

Hazard Analysis and Risk Control Record										
Doc ref:		Task/Process Assessed:	Forklift operations							
Revision:		Location:								
Date:		Assessment Team:								
Operation:	Unpacking	Approved by:								
Activity Steps	HAZARD		INITIAL RISK			CONTROL MEASURES		RESIDUAL RISK		
	Hazard Description and Worst Case Consequences with no Prevention or Mitigation Measures in Place	Loss Category/ Population Affected	L i k e l i h o o d	S e v e r i t y	R i s k L e v e l	List all Current and Planned Control Measures, taking into Account all Contributing and Escalating Factors		L i k e l i h o o d	S e v e r i t y	R i s k L e v e l
						Current and Planned Prevention Measures to reduce Likelihood	Current and Planned Mitigation Measures to reduce Severity			
Daily forklift pre check inspection prior to use	1)Injuries to workers a)Injuries 2)Damaged to asset a)Forklift knocked onto equipment	Assets Personnel	P o s s i b l e (3)	M a j o r (-3)	U n d e s i r a b l e (-9)	<ul style="list-style-type: none"> Mandatory forklift pre check inspection prior to use to ensure the horn, cage, backup alarm, fire extinguisher, seats belts and lights, brake & accelerator as well as rear mirrors are in good working condition Forklift checklist shall be filled after each inspection Only qualified forklift drivers can drive the forklift Forklift driver must undergo refresher course every 3 years No one shall operate the forklift should the fuel tank leaked Forklift driver to observe the speed limit of 20km/hr within the plant Forklift are prohibited to be on the public road Forklift shall not be used to ferry employees The forks shall be lowered at all times when not transporting any goods Ignition keys shall be removed from the forklift when not in use Seat belts shall be worn at all times 	<ul style="list-style-type: none"> First aid kit available & readily accessible on site Mandatory PPE such as hard helmet, safety shoes , safety glasses & cotton gloves 	Un lik e l y (2)	L i g h t (-2)	A c c e p t a b l e (-4)

Going up the forklift	1)Injuries to workers a)Pinch points b)Back strained	Personnel	Possible (3)	Major (-3)	Undesirable (-9)	<ul style="list-style-type: none"> Always maintained 3 point contacts when climbing up the forklift Ensure good grip on the steering wheel and brace bar when entering the forklift When stepping down from the forklift, do it slowly and ensure foot is flat on the ground Pre check and ensure there is no obstruction nor spills near to the forklift 	<ul style="list-style-type: none"> First aid kit available & readily accessible on site Mandatory PPE such as hard helmet, safety shoes, safety glasses & cotton gloves 	Unlikely (2)	Light (-2)	Acceptable (-4)
Operating the forklift	1)Injuries to workers a)Pinch points b)Back strained 2)Damaged to asset a)Knocked onto equipment	Assets Personnel	Possible (3)	Major (-3)	Undesirable (-9)	<ul style="list-style-type: none"> Mandatory forklift pre check inspection prior to use Only qualified & authorized forklift driver can operate the forklift Mandatory forklift refresher course every 3 years for driver Seatbelt must be worn when operating the forklift Stunt driving and horseplay prohibited Operator shall not place their arms and legs between upright of the mast or outside the running lines of the forklift Operator shall sound horn & slow down when approaching cross aisle and other location where vision is obscured Forklift driver shall observe the plant driving speed limit Forklift driver shall avoid running over loose objects on the road Speed shall be reduced to a reasonably practicable limit when negotiating turns Operator shall not drive the forklift if he is feeling unwell Grades shall be ascended or descended slowly When ascending or descending grades in excess of 10 percent., loaded forklift shall be driven with the load upgrade Unloaded forklift shall be operated on all grades with the load engaging means of downgrades On all grades the load and load engaging means shall be tilted back if applicable, and raised only as far as necessary to clear the road surface 	<ul style="list-style-type: none"> First aid kit available & readily accessible on site Mandatory PPE such as hard helmet, safety shoes, safety glasses & cotton gloves. 	Unlikely (2)	Light (-2)	Acceptable (-4)

Transporting loads on forklift	<p>1)Injuries to workers a)loads toppled on passing by employee</p> <p>2)Damaged to asset a)loads toppled & fall onto equipment</p>	Assets Personnel	P o s i b l e (3)	M a j o r (-3)	U n d e s i r a b l e (-9)	<ul style="list-style-type: none"> • Pre check and ensure that the loads are properly strapped, stable and safely arranged before driving the forklift • Ensure the load does not exceed the safe working load of the forklift • When using extension forks, the lifting capacity must be derated • Never attempt to stack load in such a manner where the driver vision could possibly be obscured • Seek assistance for ground direction should vision be obscured • Drive slowly and be alert when transporting load • Ensure no one is near or below the lifted load • When raising load, do it slowly and ensure the load is stable 	<ul style="list-style-type: none"> • First aid kit available & readily accessible on site • Mandatory PPE such as hard helmet, safety shoes , safety glasses & cotton gloves. 	Un l i k e l y (2)	L i g h t (-2)	A c c e p t a b l e (-4)
Leaving forklift unattended	<p>1)Injuries to workers a)Unattended forklift moves and hit employee</p> <p>2)Damaged to asset a)Unattended forklift moves and hit equipment</p>	Assets Personnel	P o s i b l e (3)	M a j o r (-3)	U n d e s i r a b l e (-9)	<ul style="list-style-type: none"> • Fully lowered the load engaging means , neutralized the control, set the brake, shut off power, wheels blocked whenever the forklift is unattended • Do not left the forklift unattended in fire aisles, infront of stairway access or infront of fire fighting equipment • Shut off the valve of the propane tank off when leaving forklift unattended • Remove ignition key when leaving forklift unattended 	<ul style="list-style-type: none"> • First aid kit available & readily accessible on site • Mandatory PPE such as hard helmet, safety shoes , safety glasses & cotton gloves. 	Un l i k e l y (2)	L i g h t (-2)	A c c e p t a b l e (-4)