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**HAZLEWOOD  
GROCERY LTD**

**INDUSTRIAL FORK TRUCKS**



**DRIVER'S CODE  
AND PERMIT**

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AFFIX PASSPORT  
STYLE PHOTO  
OF OPERATIVE  
HERE

Photograph not valid unless  
signed by Issuing Authority.

## FORK TRUCK DRIVER'S PERMIT

Site .....

Name .....

Clock No. ....

Department .....

## **HEALTH & SAFETY at WORK ACT 1974**

- Abstract -

It shall be the duty of every employee while at work:

- a)** to take reasonable care for the health & safety of himself and of other persons who may be affected by his acts or omissions at work; and
- b)** as regards any duty or requirement imposed on his employer or any other person by or under any of the relevant statutory provisions, to cooperate with him so far as is necessary to enable that duty or requirement to be complied with.

No person shall intentionally or recklessly interfere with or misuse anything provided in the interest of health, safety or welfare in pursuance of any of the relevant statutory provisions.

1. This permit does not authorise the person to whom it is issued to drive on a public road. A current driving licence, vehicle taxation, and a specific instruction from your supervisor is required before doing so.
2. This permit is only valid for the class of truck specified.
3. This permit may be withdrawn if the safety rules laid down in the Fork Truck drivers handbook are not observed.
4. As this permit represents your driving authority, you must carry it at all times whilst at work.
5. This permit remains the property of Hazlewood Grocery Ltd, and may be withdrawn at any time.

## DRIVING AUTHORITY

Permit No. ....

Date of Issue .....

The person named on the front of this permit is authorised to drive:

- \*1. A rider controlled fork lift truck counter balance.
- \*2. A rider controlled reach truck.
- \*3. A pedestrian controlled fork lift truck
- \*4. A pallet truck (powered)

\*(delete any not applicable)

which are owned or on hire to the Company.

I have read and understood the contents of the Driver's Code and Permit.

Signed .....

Issuing Authority: Signed .....

on behalf of Hazlewood Grocery Ltd

## 1. Introduction

Like any motorised vehicle a fork lift truck is potentially dangerous and could cause unnecessary accidents if it is not properly driven.

These rules constitute a guide and a reminder of some important points covering the training which you have received.

We hope you will remember them all of the time and take a pride in driving to a standard which ensures that no-one is hurt or property damaged through any fault of yours. Never forget there are three factors which could contribute to an accident:

- (i) **The vehicle** — never drive a truck which you consider to be in a dangerous condition. Notify your supervisor of the fault.
- (ii) **The Load** — never move a load which you consider is unsafe. Notify your supervisor of the condition immediately.
- (iii) **The driver** — your good judgement and good driving are as essential for total safety as a safe truck and safe load.

## Safety Rules

- ALWAYS** Check brakes, tyres, horn, all speed directions and hydraulic controls and see that your truck has no loose parts or damage which may cause injury.
- ALWAYS** Report a faulty truck and do not use until repaired.
- ALWAYS** Carry your load near to the ground.
- ALWAYS** Operate at a safe speed and watch out for pedestrians, other vehicles and overhead clearances.  
Face direction of travel and keep a clear view of the road ahead. Use reverse driving when load obscures forward vision.
- ALWAYS** Stop before doorways, sound the horn and proceed slowly if clear to do so.
- ALWAYS** Follow LPG suppliers written instructions for the safe filling of LPG cylinders.
- ALWAYS** Remove the truck's key when leaving it unattended.

**ALWAYS** Slow down on wet or bad surfaces, and remove loose objects from your path (report the location of these to a supervisor)

**ALWAYS** At crossings on aisles or gangways, slow down and sound horn, and always keep to the correct side of the road.

**ALWAYS** Be sure bridge plates are strong enough and securely fixed. Drive as slowly as possible.

**ALWAYS** Stop, look and listen at railway tracks, then cross diagonally and slowly. Park more than 8 ft. from the tracks.

**ALWAYS** Report all accidents immediately to your supervisors, whether causing personal injury or not.

**NEVER** Overload, or place load off-centre.

**NEVER** Check batteries using naked flame.

**NEVER** Make your own repairs or adjustments, unless instructed.

- NEVER** Make jerky starts, stops, turns or other movements.
- NEVER** Use an attachment such as a working platform or barrel clamps unless properly trained to do so.
- NEVER** Drive up to anyone who is standing in front of a wall, bench or other fixed object.
- NEVER** Overtake another vehicle at cross roads or when your vision is obscured.
- NEVER** Drive onto elevators or lifts unless specifically instructed, and until you are sure they are intended to support the weight of the truck and load.
- NEVER** Carry passengers.
- NEVER** Park or leave a load in the way of fire equipment or exits, or anywhere it will be an obstruction.
- NEVER** Neglect an injury, however trivial it may seem. Report immediately to your

immediate manager for prompt treatment which can prevent serious after-effects.

### **Additional Rules for Fork Lift Trucks (sit on or pedestrian controlled).**

**ALWAYS** Drive with forks well under the load. The load should be firmly located against the fork carriage, with the mast tilted to suit the load being carried.

**ALWAYS** When loaded drive downhill with the load trailing.

**ALWAYS** When unloaded drive downhill with the forks leading.  
On gradients, adjust tilt to suit gradient and raise forks just enough to clear the road.

**ALWAYS** Approach stack with the load low, and with the required amount of tilt. Slow down and stop at face of stack. Raise the load, still at backward tilt, to desired stacking height.

Move slowly forwards when load is clear of top of stack.

When load is over stack, bring mast slowly to vertical position and 'inch' the load gently onto stack.

When load is securely stacked, lower forks until free of pallet or dunnage strips and withdraw by reversing (slight forward tilt may be necessary).

Keep forks in horizontal position when clear of stack, and lower to just above ground level.

**ALWAYS** Leave your truck with forks fully lowered.

**NEVER** Add counterweights without reference to the truck manufacturer.

**NEVER** Tow railway wagons.

**NEVER** Travel unladen with forks more than 6 inches from the ground.

**NEVER** 'Snatch' the load when tilting for ward or backward, especially a high load.

**NEVER** Place arms, hands, legs or head

between mast uprights or outside limits of truck.

**NEVER** Allow anyone to stand or walk under elevated forks, loaded or unloaded.

### **Additional Rules for Reach Trucks**

**ALWAYS** Drive with forks lowered to approximately 2 inches above reach legs.

**ALWAYS** Ensure that foot or parking brake on reach truck is applied when extending or retracting forks.

**ALWAYS** When loaded or unloaded, drive downhill with load or forks trailing.

**ALWAYS** When loaded or unloaded, drive uphill with load or forks leading.

**ALWAYS** Tilt forks to the required amount on gradients, dependent on load being carried, and raise to clear reach legs.

**NEVER** Move reach truck, laden or unladen, with

reach mechanism extended, except for the last few inches when placing a load in a stack.

## **Additional Rules for Pedestrian Controlled Trucks**

**ALWAYS** Bring steering arm down to approximately waist height before selecting direction of travel EXCEPT when restarting up a gradient when the 'Away' button should be selected before the mechanical brake is released.

**ALWAYS** Enter a lift or other confined area load first.

**NEVER** Use lower braking position of steering arm when truck is travelling towards operator EXCEPT when travelling down a gradient.

**The rules and procedures in this permit are not exhaustive. Additional rules may be in force at your place of work.**

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