive and highly dangerous. If a spillage occurs, it must be dealt with immediately. Follow your organisation's spillage procedure. This should be visible in the charging station.



Eyewash or an eyebath must be made available and in the event that the battery fluid comes into contact with the eyes, you must ensure that you rinse the eyes thoroughly and seek immediate medical attention.

In addition to the eyebath, a sink or dowsing water should be provided for your safety. Ensure that you rinse thoroughly and for a long time if fluid comes into contact with the skin.



Dispose of any contaminated waste in the bin provided. Ensure the area is clean and clear of contamination before you leave.

In case of electric shock, follow the instructions visible in the charging area.

Do not allow lifting chains, hooks, etc. to come into contact with the battery terminals or cables.

It is essential that you conduct a pre-use inspection at the start of every shift, or whenever you are to take control of a truck you had not been using previously. This will ensure that the truck is safe to use, and free from potentially dangerous mechanical faults.

Remember that pre-use inspection is the operator's responsibility and a legal requirement. Never use equipment that may be faulty.

Any pre-use inspection should be done in compliance with the manufacturer's guidelines. See the manufacturer's handbook for the reach truck in question for details.

Pre-use inspections should cover, but not be limited to, the basic and essential components on the truck:

- ◆ Fork arms/attachment (where applicable)
- ◆ Carriage plate
- ◆ Mast
- ◆ Mast rollers/slides
- ◆ Lift chains
- ◆ Chain pulleys
- ◆ Hydraulic Systems
- ◆ Wheels
- ◆ Tyres
- ◆ Rated capacity plate
- ◆ Audible warning devices
- ◆ Hydraulic controls
- ◆ Drive and braking
- ◆ Steering.



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