



Forklift (High Risk)

Work Instruction

Document ID: SCEE-BS-HS-WIN-0027

Authority

| | Title | Name | Date |
|-----------------|----------------------------|-----------------|------------|
| Owner | HSEQ Manager | Anthony Gollan | 01/03/2026 |
| Reviewer | HSEQ Manager | Anthony Gollan | 01/03/2026 |
| Approver | General Manager Operations | Scott Templeton | 01/03/2026 |

History

| Revision | Date | Amended By (Name) | Details of Amendment |
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| 0.0 | 06/01/2015 | Codie Davies | Document renumbered, supersedes WI-OHS-006 |
| 0.1 | 21/06/2016 | Anthony Gollan | Document reviewed to incorporate 5 Star Commitment requirements. |
| 0.2 | 22/08/2016 | Patrick Gabato | Updated format |
| 1.0 | 30/08/2016 | Patrick Gabato | Issued for use |
| 2.0 | 12/07/2018 | Anthony Gollan | Document reviewed with Loading and Unloading added to document. |
| 3.0 | 21/10/2020 | Anthony Gollan | Document reviewed |
| 4.0 | 26/07/2023 | Vanessa Placheta | SCEE Electrical Branding and Review |
| 5.0 | 01/03/2026 | Anthony Gollan | Document Reviewed with telehandler references removed |

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1 Purpose

To provide SCEE Electrical Pty Ltd workers with the necessary guidance and information to ensure that while working on forklift activities they will be done in a safe and efficient manner. This Work Instruction (WI) will apply to all SCEE work sites and locations where forklift activities are carried out.

2 Definitions

| Term | Definition |
|--------|---|
| JHA | Job Hazard Analysis |
| LF | Fork-lift truck |
| SCEE | SCEE Electrical Pty Ltd |
| WI | Work Instruction |
| Worker | A person is a worker if the person carries out work in any capacity including work as — a) an employee; or b) a contractor or subcontractor; or c) an employee of a contractor or subcontractor; or d) an employee of a labour hire company who has been assigned to work in the person’s business or undertaking; or e) an outworker; or f) an apprentice or trainee; or g) a student gaining work experience; or h) a volunteer; or i) a person of a prescribed class. |

3 Responsibilities

| Role | Responsibility |
|-----------------|--|
| Project Manager | <ul style="list-style-type: none"> Ensure full compliance with the requirements of this work instruction. |
| Site Manager | <ul style="list-style-type: none"> Audit and Monitor Compliance with this work instruction. |
| HSE Advisor | <ul style="list-style-type: none"> Audit and Monitor Compliance with this work instruction. |
| Supervisor | <ul style="list-style-type: none"> Conduct workplace inspections and enforce compliance with this work instruction. |
| Workers | <ul style="list-style-type: none"> Comply with the requirements of this work instruction. |

4 Flow Chart

N/A

5 Activities

All forklift activity is to be carried out in accordance with AS 2359 and relevant codes of practices and guidelines.

Refer: [AS 2359](#)

Forklift operations have been identified as a **High Risk Work Activity** by SCEE.

The below is to be read in conjunction with SCEE's [5 Star Commitment Procedure SCEE-HS-BS-PRO-0027](#). The intent of this procedure is to eliminate the risk of fatalities, injuries and events arising from lifting operations.

Refer: [SCEE-HS-BS-PRO-0027 5 Star Commitment Procedure](#)

5.1 Operator Competency

Forklift are only to be operated by certified and competency assessed operators. Operators are to hold a current License to Perform High Risk Work endorsed for fork lift truck. Site procedures may also dictate that operators undergo a Verification of Competency test. A LF High Risk Work license is required to operate any forklift within SCEE.

5.2 Duty of Care

This WI and associated Job Hazard Analysis (JHA) aims to ensure that all workers are aware of the need to provide safe interactions and clear communications with other workgroups involved or working near the task.

The statutory requirements regarding duty of care to both SCEE and its workers remain the first priority at all times.

5.3 Plant Logbook

SCEE management will ensure that forklift operated on site carry the current plant logbook and manufacturer's operation and maintenance manuals at all times. Details of maintenance history and modifications shall be entered into the plant logbook. Any fault/problem identified is to be recorded in the logbook, and reported to the supervisor so as repairs/maintenance can be scheduled.

5.4 Seat belts

All forklift will be fitted with a seatbelt, which must be worn by the operator at all times during operation.

5.5 Work Load

Where lifting attachments are fixed to the forklift the operator shall ensure that the equipment is not loaded beyond its design capacity. Attachments shall be securely fastened to the machine to prevent dislodgement.

Loads being transported are subject to different forces than those present with a stationary lift. In addition, condition of the surface over which the load is being moved can greatly influence stability. Loads are not to be slung from forklifts unless Project Manager has approved.

Where the load is large and obscures vision, the machine must be travelled backwards or a spotter used. The spotter shall be responsible for clearing a safe passage (this includes checking for clearances under such structures as conveyors etc.) for the forklift and traffic management.

5.6 Considerations

The following shall be reviewed and considered in the JHA as applicable:

- Ground conditions;
- Personnel requirements and individual responsibilities;
- Environmental conditions (wind, rain, dust, storms, lightning etc.);
- Transportation requirements;
- Stabilization during transportation;
- Means of communication; and
- Exclusion zones and barrier/barricade requirements.
- Vicinity permits if work is to be conducted within proximity limits to high voltage overhead lines; and
- Weight and dimensions of object to be lifted/transported.

Refer: [SCEE-BS-HS-TEM-0008 Job Hazard Analysis](#)

5.7 Loading and Unloading

When loading or unloading on site, the following shall be adhered to:

- Inspect loads before un-securing to ensure it is safe and cannot not shift once binders are released.
- Personnel are not permitted to stand on the offside of the truck during loading and unloading. This area is to be demarcated with cones and flags and personnel are to monitor that this area is clear prior to any touching or movement of loads.
- No person/s is permitted to be on or climb onto an open tray without appropriate working at height protection; fall restraint protection such as gates or side rail protection will be a minimum of 900mm.
- Unloading or loading in non-designated areas will be performed away from traffic flow to minimise interface issues.
- Due to the inherent risks associated with lifting, moving or relocating transportable buildings, this task shall only be conducted using a crane. The use of a 'Tilt-Tray' vehicle is permitted only once a risk assessment has been undertaken.
- Designated loading and unloading areas should be utilised where possible.
- Spotter should be used as required.
- Drivers shall remain clear of loading and unloading activities and to remain under the direction of the SCEE escort.
- The off side during loading and unloading should be a no go zone for all personnel;

5.8 Emergency Response Plan

The Emergency Response Plan incorporated into the JHA should list the relevant contact details of Paramedics. The JHA should also indicate any team member who is first aid qualified.

Each Worker directed to complete a forklift task has responsibilities to incorporate this WI into their scope of work.

6 References

Documents, both internal and external, that are referenced within the content of this work instruction, including Australian and International Standards and legislation.

| Document ID | Document Title |
|---------------------|-----------------------------|
| AS 2359 | Powered Industrial Trucks |
| SCEE-HS-BS-PRO-0027 | 5 Star Commitment Procedure |
| SCEE-BS-HS-TEM-0008 | Job Hazard Analysis |

7 Related Documents

Related documents are those that have a relationship with this document, for example if this was the Operational Risk Management procedure related documents would include the work instruction to complete a JHA, the JHA template, Take 5 work instruction and booklet, etc.

| Document ID | Document Title |
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