

LPG OPERATED FORKLIFT SOP

ACRONYMS

LOTO - Lockout/Tagout.
 PPE - Personal Protective Equipment.
 SOP - Safe Operating Procedure.
 SDS - Safety Data Sheet.
 LPG – Liquid Petroleum Gas.

HAZARDS - What can cause harm?

- ▲ Noise
- ▲ Electric shock (battery)
- ▲ Explosion / Fire
- ▲ Hazardous chemical
- ▲ Prolonged sitting
- ▲ Collision with other machinery & people

PRECAUTIONS

- Only trained and competent persons to operate the Forklift. Operator training should include:
 - Workplace induction
 - Safe operating procedures
 - Manufacturer's instructions
 - Nature of hazards
 - Fitting of PPE
 - Manual handling
 - Housekeeping
 - First Aid



PPE



MAINTENANCE

- Follow LOTO procedures, record service/repairs information in Maintenance Log. Maintenance is conducted as per manufacturers' instructions and by qualified persons only
- When the machine is taken out of service for maintenance:
 - Shut off and isolate the power supply
 - The power supply is clearly labelled/tagged "do not use."



PRE-OPERATIONAL INSPECTION

- Follow the pre-operational checklist in the manufacturer's operational manual, ensure:

▪ Attachments	▪ Lights & mirrors
▪ Battery	▪ Mast
▪ Brakes	▪ Oil & hydraulic fluid levels
▪ Chains	▪ Reversing alarms
▪ Controls	▪ Rollover protection
▪ Counterweight	▪ Seat
▪ Falling object protection	▪ Seat belt
▪ Fuel lines	▪ Steering
▪ Horn & Warning signs (decals)	▪ Tyres
▪ Hoses	

LPG OPERATED FORKLIFT SOP

INSPECT THE INTENDED WORKPLACE, ENSURE:

- Sufficient lighting & visibility
- No electrical hazards
- Within clear sight of pedestrians and vehicles
- No hazardous work (i.e., hot works) in immediate proximity
- Safe access & egress
- Fencing, barriers, temporary warning signs are in place if required
- Appropriate paths are determined for the movement of loads & equipment/vehicles.

OPERATION

1. Operate in accordance with manufacturers' instructions
2. Wear prescribed PPE
3. **For entry & exit:**
 - ✓ **ALWAYS** use holds & steps provided
 - ✓ **ALWAYS** keep 3 points of contact at all times & face the machine
 - ✗ **DO NOT** use the controls as holds
 - ✗ **DO NOT** jump on or off any machine
 - ✗ **NEVER** mount or dismount a moving forklift.
4. **Start-up:**
 - a. Fasten seatbelt
 - b. Check parking brake is engaged
 - c. Transmission, safety locks & all attachment controls are in a neutral position
 - d. Throttle control is in low idle position
 - e. Start the engine by turning the ignition switch
 - f. Check all gauges for correction operation
 - g. Allow engine 5 minutes to warm up before operating
1. Ensure the area is clear of personnel & equipment before moving.



OPERATION CONTINUED...

5. **travelling:**
 - a. Raise load approx. 200mm/8" for normal travel
 - b. Release the park brake
 - c. Select forward or reverse
 - d. Check travel direction is clear
 - e. Maintain a safe working limit to overhead obstructions
 - f. The load should have a centre of gravity that is:
 - I. Low as possible in the load
 - II. Towards the back of the load
 - III. Centred across the load
 - g. Carry load by front wheels & turn with rear wheels
6. **Reversing:**
 - a. Face the rear
 - b. Sound horn before moving
 - c. Go slowly
 - d. Stop when vision is limited.

LPG OPERATED FORKLIFT SOP

ON COMPLETION

1. Park on level ground clear of emergency exits firefighting equipment & fuelling points
2. Lower attachments, so that fork tips touch the ground
3. Place attachment controls to neutral or hold position
4. Do not allow lift chains to go slack
5. Place transmission & forward reverse levers to neutral & apply safety locks
6. Apply the parking brake
7. Turn off the fuel isolation valve
8. Turn off the ignition switch.

- ✗ **NEVER** exceed the recommended load limit of the Forklift
- ✗ **NEVER** move or adjust any part of the load, the Forklift, or the surroundings when on the Forklift
- ✗ **NEVER** lift a load that extends above the load backrest unless no part of the load can possibly slide back toward the operator
- ✗ **NEVER** allow passengers
- ✗ **NEVER** use pallets elevated by forklifts as an improvised working platform
- ✗ **NEVER** allow anyone to stand & or walk under the elevated part of any forklift, whether loaded or unloaded.

FUELLING

- Check the Compliance Plate is present & legible
- When replacing "in use" tank:
 1. Turn valve clockwise until the valve is completely closed
 2. Run the engine until it stops
 3. Turn the key switch off
 4. Disconnect the quick disconnect fitting
 5. Release the tank latch and remove the tank
 6. Replace tank
 7. Connect the quick disconnect fitting
 8. Open fuel valve (counterclockwise)
 9. Check for leaks (frost or strong odour).



**DURING OPERATION
OR FUELLING**



***Wear eye and hand
protection while fuelling.***