



LOW-LEVEL ORDER PICKER OPERATOR'S SAFETY CODE

LOW-LEVEL ORDER PICKER OPERATOR'S SAFETY CODE

CONTENTS

Introduction	5
How to Use This Safety Code.....	5
Safety Basics.....	7
The Truck, Controls and Instruments	15
Preparing, Moving Off, Stopping and Parking	23
Steering, Stability and Motion.....	31
Controlling the Truck in a Live Working Environment	41
Picking Up, Transporting and Depositing Palletised Loads.....	51
Working off the Truck.....	63
Batteries.....	71
Pre-use Inspection.....	79

RTITB would like to thank Mitsubishi Forklift Trucks (Low Level Order Picker, source: MLE b.v) for their generous support and co-operation in supplying the photographic content contained within this publication.

LOW-LEVEL ORDER PICKER OPERATOR'S SAFETY CODE



Introduction

Being a safe, efficient low-level order picker operator is a skill. It is one that takes careful training, good judgement, practical ability and subject knowledge, and the confidence that comes with experience. Our goal for this RTITB guidance is to help build all of these things. We aim to do that 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. The rules in this safety code may save you and your colleagues from serious injury or worse. That's no exaggeration.

How to Use this Safety Code

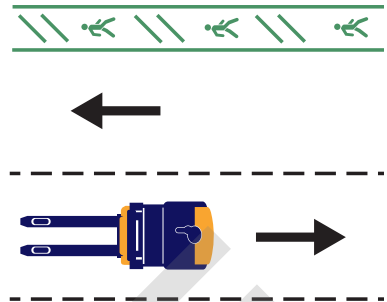
The best way to use this safety code is as a tool, helper and reference. Safe operators check in with and refresh their skills and knowledge regularly, and this safety code allows you to do just that.

The advice you find here has been broken down into sections. These are logically organised, and each covers 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. Some are general rules. But many apply to 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 given here lays a sound foundation for you to make your own judgements. It will be of help in most situations you will commonly meet. However, it would be impossible to cover all possible low-level order picker operations here. This code covers only the basics you will have learned in basic training.

The specifics that apply to your own workplace and role may go beyond the guidance given here. That is why any course of basic training must be followed by specific job and familiarisation training. This will introduce you to the specifics of the equipment you are expected to use day to day, and of the environment you will work in.

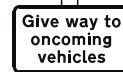
Your workplace may or may not have clearly demarcated lanes for different types or directions of traffic. In general, adhere to the principles of the Highway Code while operating an order picker. Depending on your workplace, this MAY NOT include driving on the left/right hand side.



Always maintain awareness of safety signs. Follow the instructions on the signs at all times.

Always maintain awareness of traffic lights, signals and speed limits, and always act according to their instruction.

In areas without traffic signs, signals or markings, make sure your intentions are clear to those around you. Make use of hand signals, safety lights, audible warning devices and verbal communication.



LOW-LEVEL ORDER PICKER OPERATOR'S SAFETY CODE

SAFETY BASICS

Never allow passengers to ride on your order picker, or on the forks.



Never lift anyone on the forks, any attachment, or on the pallet, nor allow anyone to mount the same.

Never carry unpalletised goods (or any other unpalletised items) directly on the forks or footplate. A pallet, cage or attachment must be used.



See UK HSE guidance note PM28:
<https://www.hse.gov.uk/pubns/pm28.pdf>.



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!



LOW-LEVEL ORDER PICKER
OPERATOR'S SAFETY CODE

**PREPARING, MOVING OFF,
STOPPING AND PARKING**

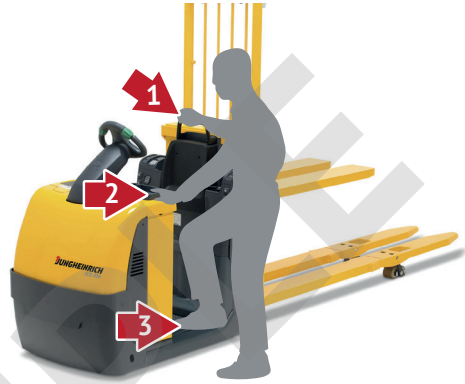
SAMPLE

This chapter discusses safety topics in relation to getting the order picker under way and bringing it safely to a halt, including parking, security and awareness.

Guidelines

When mounting or dismounting, face towards the truck and use three points of contact (both hands and a foot). Use the appropriate handholds and footholds.

Don't hold onto any moveable part (such as the steering wheel).



After mounting, adjust the tiller arm or steering adjuster to the correct operating position so hand controls will be easy to reach.

Adjust your seat if it is possible to do so. Position yourself so you can comfortably reach and correctly operate the controls.

Remember:

Awkward postures, vibration, jolting and the repetitive nature of order picker driving can result in injury. Take breaks to stretch and move about freely.

Order picker operators must be particularly aware of these hazards. Manual handling and repetitive motions are very common in this type of work.



LOW-LEVEL ORDER PICKER OPERATOR'S SAFETY CODE

PREPARING, MOVING OFF, STOPPING AND PARKING

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 order picker; always wait until they are clear.



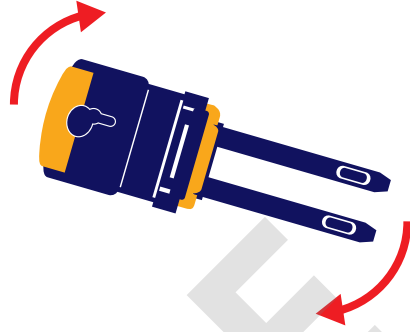
Follow the mnemonic **GOB** when you move off:

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

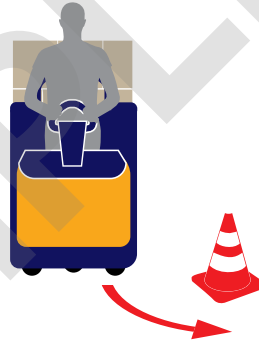
LOW-LEVEL ORDER PICKER OPERATOR'S SAFETY CODE

STEERING, STABILITY AND MOTION

Always bear in mind that your order picker pivots around the fork 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.



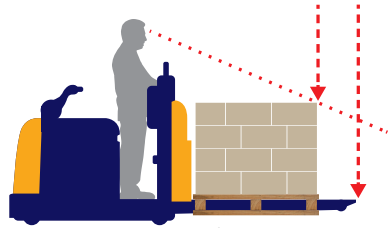
When manoeuvring laden, your field of view may be reduced, as may the space within which the truck has to operate. Bear this in mind.



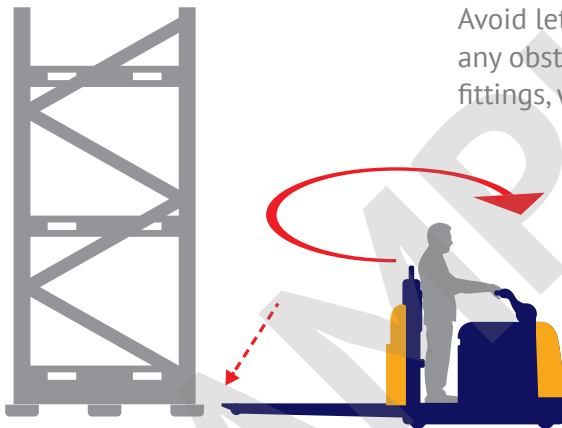
LOW-LEVEL ORDER PICKER OPERATOR'S SAFETY CODE

STEERING, STABILITY AND MOTION

When travelling forks leading, laden, the fork arms may protrude beyond the pallet, and therefore forwards of the visible edge.

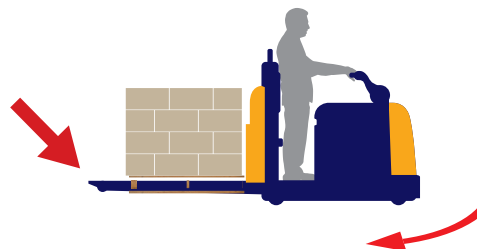


Be aware of the potential crush/impact point.



Avoid letting the fork arms contact any obstacles, such as fixtures and fittings, while manoeuvring.

When cornering forks trailing, laden, be more careful of fork swing. Be especially aware of the crush point beyond your field of view, at the leading edge of the pallet and load as you turn.



CONTROLLING THE ORDER PICKER IN A LIVE WORKING ENVIRONMENT

The workplace is a dynamic, varied environment, and every workplace is different. You may encounter traffic, obstacles and many other hazards as you move through the workspace. Use these basic rules to help you negotiate these with confidence.

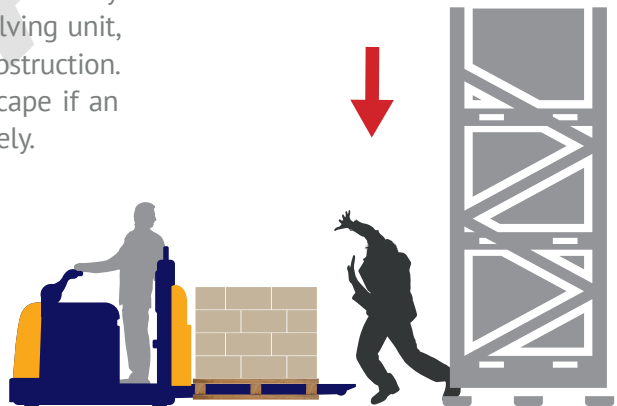
Guidelines

Remember, order pickers are designed for use only in certain environments. Make sure you understand where you can and cannot operate your order picker in the workplace.

Order pickers have low ground clearance, so they are susceptible to bottoming out and getting stuck.



Always be particularly aware of pedestrians. The crush risk to pedestrians is especially high when they are working near a wall, shelving unit, racking system or other obstruction. They may not be able to escape if an order picker approaches closely.



CONTROLLING THE ORDER PICKER IN A LIVE WORKING ENVIRONMENT

Never overtake in the vicinity of a junction, crossing, or other blind spot.

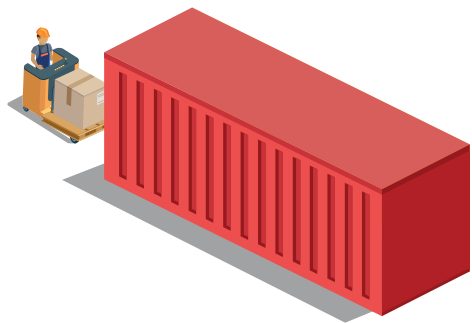
When approaching an area with a blind spot, such as a corner, junction or doorway, slow down. Several short blasts on the horn will alert anyone nearby to your presence. Additionally, taking the turn slightly wider will improve visibility. Be prepared to stop!



Take care when entering supported structures such as trailers or lifts.

Never do so without training and authorisation.

Make sure that the weight of your truck and load are within the limit the structure can support. Make sure the truck will fit safely within the space.



PICKING UP, TRANSPORTING AND DEPOSITING PALLETISED LOADS

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.

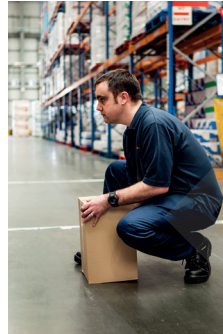
When unloading, reverse the above procedure.

When loading a vehicle, tight placement will prevent goods moving in transit.



Always apply the basics of good posture when handling objects:

- ◆ Space your feet to provide a stable base
- ◆ Keep your spine neutral
- ◆ Lift with the legs, not the back
- ◆ Do not twist while you lift
- ◆ Maintain a firm, close grip
- ◆ Move smoothly.



Always follow the procedure as laid out in the risk assessment / safe system of work. The details of the system will be specific to the environment and the task you are required to perform.

Do not assume that what goes for one work environment or task goes for all.


Always wear appropriate PPE for any manual handling task. See the appropriate risk assessment for details of what PPE you should use.



LOW-LEVEL ORDER PICKER OPERATOR'S SAFETY CODE

PRE-USE INSPECTION



Training organisation	<p>PRE-USE INSPECTION SHEET</p> <p>Electric Pallet/Stacker Truck ABA code A1,A2 (Low Level)</p> <p>Candidate use</p>	 RTITB <small>SETTING THE STANDARD</small>
-----------------------	--	--

Candidate name:	Test date:
Truck type:	Motive Power:
Make:	Model:

No.	ITEM	OK (✓)	N/A (✓)	DEFECT REPORTED
1	FORK ARMS/ATTACHMENT			
2	HYDRAULIC SYSTEM			
3	WHEELS			
4	TYRES			
5	EXTERNAL CONDITION			
6	RATED CAPACITY PLATE			
7	OPERATING POSITION			
8	FOLD DOWN PLATFORM			
9	OPERATORS SEAT			
10	STARTING PROCEDURE ELECTRIC TRUCKS			
11	REPEL PAD			
12	LIGHTS			
13	AUDIBLE WARNINGS			
14	HYDRAULIC CONTROLS			
15	DRIVE AND BRAKING			
16	STEERING			

All pre-use checks must be carried out in accordance with the specific instructions published in the relevant manufacturer's operator handbook.

Candidate Signature:

RTITB Access House, Halesfield 17, Telford, Shropshire, TF7 4PW



Tel: +44 (0)1952 520203



shop@rtitb.com



Website: www.rtitb.com/shop



rtitb



rtitb



@rtitb

V4.0121

TMS13a



Address: RTITB, Access House,
Halesfield 17, Telford, TF7 4PW

Phone: +44(0)1952 520200

Web: www.rtitb.com

