



Health and Safety

Rider Operated Lift Trucks

Minimum Standard

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1 Aims and Principles

The aim of this Government of Jersey (GoJ) Minimum Standard is to provide guidance on the steps which should be taken to ensure the safe use of rider operated lift trucks in the workplace.

This document sets out the standards required for ensuring that workplaces are designed to ensure their safe use, that lift trucks are properly maintained and examined as required and that operators are suitably trained and competent.

Departments responsible for managing the risks posed by the use of lift trucks in the workplace must develop their own procedures which detail the specific arrangements to be implemented. The procedures must meet the standards set out in this document or be of an equivalent or higher standard.

2 Legislation and Guidance

a) Applicable Legislation and Approved Code of Practice

Health and Safety at Work (Jersey) Law, 1989

Crane and Lifting Appliances (Jersey) Regulations, 1978

Chains, Ropes and Lifting Gear (Jersey) Regulations, 1979

Safe Use of Rider Operated Lift Trucks – Approved Code of Practice (ACoP 6 rev 2022)

b) Guidance

Lift Trucks Index (UK HSE)

Working platforms (non-integrated) on forklift trucks: Guidance note PM28 (fourth edition). (UK HSE)

3 Definitions

Rider operated lift truck

Means any truck capable of carrying an operator and includes trucks controlled from both seated and stand-on positions, which may be fixed or fold-away. See Appendix A for examples of rider

operated lift truck and Appendix B for main components.

Competent person

A person is usually considered to be competent when they have the necessary level of training, skills, experience and knowledge and the ability to apply them to a task safely.

4 Who this Minimum Standard Applies to

- All Government of Jersey (GoJ) and States' employees
- Voluntary staff or those on honorary contracts where there is no implied contract of employment

5 Links to other GoJ Policies, Minimum Standards and Guidance

a) Policies

Government of Jersey - Health and Safety Policy

b) GoJ Minimum Standards

Risk Assessment
Control of Contractors
LPG (Liquefied Petroleum Gas)
Highly Flammable Liquids
Lone Working
Vibration
Noise
Occupational Health – Assessment and Surveillance
Personal Protective Equipment (PPE)

6 Roles and Responsibilities

The department's arrangements must clearly set out the roles and responsibilities of those who are required to manage the risks to employees and others from rider operated lift trucks used in the workplace.

Reference should be made to the Government of Jersey Health and Safety Policy for general responsibilities.

7 Overview

The use of rider operated lift trucks (lift trucks) in the workplace is covered by the Jersey [Safe Use of Rider Operated Lift Trucks – Approved Code of Practice \(ACoP 6 rev 2022\)](#) (Lift Truck ACoP)

The Lift Truck ACoP provides practical guidance on how to address the well-recognised dangers associated with the use of rider operated lift trucks. It includes standards relating to the inspection, examination and maintenance of rider operated lift trucks and accessories and the training and assessment of competence of operators. This Minimum Standard provides a summary of these requirements.

Any department responsible for lift truck operations has a responsibility to ensure that there are effective controls in place to assess, control and manage rider operated lift truck operations to ensure the safety of all involved.

This Minimum Standard provides an overview of the requirements of the Lift Truck ACoP, with further detail contained in the ACoP which must be consulted in conjunction with this Minimum Standard.

Following the standards set out in the Lift Truck ACoP will help to ensure compliance with the Health and Safety at Work (Jersey) Law, 1989.

8 Management of Lift Truck Operations

To ensure the successful management of lift truck operations, consideration needs to be given to the workplace, the vehicle and the operator (or worker).

Controls measures which should be in place include:

- Assessing and controlling the significant risks associated with lift truck operations
- Managing lift truck operations using safe systems of work
- Ensuring lift truck operations are carried out by trained and competent operators and are adequately supervised
- Ensuring lift trucks and any attachments are maintained in a good condition
- Using suitable equipment/ accessories for the work to be carried out.

9 Risk Assessment

Lift truck operations pose significant risk and therefore a risk assessment should be carried out by a competent person.

When conducting a risk assessment to identify suitable controls for managing the risks, consideration should be given to the workplace, the vehicle and the operator (Ref: Sections 10-12).

For guidance on risk assessment, reference should be made to the GoJ Minimum Standard – Risk Assessment.

10 Safe workplace

Areas in which lift trucks operate should be suitably designed and maintained to ensure the safety of all those who could be at risk, including the operator.

One of the primary aims should be to keep all persons not involved with the lift truck operations out of the area as this significantly reduces the risk of persons being harmed.

When assessing the suitability of the workplace, the following should be considered. Whilst a brief description is given under each item, the [Lift Truck ACoP](#) should be consulted for more detailed guidance.

- [Pedestrians](#)

Pedestrians should be prohibited from areas where lift truck operations take place. Where this is not possible, the risks to pedestrians must be assessed and suitable controls put in place.

- [Vehicle Marshal \(Banksman\)](#)

Where the risk assessment identifies a banksman as being necessary, they must always be visible to the operator, be in a safe position and be able to communicate and give clear instruction to the operator. High visibility clothing should be worn to aid visibility.

- [Members of the public](#)

The public should not be permitted to enter any areas where lift trucks are operating. If a lift truck needs to access an area at the same time as the public also has access, then there should be a written safe system of work outlining the precautions to be taken e.g. temporary barriers.

- [Lift truck operating areas](#)

All areas in which lift trucks operate must be suitably designed and maintained. Surfaces should be level and firm although it is recognised that some lift trucks are designed to operate on rough or uneven surfaces e.g. materials telehandler. Lift trucks of this type should only be used in accordance within the manufacturer's operating limits.

- [Lift truck traffic routes](#)

When planning traffic routes for lift trucks, features which could affect the safety of the operator or others, such as blind bends and obstructions, need to be considered and action taken to address these issues.

- **Lighting conditions**

Any traffic routes or operating areas used by lift trucks must be adequately lit and sudden changes in lighting should be avoided.

- **Adequate ventilation**

Adequate ventilation must be present in all areas where lift trucks with combustion engines are used.

- **Parking areas**

A suitable area for parking lift trucks when they are not in use should be available and keys removed to prevent access by unauthorised persons. Lift trucks should be in a safe and secure condition e.g. forks fully down and keys removed when left in any parking area.

- **Battery charging and refuelling**

Battery charging should take place in a well-ventilated area and away from any sources of ignition. Warning signage should be posted and the manufacturer's instructions should be followed.

Refuelling of lift trucks with diesel, petrol or LPG should only take place outside and away from any drains and sources of ignition. Safe procedures should be followed when refuelling.

- **Using lift trucks in potentially explosive atmospheres**

Lift trucks should not be used in any environment where an explosive atmosphere could be present unless deemed suitable for this type of use and in agreement with the manufacturer/ supplier has been obtained.

11 Safe Vehicle

Fork-lift trucks are a prescribed 'lifting appliance' under the Cranes and Lifting Appliances (Jersey) Regulations, 1978 and are subject to a number of requirements in respect of design, construction, assembly, and maintenance under the Regulations.

Design and assembly

All lift trucks provided for use at work must be suitable for the task and the environment in which they are to be used.

When determining if a lift truck is suitable, the following should be considered. Whilst a brief description is given under each item, the [Lift Truck ACoP](#) should be consulted for more detailed guidance.

- **Identification plate**

This should be fitted to the lift truck and should include the following:

- Distinguishing number
- Weight of the lift truck
- Fuel type
- Overall load capacity.

- **Capacity plate**

The safe working load must be prominently fixed on the lift truck and should include details of any derating when using accessories/attachments.

- **Accessories/attachments used with lift trucks**

These are available to make the carrying of certain types of loads safer e.g. more secure and examples include drum clamps, fork extensions etc.

Checks should be made that the accessory/attachment is suitable for use with the type of lift truck and the capacity should be reduced (derating) accordingly.

Accessories/attachments should be used in accordance with the manufacturer's instructions and operators must be trained in the fitting and use of them.

If fork extensions are used, these should be clearly marked with the following:

- Manufacturer's mark
- Serial number
- Year of manufacture
- Rated and load centre distance for the fork extension
- Required blade cross-section
- Minimum blade length for the parent arm

Fork extensions should also be thoroughly inspected by a competent person every six months and should be visually inspected as part of the pre-use checks.

- **Restraining systems and protective structures**

Any lift truck which does not contain a restraining system (e.g. seatbelt) for the operator, should be fitted with one where the risk assessment indicates that there is a risk of the vehicle overturning which could result in the operator being trapped between any part of the truck and the ground.

Restraining systems must be used where they are fitted. A green beacon monitoring system can help with monitoring compliance as the beacon will flash when the seatbelt is plugged in so compliance can be checked easily.

A restraining system should be fitted to any lift truck which has a roll-over protection system (ROPS) and must be used.

Where there is a significant risk of falling materials endangering the operator, a falling object protective structure (FOPS) should be provided.

- **Load backrest extensions**

A load backrest extension should be fitted if the lift truck is used to move objects liable to fall on the operator and should be high enough to prevent the load, or part of the load, rolling over the top of it.

- **Protection from the weather**

Operators of lift trucks should be provided with suitable protection from weather e.g. a cab, and good visibility should be maintained e.g. windscreen wipers.

Lift trucks should not be used in weather conditions which could affect the performance of the lift truck or place either the operator or others at risk.

- **Wheels and tyres**

The construction of the wheel and type of tyre (solid or pneumatic) must be suitable for type of lift truck and location in which it is to be used.

- **Brakes**

The braking system on a lift truck must be capable of bringing it to stop smoothly and efficiently when fully laden and should be properly maintained and tested regularly.

- **Lights**

Suitable lights must be fitted to lift trucks if they are used in areas with insufficient light or at night.

A flashing beacon may be required where lighting is poor, where lift trucks are only operated intermittently or where audible devices will be ineffective.

- **Visibility**

The operator must have sufficiently visibility at all times which may require the fitting of visibility aids such as convex mirrors or CCTV. Where used, their condition and correct setting should be included as part of the daily checks. (See Appendix E).

- **Noise**

Noise emitted by lift trucks needs to be considered and information should be available from the manufacturer. (Ref: GoJ Minimum Standard – Noise)

- **Seat design and vibration**

Modern lift trucks do not produce much vibration and seats are now ergonomically designed and adjustable to reduce operator fatigue and discomfort. Risk from vibration should be assessed where older lift trucks are used. (Ref: GoJ Minimum Standard – Vibration)

- **Lift trucks powered by internal combustion engines (LPG, petrol, or diesel)**

Where these types of lift trucks are used inside premises, adequate ventilation must be present to remove exhaust fumes.

In addition, exhausts should be fitted with a catalytic convertor (where applicable) and the engine must be properly maintained.

Monitoring for the presence of gases such as carbon monoxide should also be carried out.

- **Lift truck stability**

Longitudinal and lateral stability of the lift truck can be affected by the load, the task, and the environment where it is operating and the risks should be considered when planning tasks.

- **Counterbalanced trucks**

This type of lift truck can be unintentionally tipped forward e.g. if the load is too heavy or incorrectly placed on the forks, if travelling with the load raised etc.

The weight of the counterweight must not be altered unless approved by the manufacturer or supply as this will affect the stability and safety of the lift truck

Where an electric lift truck is used, only batteries of the size and weight specified by the manufacturer must be used.

- **Telescopic material handler (telehandler)**

Telehandlers can raise loads to greater heights and reaches than conventional lift trucks, which increases the operating hazards, particularly the risk of overturning. Some types have stabilisers or chassis levelling devices.

The boom should be fully retracted for travelling except at creep speed (and then only if on relatively hard and level ground).

Telehandlers are fitted with a device which warns of approaching overload (longitudinal load moment indicator (LLMI), or, on newer machines, longitudinal load moment control (LLMC)). These devices must always be switched on when the lift truck is in use and the warnings must never be ignored. Their calibration should be checked periodically according to the manufacturer's instructions

Maintenance, inspection and thorough examination

Lift trucks can work in harsh environments especially when used outdoors and therefore require effective inspection and maintenance. Both the lift truck and any lifting components must be subject to regular checks to ensure they are in good working order and free from faults or damage that could make them unsafe to use.

The types of checks required are daily visual checks, regular inspections, servicing and thorough examination.

These should take into account both the manufacturer's instructions and the statutory requirements under health and safety legislation (Ref: Section 2)

- **Daily checks**

At the beginning of each shift, the operator should carry out user checks of the lift truck to check that it is in safe condition.

Typical checks include:

- Tyres
- Fluid levels e.g. fuel, water etc.
- Batteries
- Forks
- Mast
- Warning devices
- Seating
- Visibility aids
- Capacity
- Seatbelt
- Controls
- Brakes and steering gear

A check sheet should be prepared for the operator to complete and any defects which could affect the safe operation of the lift truck should be reported and be remedied before the lift truck is used.

- **Planned routine servicing and maintenance**

To ensure the continued safety and efficiency of the lift truck a service and maintenance plan should be developed in accordance with the manufacturer's recommendations.

All servicing and maintenance should be carried out by a competent person and records must be kept.

- **Thorough examination**

All lift trucks must be examined at least once in every 12 month period by a competent person, usually an insurance engineer surveyor.

If the lift truck is used for lifting people, even on an occasional basis, then it must be examined every 6 months.

Any chains that form part of the lifting mechanism fall within the definition of 'lifting gear' under the Chains, Ropes and Lifting Gear (Jersey) Regulations, 1979. Regulation 7 requires that they must be thoroughly examined by a competent person at least once every 6 months.

- **Reporting defects**

A system for reporting defects and recording that remedial work has been carried out and signed off by a competent person must be in place.

Further information on the construction, maintenance and thorough examination of lifts trucks is available in the [Lift Truck ACoP](#).

12 Safe worker

Lifts trucks and any accessories must only be operated by competent operators who have been authorised and suitably trained.

Competence is generally described as the combination of training, skills, experience, and knowledge that a person has, and their ability to apply them to a task safely.

Initial training will provide a general level of ability to operate the equipment and then the operator's experience of working in a particular environment and the range of tasks undertaken will be key factors in determining whether a person is competent to do a particular job.

This section covers the following elements of training and competency:

- a) Selecting operators and trainees
- b) Authorisation of lift truck operators
- c) Training requirements
- d) Assessment of experienced operators
- e) Monitoring and supervision
- f) Competence records
- g) Responsibilities of operators
- h) Monitoring and supervision

a) *Selecting operators and trainees*

Any persons required to operate a lift truck should have the following attributes:

- Be at least 18 years old
- Be physically and psychologically fit to safely control and operate lift trucks and have the learning ability and potential to become competent operator
- Be reliable, with a responsible attitude to their work and health and safety.

A selection test may help with the appointment of potential lift truck operators and training organisations, trade associations and sector skills councils may be able to provide further advice on this.

- **Medical considerations**

Whilst all operators of lift trucks should have the necessary level of physical and psychological fitness and learning ability to carry out the task, this does not preclude persons with disabilities as they may have developed skills to compensate for this.

- **Operators whose first language is not English or have low literacy skills**

If an operator has low literacy or numeracy skills or their first language is not English, additional steps must be taken to ensure the following:

- They have received and understood the information, instruction and training they need to work safely

- Are adequately supervised and can communicate with their supervisors and others in the vicinity who may be affected.

b) Fitness for Work Assessments

A Fitness to Work assessment is required to be carried out by the Government of Jersey's Occupational Health Service Provider prior to any initial training and then at regular intervals depending on the age of the operator. Further information is available in the Minimum Standard – Occupational Health – Assessment and Surveillance.

A Fitness for Work assessment may also be used as part of the initial selection process for operators and trainees.

c) Authorisation of lift truck operators

All lift truck operators must be certified by their employer, or owner of the lift truck, under Regulation 18 of the Cranes and Lifting Appliances (Jersey) Regulations, 1978.

This certification should take place after the operator has completed adequate training and testing or assessment.

An example of a suggested format for a certificate of competence is shown in Appendix C.

d) Training requirements

Lift truck operators should be trained by instructors who have undergone appropriate training in instructional techniques and skills assessment.

A number of organisations provide accredited training and using an accredited training provider can give assurance that the training being delivered meets the recognised minimum standards of best practice.

In addition to the technical knowledge and ability to operate a lift truck, the training should include wider safety critical matters such as assessing the environment e.g. ground condition, load movement, operating in restricted areas etc.

There are different types of training required for lift truck operators which will depend on whether they are a new or existing operator, their skill level and their experience.

- **Basic training**

This training will need to cover the skills and knowledge for the safe operation of the lift truck and should be undertaken on the type of lift truck(s) to be used and any attachments.

- **Specific job training**

This training should be provided to the operator only after they have undertaken basic training. It is intended to ensure that the operator has sufficient knowledge and understanding of the type of conditions they are likely to face in their particular workplace and that they know how to operate the lift truck in accordance with their employer's policies, procedures and site rules.

The training should include:

- Routine inspections of the lift truck and lifting mechanism
- Use of the lift truck in conditions the operator is likely to encounter
- Instruction on site rules, for example, site lay-out, one-way systems, speed limits, overhead obstructions, use of PPE etc.
- Training in the type of work to be carried out e.g. loading particular types of vehicle, handling of typical loads and materials etc.
- Safe systems of work, which should include the requirement to ensure proper key control to prevent unauthorised use

- **Familiarisation training**

This should be carried out on the job and under close supervision of a competent person.

This is an assessment of the ability of the operator to apply, under normal operating conditions, the skills learnt during basic and specific job training. It may also include features of the work which can only be taught on-the-job and the training should progress from simple tasks to more complex activities which the operator will be required to perform.

- **Conversion training**

Trained and experienced operators can extend the range of lift trucks and/or attachments they are competent to operate by undertaking conversion training.

Conversion training should be approached with the same attention to detail as basic training so that all gaps in, and variants on, existing skills and knowledge are covered.

Training should also follow a similar pattern, i.e., basic, specific job and familiarisation training and operators will need testing and assessment on their ability to operate the new lift truck in the same way as after initial basic training.

The training requirements will depend on the reasons for the training e.g. converting from one type of lift truck to another such as counterbalance to telescopic materials handler, or if moving to a much larger but similar type of lift truck.

- **Refresher training**

Providing regular refresher training will ensure that lift truck operators maintain good operating habit and learn new skills.

There is no specified time period for refresher training but industry practice recommends every 3-5 years.

Refresher training may also be required if an operator has not used a lift truck for a significant period of time or demonstrates unsafe working practices.

e) Assessment of experienced operators

Lift truck operators who claim to be trained and competent should be required to provide evidence of this. No operator should be authorised (Ref: Section 12b) until this evidence is provided.

Where this cannot be provided, arrangements should be made for an assessment of competence to be carried out by a competent person and further training should be given if necessary.

f) Training and competence records

Detailed records of all training and/or assessments should be maintained for each operator and should include:

- All training, including conversion and refresher training, both external and in-house
- Experience, including different types of lift trucks operated and handling attachments used
- Assessments, including any assessment of training needs at initial employment and subsequently
- Familiarisation on different types and models of lift trucks, attachments etc.

A suggested format for a training record is shown in Appendix D.

g) Responsibilities of operators

All lift truck operators have responsibilities to ensure that they are competent to operate the particular lift truck, that it is in good condition and that it is suitable for the tasks they intend to carry out.

They must also ensure that they declare themselves unfit to operate the lift truck for any medical reasons or if unfit due to the use of medication, alcohol or drugs.

h) Monitoring and supervision

Sufficient arrangements should be in place to routinely supervise and monitor performance of employees to obtain evidence to demonstrate that employees understand, and adopt, the safe systems of work expected of them.

This should include both 'active' methods, e.g. spot checks on site to observe an employee working and 'reactive' methods, e.g. investigating accidents and sickness absence records.

Whilst the level of supervision provided to employees will depend on their level of experience and competence, it should never stop completely.

If it is suspected that an operator is unfit to work due to the use of medication, alcohol or drugs and has not notified the manager as such, then they should be prohibited from operating the lift truck until the matter has been properly investigated.

13 Visiting Operators and Drivers

Where a lift truck operator who is not employed by GoJ is working on GoJ premises, checks should be made that the operator is properly insured and adequately trained to safely operate the lift truck type(s) being used. This should be obtained from the employer of the operator.

Arrangements must also be in place for ensuring that any visiting lift truck operators are familiar with the site and will carry out the lift truck operations safely.

14 Agency Workers and Contractors

The competency of any agency worker or contractor operating lift trucks on behalf of GoJ should be assessed and confirmed, taking into account their level of experience and familiarity with the work they will be required to undertake. They are likely to need some specific job and familiarisation training, as well as additional supervision.

Where an agency or contractor is used, there should be a clear written understanding of who is responsible for the day-to-day management of the health and safety of those workers.

They must also be issued with a Certificate of Competence in accordance with Regulation 18 of the Cranes and Lifting Appliances (Jersey) Regulations, 1978, either by their employer or the GoJ department prior to operating lift trucks.

15 Using Lift Trucks on the Road

Operators using lift trucks in a workplace, where they are not required to access public roads, do not need to hold a driving licence. However, anyone driving a lift truck on the public road must comply with all relevant road traffic legislation and hold an appropriate driving licence (Category B in Jersey).

Lift trucks used on the road must be registered with Driver & Vehicle Standards (DVS) and be fit for road use including the following: Registration (number) plate, front and rear lights, indicators, a horn, a driver restraint system (seat belt), warning beacon and audible reversing warning.

More detailed guidance on this matter can be obtained from DVS (dvsinfo@gov.je).

When using lift trucks outside the workplace is unavoidable, for example to load or unload vehicles which cannot enter the workplace and are parked on public roads, a detailed risk assessment should be undertaken, including consideration of additional hazards that are not part of the work activity, such as movement of road vehicles and pedestrians

16 Working Platforms on Lift Trucks

Whilst lift trucks can be used for lifting people, they are primarily designed for lifting materials.

Any working platforms used for lifting people will not provide the same level of safety as purpose-built equipment such as a mobile elevated work platform (MEWP). Where it is reasonably practicable to obtain and use purpose-built equipment for lifting people, particularly for regular and/or routine operations, then this type of equipment should be used in preference to a lift truck with a work platform.

Integrated working platform

Integrated working platforms have controls that are linked to and isolate the lift truck controls so that only a person in the platform can control the lift height of the platform.

This type of platform provides a higher level of safety than a non-integrated working platform (see below) and must always be considered first.

Non-integrated working platform

Non-integrated working platforms are attachments with no controls in the platform, so a person in the platform cannot control the lift height of the platform. All lift truck and platform movements are controlled by the lift truck operator which provides a greater degree of error.

A non-integrated working platform may only be used in exceptional circumstances for 'occasional unplanned use', for example:

- Non-routine maintenance tasks for which it is impractical to hire in purpose-built access equipment
- Tasks that would otherwise be carried out using a less safe means of access such as ladders, because it is impractical to hire in purpose-designed people lifting equipment due to the short duration and occasional nature of the task
- Checking on high-level damage to racking suspected of causing an immediate risk or checking on the condition of damaged roof lights.

Certification of working platforms

Any working platform used for lifting people must comply with the specification set out in the Certificate of Exemption No. 6587/1. See Appendix F.

Lift truck and platform compatibility

The working platform must be compatible with the lift truck with which it is being used.

Thorough examination of working platforms

Any working platform used for carrying persons must be thoroughly examined at least once in every 6 month period by a competent person and in the event of the working platform being subject to conditions which could have affected its safety.

Prohibited activities

People should never be lifted on the forks or on a pallet, or something similar, balanced on the forks of a lift truck because they can easily fall off.

Further guidance on the use of working platforms on lift trucks is published by the [HSE 'Working platforms \(non-integrated\) on forklift trucks: Guidance note PM28 \(fourth edition\)'](#).

Examples of common rider-operated lift trucks



Fig. 1 Counterbalance lift truck



Fig. 2 Industrial reach truck



Fig. 3 Rough terrain lift truck



Fig. 4 Telescopic materials handler (telehandler)



Fig. 5 Side loading lift truck



Fig. 6 Large capacity lift truck

Source: [Lift Truck ACoP](#)

Main component parts of a typical counterbalance lift truck



Appendix C

**Example of operator’s certificate of competence
authorising use of a fork-lift truck**

**HEALTH AND SAFETY AT WORK (JERSEY) LAW, 1989
CRANES AND LIFTING APPLIANCES (JERSEY) REGULATIONS, 1978
OPERATOR'S CERTIFICATE OF COMPETENCE**

I hereby certify that

(Full Name) is competent for the purpose of operating the following fork-lift truck

Type of fork-lift truck.....

Model / capacity

Attachments:

Signed: Date:

Title:

CRANES AND LIFTING APPLIANCES (JERSEY) REGULATIONS, 1978

REGULATION 18: LIFTING OPERATIONS

OPERATORS OF CRANES AND CERTAIN LIFTING APPLIANCES

No crane, excavator, fork-lift truck, mechanical grab, mechanical shovel or piling machine shall be operated by any person unless:

a) the person’s employer, or the owner of the crane or appliance, has certified that the person is competent for the purpose; or

b) the person is operating the crane or appliance for training purposes under the direct and constant supervision of a person who has been so certified.

and the employer or owner, as the case may be, shall keep available for inspection by an Inspector any Certificate given under this Regulation.

Appendix D

SPECIFIC JOB TRAINING	
Lift truck(s) used for training	
Model/ distinguishing number	
Location of training	
Date and duration of training	
Organisation carrying out training	
Name of instructor/ assessor	

FAMILIARISATION TRAINING	
Lift truck(s) used for training	
Model/ distinguishing number	
Date and duration of training	
Name of instructor/ assessor	

REFRESHER TRAINING	
Lift truck(s) used for training	
Model/ distinguishing number	
Location of training	
Date and duration of training	
Name of instructor/ assessor	

Appendix E

Example daily check sheet for lift truck operators

Inspection Date:	Time:	Lift Truck Ref/ID:	
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Check	✓	✘	N/A	Comments
Forklift Arms/Attachments				
Carriage Plate				
Mast and Carriage				
Chains				
Hydraulics/Controls				
Mast Controls				
Wheels & Tyres				
Back Rest Extension/Load Guard				
Seat & Seat Belt				
Steering				
Brakes				
Parking Brake				
Lights & Indicators				
Horn / Warning Devices (beacon)				
Safety Guards/Covers				
Fuel/Power				
Fluid Levels				
Obvious Leaks				

Defects identified:	Action Required:

Operator name:		Operator Signature:	
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Certificate Of Exemption No. 6587/1

Health and Safety at Work (Jersey) Law, 1989

Safeguarding of Workers (Cranes & Lifting Appliances) (Jersey) Regulations, 1978

Certificate of Exemption No. 6587/1 - issued 5th March 1979

In pursuance of the powers conferred by Regulation 27 of the Safeguarding of Workers (Cranes and Lifting Appliances) (Jersey) Regulations, 1978, the Social Security Committee hereby exempts lift trucks from the requirements of Regulation 25(1) of the said Regulations subject to the conditions specified in the Schedule to this Certificate.

Expressions used in this Certificate shall have the same respective meanings as in the Regulations.

This Certificate shall remain in force until revoked by the Social Security Committee.

The Schedule

1. Persons shall only be carried on the forks of a lift truck on a stage or platform which complies with the following requirements:
 - a) The stage or platform must be effectively secured to the forks
 - b) The edges of the stage or platform must be provided with secure fencing at least 3 feet (920mm) in height consisting at least of upper and lower guard rails and toe boards not less than 6 inches (155mm) in depth, all of which are an integral part of the stage or platform
 - c) The weight of the stage or platform and the total load carried in it shall not exceed half the safe working load of the lift truck
 - d) The stage or platform must be plainly marked with its own weight
2. All dangerous parts of the lift truck shall be securely fenced to protect persons carried on the stage or platform from coming into contact with those parts.
3. A suitable locking device shall be fitted to the lift truck to ensure that the mast of the truck remains substantially vertical.
4. No person shall remain on the stage or platform whilst the whole lift truck is in motion.
5. No person shall remain on the stage or platform if the lift truck is used on an uneven base or floor.
6. Where reasonably practicable the lift truck lifting mechanism should be fitted with at least two suspension ropes or chains.