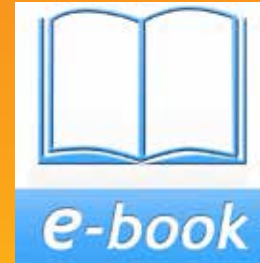


ORDER PICKING FORKLIFT SAFETY AND LICENCE GUIDE



Training support material for:

TLILIC0004

Licence to operate an
order picking forklift truck

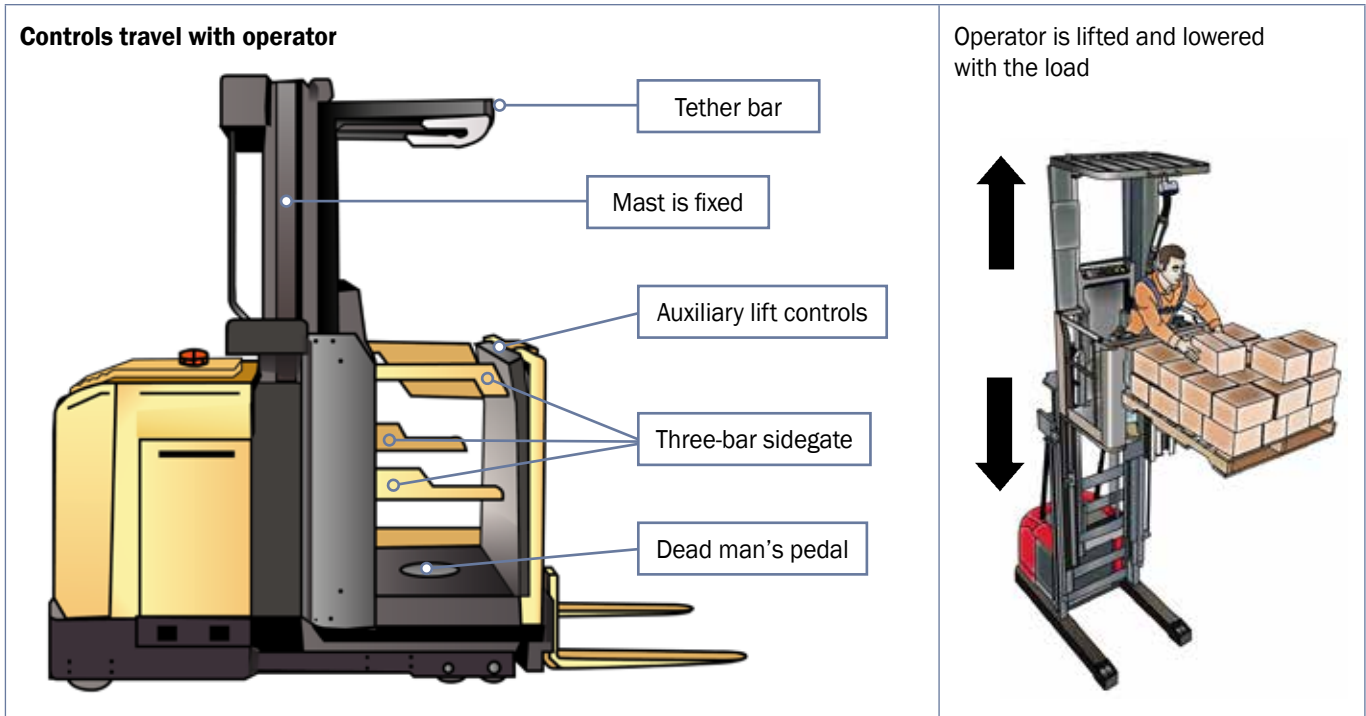
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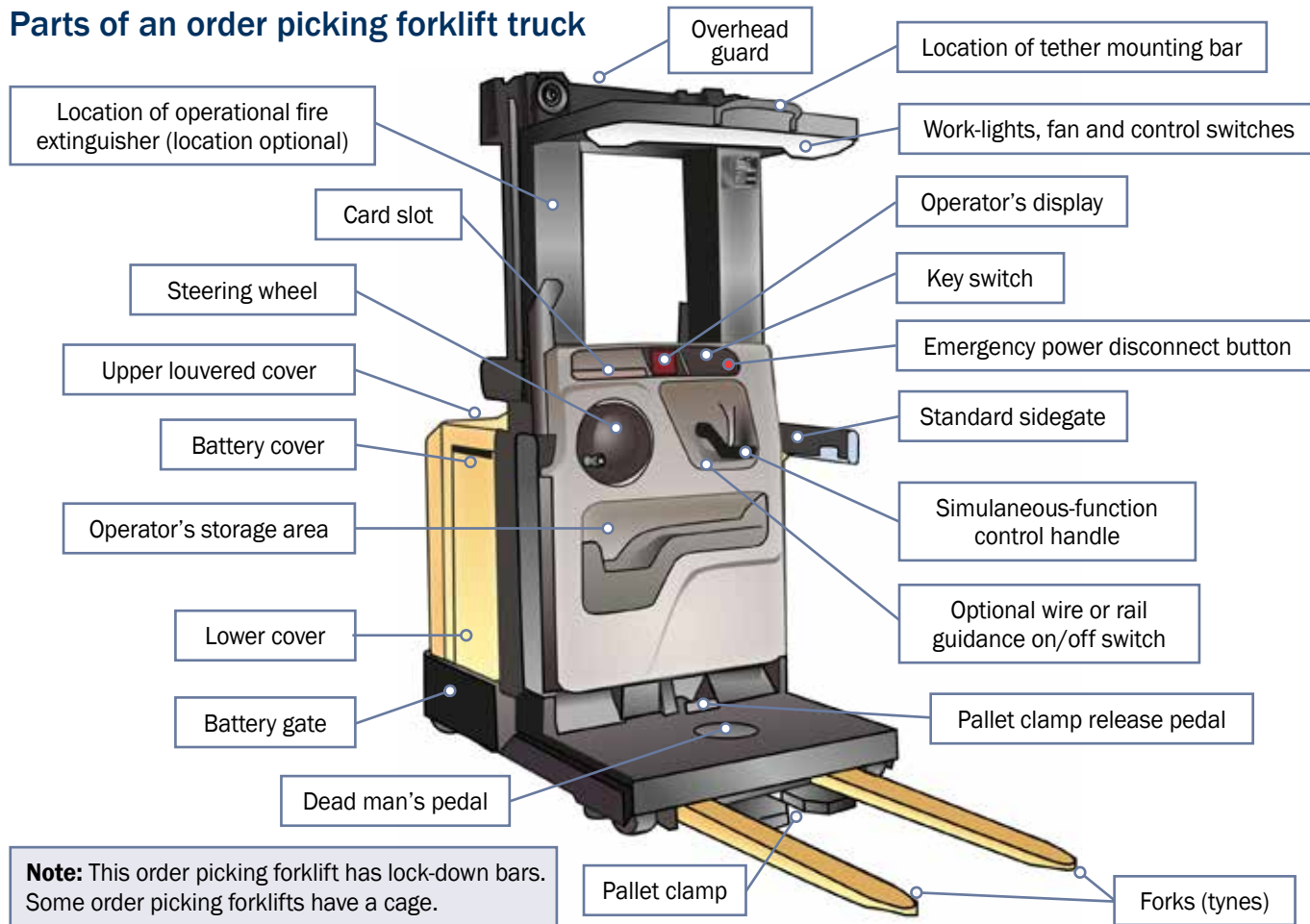
What is an order picking forklift truck?

An order picking forklift truck (also known as a stock picker) is different from other forklifts.

- On an order picking forklift the mast is fixed and cannot tilt
- An order picking forklift lifts and lowers the operator with the load
- The controls travel with the operator.



Parts of an order picking forklift truck

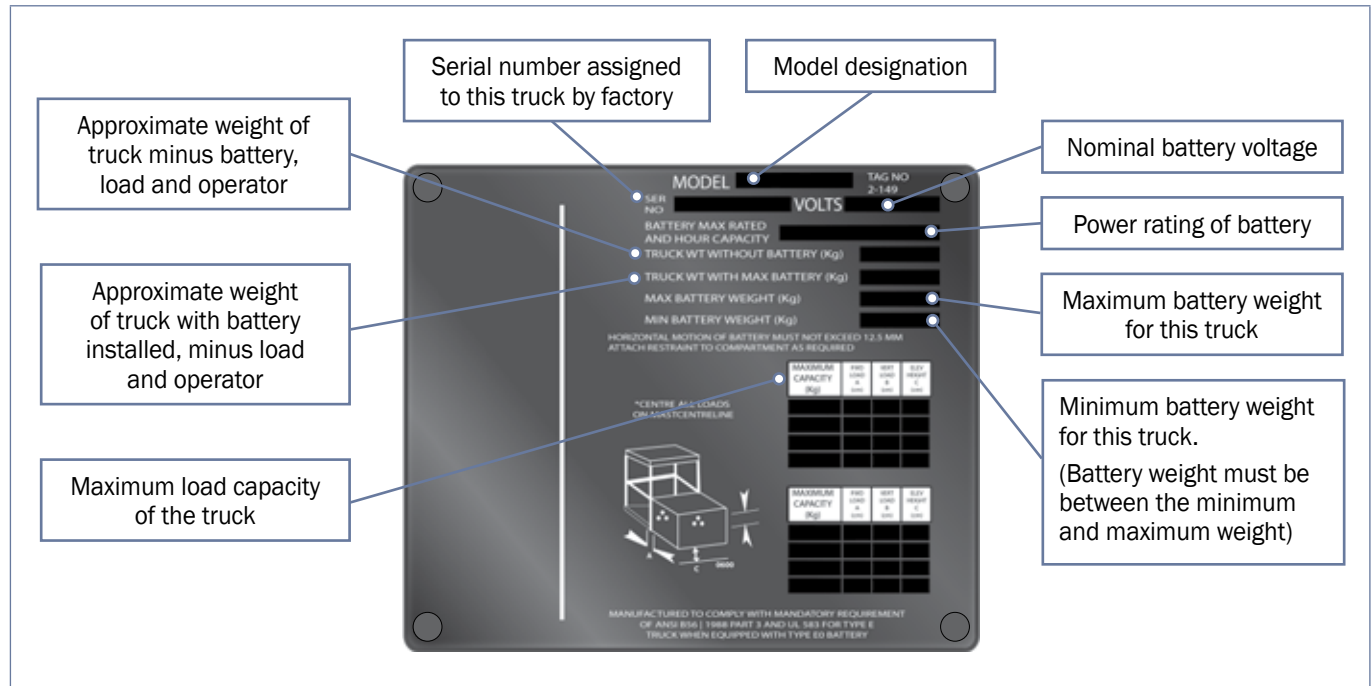


Note: This order picking forklift has lock-down bars. Some order picking forklifts have a cage.

Data plate

Your order picking forklift and any attachments you use with it will have a data plate.

- This plate shows you how much weight the forklift or attachments can lift
- Trying to lift more than the data plate allows will damage the forklift or the load. It can cause the forklift to become unstable and it may even tip over
- If the data plate on the forklift is missing or unreadable, **do not** use the order picking forklift.



Personal protective equipment (PPE)

PPE is clothing or equipment worn on the body to protect you from hazards.

PPE will not take away the risk of harm altogether, but it will help keep you safe.

There are different types of safety equipment.

Depending on the job and the work area, you may need to use a certain type of safety equipment. Be sure you choose the right safety equipment when you're planning the job.

Skin cancer is a major hazard for people working outdoors.

The best action to take when working out in the sun or other hot environments is to **SLIP** on a shirt, **SLOP** on some sunscreen and **SLAP** on a hat.

Sunglasses will also **help** to



Safety helmet or hard hat

Safety glasses or goggles

Ear muffs or ear plugs

Respiratory equipment

Dust mask, half face respirator or full face respirator

High visibility clothing

Safety vest, hi-vis shirt or hi-vis jumpsuit

Long sleeved shirt

Lanyard

Safety harness

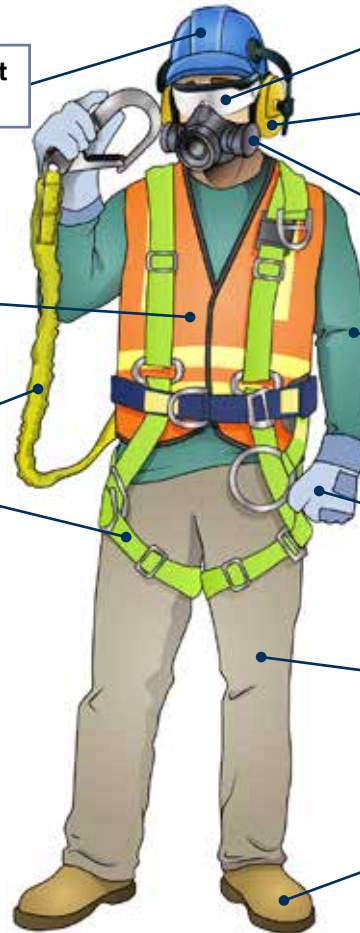
Safety gloves

Insulated

Long pants

Safety shoes

Rubber soled, fully enclosed foot, may be steel capped to protect the toes



QUESTION 14

When is the best time to choose your personal protective equipment (PPE) and other safety equipment?

When you are planning the job.

**QUESTION 15**

What is the most important items of safety equipment you need to use when using an order picking forklift truck?

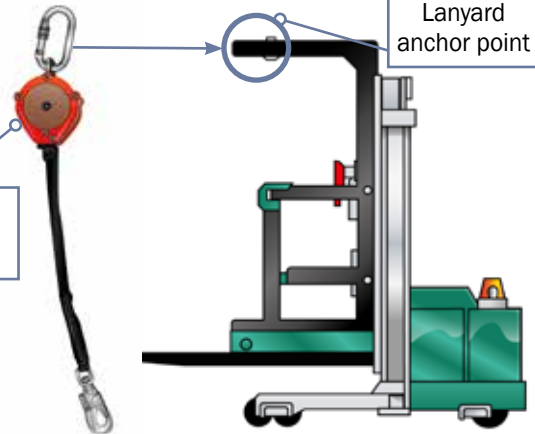
A full body harness



Overhead guard (has retractable lanyard fitted).

Retractable lanyard

Lanyard anchor point



QUESTION 25

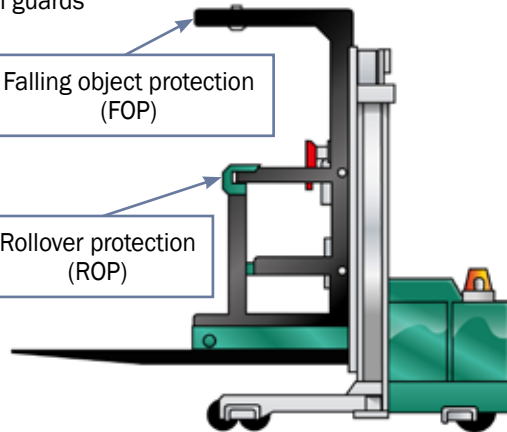
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Before you start the order picking forklift, what do you check?

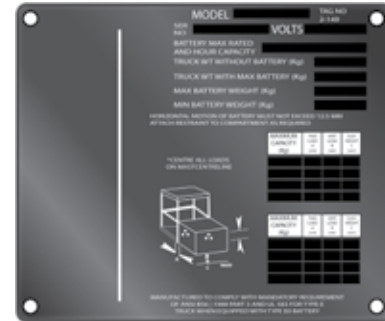
All guards

Falling object protection (FOP)

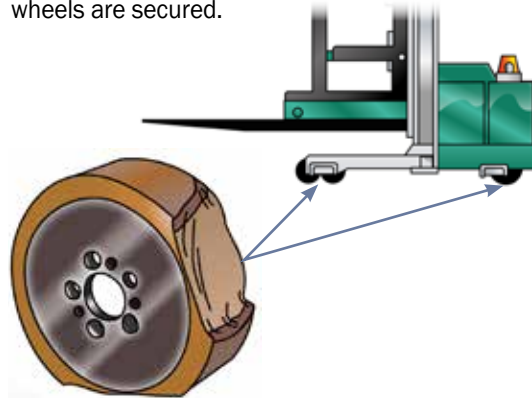
Rollover protection (ROP)



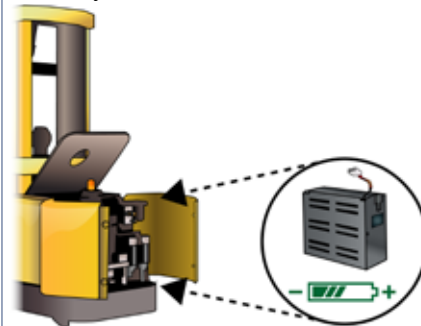
Data plate – make sure it is there and the order picker is the right one for the job



Check wear of solid rubber wheels and that the wheels are secured.



Battery is charged (in case of damage). Check water level. Check battery is securely attached.



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