

## **APPROVED CODE OF PRACTICE AND GUIDANCE**

Health & Safety at Work (Jersey) Law, 1989

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## Notice of Approval

This Code of Practice, entitled "The Safe Use of Rider-operated Lift Trucks" has been approved by the Employment and Social Security Committee under Article 10 of the Health and Safety at Work (Jersey) Law, 1989, ("the Law"). It provides practical guidance for all persons who have duties under Part II of the Law and are involved with the use of Rider-operated Lift Trucks at Work. This Code of Practice shall come into force on 1st June 2002.



Senator T.A. Le Sueur  
*President*

Employment and Social Security Committee

Date: 22nd November 2001

# Preface

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Lift trucks are widely used throughout industry for moving materials and goods, but they also feature prominently in work-site accidents. In Jersey a number of accidents have occurred involving the use of lift trucks, resulting in injury to both employees and members of the public. These injuries cause suffering for the people involved and their dependents, and often the employer's business incurs heavy costs. Even an incident not causing injury may result in costly damage to lift trucks, buildings, fittings and the goods being handled, and may disrupt work.

## **Management of lift truck operations**

There are a few simple measures which can be taken to prevent lift truck accidents. Examples of these are:

- managing lift truck operations using safe systems of work;
- provision of adequate training for operators, supervisors and managers;
- using suitable equipment for the job to be done;
- laying out premises in such a way as to ensure that lift trucks can move safely; and
- ensuring that lift trucks and premises are maintained properly.

This publication includes both the Approved Code of Practice (ACoP) and guidance issued by the Health and Safety Inspectorate. For ease of reference the paragraphs which are included in the ACoP are highlighted with this background:

The ACoP has been approved by the Employment and Social Security Committee of the States of Jersey. It gives practical advice on how to comply with the law. If you follow the advice you will be doing enough to comply with the law in respect of those specific matters to which the ACoP refers. You may use alternative methods to those set out in the ACoP in order to comply with the law. However, the ACoP has a special legal status. If you are prosecuted for breach of health and safety law, and it is proved that you did not follow the relevant provisions of the ACoP, you will need to show that you have complied with the law in some other way or a Court will find you at fault.

Following the guidance is not compulsory and you are free to take other action. But if you do follow the guidance you will normally be doing enough to comply with the law. Health and Safety Inspectors seek to secure compliance with the law and may refer to this guidance as illustrating good practice.

## **Who should read this publication?**

This guidance is relevant to everyone with responsibility for the safe operation of lift trucks, for example employers, controllers of work-sites, managers, supervisors or operators. Others involved with lift trucks, such as health and safety representatives, may also find it useful.

## **The Law**

Employers have a duty under health and safety law to ensure, so far as is reasonably practicable, the health, safety and welfare of their employees and others who may be affected by their undertaking. The main legislation applying to lift trucks is:

- the Health and Safety at Work (Jersey) Law 1989;
- the Cranes and Lifting Appliances (Jersey) Regulations 1978;
- the Chains, Ropes and Lifting Gear (Jersey) Regulations 1979.

The Health and Safety at Work (Jersey) Law, 1989 sets out the framework for dealing with health and safety issues by the States of Jersey, the Employment and Social Security Committee and the Employment and Social Security Department, who are responsible for enforcement of the Law. The Law also states, under Part II, the general duties of all persons involved with work activities.

Part II contains Articles 3 to 8. Article 3 sets out the employers duty to his employees. This requires every employer to ensure, so far as is reasonably practicable, the health, safety and welfare of his employees. Article 3 (2) goes on to give examples of the extent of that duty and includes -

- The provision and maintenance of plant and systems of work that are, so far as is reasonably practicable, safe and without risks to health.
- Arrangements for ensuring, so far as is reasonably practicable, safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances.
- The provision of such information, instruction, training and supervision as is necessary to ensure, so far as is reasonably practicable, the health and safety at work of his employees.
- So far as is reasonably practicable as regards any place of work under the employer's control, the maintenance of it in a condition that is safe and without risks to health and the provision and maintenance of access to and egress from it that are safe and without such risks.
- The provision and maintenance of a working environment for his employees that is, so far as is reasonably practicable, safe, without risks to health, and adequate as regards facilities and arrangements for their welfare at work.

Article 3 (3) requires all employers with 5 or more employees to prepare a written health and safety policy document.

The duties of employees are set out in Article 4. They are required to take reasonable care of themselves and of other people who may be affected by the way they work. Whilst they are at work, employees must also co-operate with any legal requirements imposed upon their employer and any other person, such as for example, the wearing and use of personal protective equipment such as hard hats, eye protection etc.

Article 5 requires employers to take into account the effect of their work on others, including the general public, children etc. The self-employed also have to take into consideration the manner in which they carry out their work in respect of both themselves and others.

Where others have control of premises used as a place of work, but do not have employees working on the premises, or possibly no employees at all, Article 6 places duties on them in respect of areas under their control.

Article 7 sets out the duties on designers, manufacturers, importers and suppliers. They must also play their part in ensuring health and safety issues are taken into account. This is an important area in ensuring that health and safety has been considered at the initial stages and continued through to the end user.

Finally, Article 8 requires that no person shall intentionally or recklessly interfere with, or misuse, anything provided in the interests of health, safety or welfare required by Law.

**The Cranes and Lifting Appliances (Jersey) Regulations 1978** deal with the use, construction and maintenance of cranes and lifting appliances. Fork lift trucks are included in the definition of lifting appliances set out in the Regulations and are therefore subject to a number of the Regulations including:

- requirements relating to their design, construction, assembly and maintenance (Regulation 4);
- marking of safe working loads (Regulation 10);

- safe means of access and egress (Regulation 12);
- the provision of efficient braking systems, protection of operating controls from accidental movement and marking controls (Regulation 13);
- the requirement to take steps to ensure that other persons are not struck or trapped by the operations of lifting appliances (Regulation 15);
- certification of operators (Regulation 18);
- the provision of safe access and egress to the place of work and a safe place of work (Regulation 20);
- the prevention of overloading (Regulation 21);
- the need for the operator to be present when the load is suspended (Regulation 22);
- measures taken to secure the load (Regulation 23);
- protection of teagle openings and similar landing places (Regulation 24); and
- the carrying of persons (Regulation 25). Persons may only be carried on the forks of a fork lift truck, if a platform complying with the specification set out in Certificate of Exemption No 6587/1 is provided.

**The Chains, Ropes and Lifting Gear (Jersey) Regulations 1980** govern the safe use of lifting equipment. Lifting gear which forms part of the mechanism of the lift truck will be subject to several of these Regulations including;

- requirements relating to the design, soundness of material, suitability and maintenance (Regulation 4);
- initial testing and thorough examination (Regulation 5);
- periodic examination (Regulation 7);
- marking of safe working load and identification (Regulation 8); and
- prevention of misuse (Regulation 10).

More detailed advice on these legal requirements is available in guidance published by the Health and Safety Inspectorate.



# Introduction and application

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**1** This Approved Code of Practice (ACoP), relates to the safe operation and use of rider-operated lift trucks. It has been produced in consultation with employers' and employees' representative organisations and approved by the Employment and Social Security Committee under Article 10 of the Health and Safety at Work (Jersey) Law, 1989 (as amended).

**2** The ACoP covers stacking rider-operated lift trucks, including articulated steering truck types. 'Rider-operated' 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. The purpose of this coverage is to include all types of lift truck having similar requirements as regards their safe operation and to which the advice can reasonably be applied. Straddle carriers and non lift trucks fitted with removable attachments which modify their function, allowing them to be used temporarily as lift trucks, for example agricultural tractors with fork-lift attachments, are not included; as at the date of publication no standards have been developed as to specific details of training requirements. Pedestrian Operated Lift Trucks are also not covered by this ACoP. This does not in any way reduce the onus on operators of such machinery to ensure safety. Operators of machines adapted for temporary use as lift trucks should be adequately trained to use the attachments they need in order to carry out the jobs they are required to do.

**3** Guidance, issued by the Health and Safety Inspectorate, supplements the ACoP. Like the ACoP, it relates to stacking rider-operated lift trucks (which includes articulated steering truck types); excluded are straddle carriers and non lift trucks fitted with removable attachments which modify their function, allowing them to be used temporarily as lift trucks, such as agricultural tractors with fork-lift attachments. 'Rider-operated' 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. This does not mean, however, that training only needs to be given for these lift trucks. The employer's duty under the Health and Safety at Work (Jersey) Law, 1989 extends to the use and operation of all other types of truck. The advice given in the ACoP and guidance can be used as an indication of the standards required for all types of lift truck. The guidance may be of help not only to employers, but also to organisations offering training for operators and instructors, and to lift-truck suppliers.

**4** The term 'authorised supplier' used throughout this guidance means the authorised representative of the manufacturer.

**5** The following lift trucks listed are the main types covered by this guidance; it does not, however, form an exhaustive list.

## **Industrial counterbalance lift truck**

This has a counterweight to balance the load on the fork arms. The fork arms and load project out from the front of the machine. Loads can be raised or lowered vertically and the mast may be tilted forwards or backwards up to 15° (but in practice more usually 5°). This type of lift truck is only suitable for use on substantially firm, smooth, level and prepared surfaces. A wide range of attachments are available.

## **Industrial reach truck**

This is so called because the mast is moved forwards or reached out to pick up the load. For travelling, the load is reached back and carried within the wheelbase. This allows greater manoeuvrability in areas where space is restricted. This type of lift truck is only suitable for use on substantially firm, smooth, level and prepared surfaces and is particularly used in warehouses.

## **Rough-terrain counterbalance lift truck**

This is similar in design to the industrial counterbalanced lift truck but is equipped with larger wheels and pneumatic tyres, giving it greater ground clearance. It has greater ability to operate on uneven and soft ground and is mainly used in the construction industry and in agriculture. It may be used with a range of attachments.

## **Telescopic materials handler**

This is fitted with a boom that is pivoted at the rear of the machine. The boom is raised and lowered by hydraulic rams. In addition, the boom can be extended or retracted (telescoped) to give extra reach or height. These machines may be two- or four-wheel drive, and may have two-wheel or four-wheel or crab steering. They are used mainly in agriculture and the construction industry. A range of attachments may be used with them.

### **Side-loading lift truck**

The operator is positioned at the front and to one side of the lift truck. The load is carried on the deck, the mast being traversed out sideways to pick up or set down the load. This type of lift truck is used for stacking and moving long loads such as bales of timber and pipes, and may be fitted with stabilisers for use when picking up or setting down loads.

### **Large lift truck**

This may be either masted or telescopic, and is often fitted with a spreader for lifting freight containers. The spreader may attach to the side or top of the container. These are specialist lift trucks used mainly in container terminals.

# Management of the use of rider-operated lift trucks

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6 Every employer of lift truck operators and every self employed person operating lift trucks, shall ensure that the activity is managed so as to reduce, so far as is reasonably practicable, risks to persons who may be affected by the way in which the lift truck is used. Management of risks involves carrying out an evaluation of risks to persons which may arise from hazards present in the workplace. Appropriate control measures to reduce the risk, so far as is reasonably practicable, should then be implemented.

7 The main causes of accidents relating to the use of lift trucks have been identified as:

- Inadequate premises
- Inappropriate selection of equipment
- Poor maintenance
- Lack of operator training

8 These can be eliminated to a significant degree by effective health and safety management and planning. The management process could involve an audit including the identification of hazards, assessing the risks associated with those hazards, identifying control measures, implementing those controls, communicating procedures to the workforce and monitoring the effect on reducing the risks. The control measures may include changes to the layout of premises, purchasing equipment that is more suitable, issuing instructions, or training operatives. Wherever possible the opportunity should be taken to ensure that the working environment is suitable for the operation of lift trucks. For example, the area where a truck is used should be separated from car parking areas or areas where the public have access. However, with established premises there may be limitations on how well this can be achieved. A manager of a retail warehouse could decide, in such circumstances, that lift trucks will only be used at times when the premises are closed to the public. This would be less effective than physical separation of the activity, but preferable to simply warning of the operation of the truck by announcements over a public address system: it is foreseeable that unattended children could be present in the store and would possibly not understand the significance of the messages. The use of lift trucks is generally considered a significant risk, and the setting up of a written policy statement is a keystone in establishing control of the risk, ensuring competence of individuals, communicating information to those given responsibilities and gaining their co-operation.

9 The planning for the safe use of lift trucks should address the objectives set out in the ACoP. The plan should then consider how the objectives would be achieved including formal procedures relating to organisation of the workplace, maintenance, instruction and training.

# The workplace

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**10** Every person in control of a workplace where a lift truck is used shall ensure that employers of persons, and self employed persons, using that lift truck, have undertaken the procedures in paragraph 6 to ensure that use of the truck is managed. The person in control of the workplace shall ensure that persons not involved in the use of the lift truck are excluded from the area in which the truck is to be used, either by means of physical barriers or, where this is not reasonably practicable, by the provision of appropriate warning signs. The person in control of the workplace shall ensure that a suitable area is provided for refuelling or recharging a vehicle.

**11** The workplace where lift trucks are used is unlikely to be an ideal, flat unobstructed area with a perfect surface, especially on agricultural land or a construction site. However, if a new warehouse or factory is being developed the opportunity can be taken to make the use of a lift truck (and other vehicles) not only safer but more efficient. Some truck manufacturers produce "logistics analysis" computer software that can be used early in the building design to ensure that adequate aisle widths are created between stacked goods or materials and that a corner is of adequate radius. Roads and gangways should have sufficient width and overhead clearance for the largest lift truck using them to do so safely, whether loaded or unloaded, and to pass other vehicles in safety. Attention should be paid to reducing risks at points where lift trucks meet other traffic, including points where trucks load and unload other vehicles. Road humps are unsuitable for roadways where trucks operate, so by-pass lanes should be provided if humps are essential to slow other traffic. One-way systems should be introduced wherever possible to reduce the risk of collision. Areas shared with other traffic should be signed in order to warn visitors that lift trucks are in operation.

**12** Sharp bends and overhead obstructions should be eliminated where possible. Where they cannot be removed, properly marked physical barriers should be provided. Where barriers cannot be used, signs, warning devices and mirrors should be used. Drivers should be instructed to limit their speed and sound the horn on the truck at appropriate areas where there is a particular hazard. The edges of loading bays, excavations and pits should be clearly marked or provided with warning barriers if trucks are operating nearby. Obstructions should be removed from the working area wherever possible, but structural elements, scaffolds or pipe-work need to be identified, protected by adequate impact barriers, and marked.

**13** The surface on which a lift truck is used should be as firm and level as possible, and preferably surfaced with concrete or tarmac. Although some of the truck types covered by the ACoP are designed to operate on rough terrain, they are still capable of overturning if used on excessively uneven or soft surfaces. On construction sites steps should be taken to identify unloading areas, and scaffold loading bays, and routes between them. Consolidated material can be used on these routes to provide an acceptable surface.

**14** The gradient on which any lift truck operates should be as gentle as possible, and the vehicles should not be driven across a slope unless designed for such use. In no circumstances should a lift truck be driven up, or down, a slope which exceeds the maximum gradient specified by the manufacturer or supplier.

**15** Traffic routes used by lift trucks should be adequately lit in a manner to avoid glare at junctions and crossing points, near buildings and plant, at stacking/de-stacking areas, in areas shared with other drivers or pedestrians, and areas immediately inside a building where drivers may pass from bright sunlight into the building.

**16** Appropriate areas should be allocated for the refuelling, or battery recharging, of trucks. When batteries are being recharged potentially explosive hydrogen gas evolves, so the area should be well ventilated and sources of ignition, including smoking, should be excluded from the area. Appropriate signs should be posted. The procedures for battery charging, recommended by the manufacturers, should be followed. Refuelling of diesel, petrol or liquefied petroleum gas powered vehicles should only be undertaken outdoors, in a safe place. Appropriate precautions should be taken to reduce the risk of spillage and prevent flammable vapours or liquids from entering any drain.

**17** Adequate ventilation should be provided to ensure persons are not exposed to exhaust fumes from any truck with an internal combustion engine.

**18** Permanent loading platforms, as used in warehouses or in factories, should be constructed and designed to carry the foreseeable maximum load safely. Temporary loading platforms, as on building sites, should be clearly marked with the maximum load that they are designed to carry, and lift truck operators should be advised of this load. When manoeuvring, care should be taken to ensure that the lift truck does not damage the platform or its supporting structure.

**19** Trailers of articulated lorries are less stable when they have been disconnected from their towing units. They should always be braked when they are being loaded. Because the lift truck may jolt the trailer that it is loading and cause the landing legs to collapse, consideration should be given to providing additional jacks for stability. Bridge plates, strong enough to support the lift truck and its load, should be provided and fixed securely if the lift truck has to drive onto the trailer for loading or unloading. If the deck of the trailer is not strong enough to support the weight of a lift truck and its load, an effective means, such as steel plates, should be used to distribute the weight of the wheel loads over an adequate area.

**20** Where possible, additional means should be provided to prevent the unevenly loaded trailer moving or tipping during the loading operation. Bear in mind that trailers are particularly unstable and will upend.

# Selection of equipment

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**21** Every employer of operators of lift trucks, and every self employed person, operating lift trucks, shall ensure that the machinery is appropriate for the purpose for which it is used, and the environment in which it is used.

**22** No attachments should be fitted, or modifications made to a machine, other than in accordance with manufacturer's instructions, except under the direction of a qualified person. The qualified person shall ensure that the lifting capacity of a lift truck is re-rated following any such modification.

**23** A lift truck shall not be used unless it is fitted with a device to prevent its rated capacity being exceeded, or where this is not practicable, an indicator to show its rated capacity for the configurations in which it may be used, or where this is not practicable, a clear marking to show the rated capacity.

**24** A lift truck shall not be used unless it is fitted with appropriate visible and audible devices to warn persons of the operation of the machine.

**25** No lift truck shall be used to support a working platform unless the machine has a rated capacity in excess of one tonne, and the load being lifted is less than half of the rated capacity. The platform must conform to the requirements specified in the Certificate of Exemption No 6587/1 to the Cranes and Lifting Appliances (Jersey) Regulations 1978, shown in Appendix A to this publication. Machines should be fitted, where appropriate, with effective safety devices to warn of approaching overload.

**26** The equipment provided for use at work should be suitable for the task and the environment in which it is to be utilised. Consideration should be given to the loads to be lifted, the availability of suitable attachments, the possible effect on the environment from the vehicle exhaust and whether there may be a potentially explosive atmosphere in the workplace.

**27** The general safety requirements for a lift truck are:

- Manufacturer's operating and maintenance instructions are provided;
- Operating controls are clearly marked;
- The capacity of the truck is sufficient for all intended loads, and the capacity is clearly marked on the rating plate;
- For all machines the batteries and counterbalance should be to original specification to ensure stability;
- Roll-over protective systems (ROPS). The masts of vertical-masted lift trucks, provided they have sufficient strength and dimensions, will generally prevent the truck from doing more than tipping over onto its side. However, where there is a risk of a truck rolling over and crushing the operator, a ROPS should be fitted to minimise the risk to operators should roll-over occur. Telescopic material handlers are capable of rolling into 180° or more, and will need a ROPS to protect operators if used in circumstances where there is a risk of roll-over;
- If risk assessment shows that a lift truck with a seated ride-operator can roll over in use and there is a risk of the operator leaving the operating position and being crushed between the truck and ground, a restraining system, such as a seat belt, will be required. Restraining systems are also required on any lift truck which is fitted with a ROPS, to protect operators from the risk of injury resulting from 180° or more roll-over. Where a restraining system cannot be fitted, and the risks are sufficiently high, it may be necessary to use another lift truck which does have a system;

- Where lift trucks are used outside, adequate provision should be made to protect the operator from the effects of adverse weather conditions. Where possible, lift trucks fitted with cabs should be used. Lift truck operations should be halted where weather conditions are bad enough to adversely affect the performance of the lift truck or expose the operator to danger, for example excessive wind speed, poor visibility due to mist or fog, lightening or heavy rain. Bad weather, even after it is over, may leave unsafe conditions, for example waterlogged and unstable ground following a period of heavy rain;

- A load backrest extension should be fitted where there is a risk of objects falling onto the operator and causing injury. A falling object protective system (FOPS) should be fitted where there is a significant risk of falling materials endangering the operator. Where it is not practicable to fit such a structure, and where there is a risk of head injury from falling objects, safety helmets should be worn;

- A load back-rest extension should be fitted if the lift truck is used to move objects liable to fall on the operator. The load back-rest extension should be high enough to prevent the load rolling over the top of it;
- Guards should be provided to prevent access to dangerous parts of the machine such as lifting chains and sprockets and traps between the moving carriage and mast;
- Lights should be fitted not only to assist driving, but also to illuminate the item being lifted. A flashing yellow warning light should be supplied with the machine. The use of these devices may be effective, particularly where lighting is poor or lift trucks operate intermittently, or where audible devices are likely to be ineffective;
- The driver's seat should be designed and fitted and kept in good repair so as to provide comfort, minimise vibration and prevent fatigue;
- Audible warning devices. These vary from simple manually operated horn to the automatic bleeper. In deciding whether such measures will be effective, employers should take into account the number of lift trucks operating in the area, the background noise levels and the likely effect on overall noise levels;
- Attachments. Some loads can be handled more efficiently and safely by the use of suitable attachments, for example fork arm extensions, booms, rotating heads, drum clamps, paper roll clamps, bale clamps, load stabilisers etc;
- People should never be lifted on a pallet board balanced on the fork arms of a lift truck because they can easily fall off. Occasionally, however, equipment such as lift trucks and telescopic material handlers, with a suitably designed working platform, see Appendix A, can provide a safer alternative to other means of access (such as a ladder). Notwithstanding, this arrangement 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 such equipment should be used. The ACoP requires lift trucks and working platforms used for lifting people to be thoroughly examined periodically by a competent person, and each time that exceptional circumstances, which are liable to jeopardise the safety of the lifting equipment, have occurred;



- When selecting lift trucks, consideration will need to be given to the likely effect on noise levels in the workplace by the use of particular types of lift truck, and whether quieter ones could perhaps be used. Manufacturers are required to give information on the noise emission of their lift trucks;
- If it is necessary to use an internal combustion engine vehicle inside premises, the exhaust should be filtered and provided with a catalytic converter to reduce exposure of persons to dangerous fumes. The effectiveness of using these measures is not an effective substitute for the use of adequate ventilation as discussed in the above paragraph, and should only be relied on if environmental monitoring has been carried out. Petrol or LPG fuelled vehicles should never be used in a confined space;
- Telescopic materials handlers should be fitted with Rated Capacity Indicators (or Load Moment Indicators) to give the driver an indication that overload is being approached. These devices should always be switched on when the vehicle is in use;
- Any hydraulically powered machine should be fitted with check valves to prevent the sudden descent of a load.

# Maintenance of machinery

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**28** Every employer of operators of lift trucks and every self-employed person operating a lift truck shall ensure that the equipment is properly maintained.

**29** Every employer of operators of lift trucks and every self-employed person operating a lift truck shall ensure that the machine is subjected to a thorough examination by a competent person once every twelve months. If chains form part of the lifting mechanism of a fork lift truck they shall be thoroughly examined every six months.

**30** A competent person is one who possesses appropriate theoretical knowledge and practical understanding of the machine in order to carry out the task effectively.

**31** The manufacturer's or authorised supplier's instructions with regard to inspection, maintenance and servicing, should be followed. Operators, unless suitably qualified and authorised, should not carry out repairs and adjustments to lift trucks. If lift trucks are hired, arrangements should be made to ensure proper inspection, maintenance and servicing. Where lift trucks are on long-term hire, the hirer has a duty to ensure that they are safe for their employees to use and are thoroughly examined at appropriate intervals. These examinations may be arranged by the hirer or hire companies, by agreement. They do not remove the need for the hirer to ensure that necessary inspections and pre-use checks are carried out and defects reported and remedied as necessary. The advice below is limited to the areas which should be considered on a day-to-day basis.

**32** At the beginning of each shift the operator should check the lift truck. Any defects, which might affect its safe operation, should be reported to the supervisor to ensure they are put right. Checks should include:

- tyre pressure: pneumatic tyres if fitted should be inflated to the proper pressure; incorrectly inflated tyres can affect the stability of the lift truck and the load. Tyres should also be checked for damage, for example swarf, nails and other embedded material, cuts and bubbles;
- parking brake, service brakes, and steering gear to ensure that they are working efficiently;
- fuel, water and oil in internal combustion-engined lift trucks for leaks and correct levels;
- batteries of battery-operated lift trucks to check that they are adequately charged and leak free, that the charger is switched off, the charge lead disconnected and properly stored, and the battery retention device is in place;
- systems for lifting, tilting and manipulation, including attachments. These should be working properly. Hydraulic systems should be free from obvious leaks, and hydraulic fluid levels should be correct when the fork arms are in the parked position;
- audible warning signal;
- lights;
- mirrors, if fitted.

**33** For lift trucks in constant use weekly checks are appropriate. These checks should include:

- all checks set out above;

- an operational check of the steering gear, lifting gear, condition of the battery and other working parts;
- the condition of the mast, fork arms, attachments, tyres and any chains or ropes used in the lifting mechanisms, and, if fitted, the operator restraint;
- security of the overhead guard and load back-rest extension.

**34** Regular thorough examination of lift trucks is essential. This can be undertaken by an insurance company surveyor, or other competent person with appropriate qualifications and experience. A thorough examination is required annually for all machines except those used for lifting persons, which should be examined every six months. The examination should include all mechanical and structural elements of the truck in addition to safety devices. Where chains form part of the lifting equipment of the machine, they must be fully examined once every six months.

# Vehicle operation

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**35** Every employer and self-employed person using a lift truck shall take all reasonably practicable steps to ensure that vehicles are only used by persons who have been authorised and have been trained, or are undergoing a formal training course for the particular type of lift truck.

**36** Every person authorised to operate a lift truck as either an employee or as a self-employed person shall follow the directions issued by their employer and the person in control of the place in which the lift truck is operated. The driver of any lift truck shall take all reasonable precautions to ensure that persons who may be affected by the way the lift truck is operated are not put at risk by the way the work is undertaken.

**37** Every operator of a lift truck shall ensure that the vehicle is not left unattended in such a condition that it could be used by unauthorised persons.

**38** It is essential that people operating lift trucks, or supervising their operation, understand their characteristics. Lift trucks are designed to lift loads, move them, and re-stack them in a different place. The mass of counterbalance lift trucks acts as a counterweight so that the load can be lifted and moved without the lift truck tipping. However, the lift truck can be tipped forward if the load is too heavy, if the load is incorrectly placed on the fork arms, or if the lift truck is accelerated or braked harshly while carrying a heavy load. The stability of lift trucks is also affected by the forces generated when turning, especially at speed, or if the lift truck is tilted sideways by travelling across an incline for example, or by the wheels running into a pothole or over an obstruction. The danger of a lift truck being turned on its side is greater with the load in the raised position than in the lowered position, and if the lift truck is turned during travel when unladen. Lift trucks should not travel with raised loads and should be driven with care when unladen, particularly when turning.

**39** With the mast reached out, a reach truck behaves like a counterbalance lift truck. When laden with the mast reached in, because the load is then within the wheel base, the reach truck is less likely to tip forwards but its sideways stability is reduced. If the load is then elevated and the mast tilted back, there is a risk of tipping sideways or even backwards (though tipping backwards is likely to result in the truck falling on its side). This risk is increased if the load is high and the wheel base of the reach truck is short and on a slope. The presence of potholes or bumps will increase the risk of instability in all situations. It is therefore essential that the truck does not travel with a raised load and that sloping and/or uneven surfaces that could affect the stability of the truck are avoided. Back tilt is normally extremely limited on reach trucks. Nevertheless, it is essential that the amount of back tilt used should not cause instability. Only sufficient back tilt to stabilise the load when it is being lifted should be used. The degree of back tilt should not be altered beyond that built in by the manufacturer.

**40** The lift truck should be used in a way that ensures its stability under all foreseeable conditions.

**41** Operators and supervisors should be familiar with the following information, which should be shown on the lift truck:

- name of the manufacturer (or authorised supplier) of the lift truck;
- model designation;
- serial number;
- unladen weight (the unladen weight of an electric lift truck excludes the battery weight although the maximum and minimum authorised battery mass is shown on the truck. The battery weight is marked on the battery's own plate);

- capacity;
- load centre distance;
- inflation pressures if the lift truck is fitted with pneumatic tyres.

**42** In addition, the functions of all controls should be clearly marked so that they can be seen from the operator's position.

**43** Lift trucks should not be loaded beyond their actual (safe) capacity. The actual capacity (safe working load) is a function of the rated capacity, lift height and load centre distance, the load centre distance being the distance from the centre of gravity of the load to the front face of the fork shank. This information is shown on the lift truck capacity data plate. It may be necessary to derate (reduce the value) to take into account where and how the lift truck is to be used, when using a carpet boom for example, or a drum clamp, or a crane jib on a lift truck with a safe working load determined for 'normal' lift truck use. Managers and supervisors need to ensure that those involved in lifting operations know when this may be necessary and that those undertaking the derating have sufficient competence. The information supplied by the truck and attachment manufacturers should be referred to whenever derating is carried out and in cases of doubt they should be contacted for advice.

**44** Unless approved by the manufacturer, or authorised supplier, the weight of the counterweight should not be changed, as this will adversely affect the lift truck's stability and safety. On electric trucks, only batteries of the size and weight specified by the lift truck manufacturer should be used, as batteries are part of the counterweight, and an incorrect weight will affect stability.

**45** Although no substitute for proper training, the following simple rules are set out for the benefit of lift truck operators and their supervisors, and should always be followed.

# Simple Rules for Operators and their Supervisors

## DOS AND DON'TS

Although no substitute for proper training, the following simple rules are set out for the benefit of lift truck operators and their supervisors, and should always be followed.

### *Do:*

- issue keys, or other activating devices for lift trucks, to authorised operators only, who should retain them until the end of the work period;
- on completion of work, park the lift truck in the designated parking area with the fork arms lowered to the ground and clear of walkways, the parking brake applied and engine switched off. Shut off the power on battery-powered trucks. Turn off the gas on gas-powered lift trucks. Return keys or other activating devices to their place of safe keeping;
- be particularly careful when operating where there are pedestrians. Observe the site rules and take all precautions to avoid pedestrians. Pedestrians and vehicles should be separated wherever possible;
- as a general rule, when operating, keep to the left. However, when driving between rows of machines or racks it may be safer (if a clear view can be obtained) to keep to the centre of the gangway or aisle;
- sound the horn in short sharp blasts at every potential danger spot. Remember, the horn does not give automatic right of way;
- avoid violent braking or sudden change of direction which may cause the load to fall off or the lift truck to tip;
- where possible, travel with the fork arms lowered to within 150mm (6") of level ground and mast tilted slightly back. With some attachments, for example barrel clamps, the load should be kept level. Always follow the instructions for use of the attachment;
- always look in the direction of travel. When loaded, travel down or up slopes with the fork arm facing uphill. When unloaded, travel up or down slopes with fork arms facing downhill. It may be necessary to raise the fork arms slightly at the bottom of slopes to avoid grounding the load or fork arms. Where it is impossible or hazardous to turn the lift truck to comply with the above, for example when loading containers using a portable ramp, operate with the fork arms facing uphill for both directions of travel. In this case keep the lift truck in line with the incline and do not attempt to turn until on a level surface. Do not turn on or travel across a ramp or incline;
- travel slowly when descending slopes;

- when leaving the lift truck, even for a few seconds, apply the parking brake; make sure the controls are in neutral and the fork arms are tilted forward and lowered to the ground. If the lift truck is to be out of sight or remote, shut off the power and remove the key or other activating device;
- before raising a load ensure there is sufficient clearance overhead to do so and that objects which could fall and injure people nearby will not be dislodged;
- when mounting or dismounting from the lift truck, use the steps and handholds provided for the purpose. Before dismounting, check that it is safe to do so and that the lift truck is parked safely.

## *Don't:*

- lift a person on the forks unless a safe working platform is fitted;
- operate controls from outside the cab;
- stand on or near the controls to reach the load or anything outside the cab;
- allow operators to consume alcohol while at work. Even small quantities of alcohol can impair judgement and put the safety of the operator and others at risk;
- allow an employee who appears unfit through drink or drugs to operate a lift truck (a person who would be unfit to drive a vehicle on the public road should be considered unfit to operate a lift truck);
- pick up a load if someone is standing close to it;
- allow people to walk underneath the load;
- move a load that appears unsuitable, including one which is on a damaged pallet. Mark it as such and report its condition to the supervisor. Do not attempt to lift a load where the weight of the load is not known and it is believed that it may be approaching the maximum weight;
- leave a lift truck unattended/parked on a gradient except in an emergency, in which case chock the wheels to ensure that that the truck cannot roll the gradient. This should be done even if the truck will only be parked for a very short time and the operator remains in the vicinity; for example, to attend to a problem with a load;
- carry passengers unless the lift truck is designed and equipped to do so;
- run over cables or flexible pipes etc that are on the floor unless they are suitably protected;
- travel with the load raised, because of the risk of overturning, except at creep speed as part of a stacking or de-stacking manoeuvre;
- carry a load that blocks forward visibility. If it is absolutely necessary to carry a bulky load which blocks visibility, then the lift truck should be driven in reverse. If this is not possible, for example when travelling up a slope, a responsible person should be appointed to be a banksman who, having a clear view of the path of the load, can give clear instructions to the operator. The banksman should be in a safe position and be in view or able to communicate effectively with the operator. If the banksman is unable to maintain a clear view of the path of the load, assistants who can do so will be necessary. Assistants also need to be in a safe position and either be in view of, or otherwise be able to communicate effectively with, the responsible person. Everyone involved in such exercises needs to use the same reliable means of effective communications.

# Stacking and de-stacking

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General principles which apply are:

- A lift truck can become unstable when the mast is being raised or lowered because its centre of gravity is changing, whether loaded or not. Therefore, before the mast/boom is raised/lowered or extended, the truck should be stationary with the parking/handbrake applied, and transmission disengaged before the hydraulics are used. On some rough-terrain machines, however, it may be necessary to make minor adjustments while in motion to allow for uneven ground;
- If the fork tips extend beyond the load make sure they do not contact other loads in the rack etc;
- Loads should be against the vertical face of the fork arms or load back-rest extension;
- Adjust the fork spread to suit the load.

The following sections refer to stacking and de-stacking with lift trucks equipped with fork arms. Similar procedures should be followed when loading or unloading lorries, trailers etc., and when using attachments, except that with some attachments the mast should remain vertical at all times. The instructions of the manufacturer or authorised supplier should be followed.

## Stacking with counterbalance lift trucks

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The procedure for stacking is as follows:

- Before lifting, assess the weight of the load and its centre of gravity to ensure that the load does not exceed the capacity of the lift truck;

- Approach the stack with the load low and tilted backwards. Slow down and stop at the face of the stack, apply the parking brake, select neutral if applicable, and reduce the backward tilt to an amount just sufficient to stabilise its load;

- Look up and check for obstructions then raise the load to the desired stacking height;

- Move slowly forwards, taking care not to dislodge loads in adjacent stacks;



- When the load is over the stack, stop; apply the parking brake and select neutral if applicable. Reduce the back-tilt until the load is level, then slowly and smoothly lower the load onto the stack;

- When the load is securely stacked, lower the fork arms until free of the pallet or dunnage strips. After ensuring the way is clear, withdraw by reversing the lift truck, keeping a continuous lookout front and rear. Great care must be taken to ensure that the forks do not bind on withdrawal. If necessary, adjust the tilt to clear;

- When clear of the stack, apply the parking brake and select neutral if applicable. Lower the fork arms to just above ground level, apply a slight back-tilt, and check that the way is clear before moving off.

## **De-stacking with counterbalance lift trucks**

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The procedure for de-stacking is as follows:

- Halt at the face of the stack and apply the parking brake, selecting neutral if applicable. Bring the mast to the vertical position. If necessary, adjust the fork spread to suit the width of the load and ensure that the weight of the load is within the capacity of the lift truck;

- Look upwards, raise the fork arms to a position permitting clear entry into the pallet or dunnage strips;

- Fully insert the fork arms by slowly driving forward until the heels of the forks gently touch the load or pallet base, and apply the parking brake, selecting neutral if applicable;

- Lift the load clear of the stack and carefully apply a backward tilt, just sufficient to stabilise the load;

- Check that the way is clear, then move slowly backwards until the load and fork arms are clear of the face of the stack, taking care not to dislodge loads in adjacent stacks; apply the parking brake, selecting neutral if applicable;

- Lower the load carefully and smoothly to the correct travelling position, applying a further backward tilt. Check to see the way is clear before moving off.

**Reach trucks** should not be driven, whether loaded or not, with the reach mechanism extended except when inching at the face of the load, stack or rack. The parking brake should be applied before operating the reach mechanism. No one should step over the reach legs, or put any part of their body between the mast and power unit if the reach truck is capable of being operated. The reach movement should not be used for pushing or dragging loads; the load should be carried on the fork arms and not resting on the reach legs unless the reach truck is specifically designed for the purpose.

# Stacking with reach trucks

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Operators of reach trucks should observe the following basic stacking rules:

- Approach the stack with the load low, reached in and tilted slightly backwards;

- Slow down and stop at the face of the stack, apply the parking brake, select neutral if applicable, and reduce the backward tilt to an amount just sufficient to maintain the load stability. Look up and check for obstructions, then raise the load to the desired stacking height;

- Move forward if necessary, to bring the reach truck close to the stack, and reapply the parking brake, selecting neutral if applicable. Reach out smoothly, taking care not to dislodge loads in adjacent stacks;

- When the load is squarely over the stack, level the load and lower it onto the stack gently and smoothly;

- When the load is securely stacked, lower the fork arms, until free of the pallet or dunnage strips, and reach in. When freeing the fork arms, great care must be taken to ensure the forks do not bind on withdrawal. Adjust the tilt as necessary. (If the fork arms are not fully clear of the stack, ensure the way is clear, and move the reach truck back a short distance);

- When the fork arms are clear of the stack, reapply the parking brake if the reach truck has been moved, selecting neutral if applicable. Lower the fork arms to just above ground level, apply a slight back-tilt, and check the way is clear before moving off.

## De-stacking with reach trucks

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Operators of reach trucks should observe the following basic de-stacking rules:

- Halt at the face of the stack and apply the parking brake, selecting neutral if applicable. Bring the mast to the vertical position. If necessary, adjust the fork arm spread to suit the width of the load and ensure that the weight of the load is within the capacity of the reach truck;

- Look up and check for obstructions, then raise the fork arms to a position permitting clear entry into the pallet or dunnage strips;

- Move forward, if necessary, to bring the reach truck close to the stack and re-apply the parking brake, selecting neutral if applicable. Fully insert the fork arms by reaching out until the heels of the forks gently touch the load or pallet base;

- Lift the load until it is clear of the stack and carefully apply a backward tilt just sufficient to stabilise the load and reach in;

- If necessary, move the reach truck slightly backwards away from the stack, ensuring that the way is clear and taking care not to dislodge the loads in adjacent stacks. If the reach truck has been moved, re-apply the parking brake, selecting neutral if applicable;

- Lower the load carefully and smoothly to the correct travelling position, applying the requisite back-tilt before checking the way is clear and moving off.

# Working platforms

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People should never be lifted on the fork arms of a pallet balanced on the fork arms of a lift truck because they can easily fall off. However, although equipment such as lift trucks and telescopic materials handlers are primarily designed for the purpose of handling materials, when fitted with a suitably designed working platform they can provide a safer alternative to other means of access (such as a ladder) see Appendix A. This arrangement 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, such equipment should be used. The ACoP requires lift trucks and working platforms used for lifting people to be thoroughly examined by a competent person at least once every six months, and each time that exceptional circumstances, which are liable to jeopardise the safety of the lifting equipment, have occurred.

## Masted rough-terrain counterbalance lift trucks

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The basic principles of lift truck operation apply to these machines, but there are some additional factors that need to be considered in their operation.

To control a lift truck on rough terrain it is important to ensure adequate traction between the tyres and the ground. Traction is affected by several factors including:

- the nature of the terrain. Travel routes should be chosen or prepared to avoid steep inclines, slippery gradients, and unstable or uncompacted ground. Loss of control may also occur as a result of bouncing when crossing rough ground;
- the weight over the drive wheels. An increase in the weight over the drive wheels will increase traction. So, for example, a loaded lift truck may be able to climb a slope safely but not be able to descend the same slope if unladen. Loss of control is more likely to occur with two-wheel drive lift trucks than four-wheel drives, but generally lift trucks can obtain sufficient grip to climb safely inclines steeper than those they descend. The manufacturer's data should be consulted when assessing whether a particular lift truck is suitable for its proposed use.

On some machines the parking brake cannot hold the machine on the steep inclines which it is able to climb. Operators should be made aware of the limitations of their lift truck; these should be included in the manufacturers' performance data contained in their instruction manual. Work areas should be arranged in such a way that lift trucks do not have to stack or de-stack on an incline.

Stacking to high levels should only be carried out on reasonably level, well-drained ground that is well consolidated and is away from any excavation or wall.

When travelling, the fork arms should always be lowered but should be clear of the ground and any obstructions, and the mast should be tilted slightly backwards. When raising a load, care must be taken to ensure that there are no overhead obstructions. A load should never be lifted where there is a possibility of contact with or arching from overhead power lines.

If a lift truck is to be driven unladen on public roads the fork arms should be removed, folded or protected in some way, to avoid presenting a hazard to other road users. The lift truck should be cleaned of any material likely to fall onto the road and cause danger to other road users.

# Telescopic materials handlers

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The same basic principles of operation apply to these lift trucks as to all others, including rough terrain, but with a number of important additions. The range available is large: they may be two- or four-wheel drive, and have two-wheel, four-wheel, crab steer or articulated steering.

The ability of telescopic materials handlers to raise loads to greater heights than conventional lift trucks increases the hazards of operation, particularly that of overturning. To counteract this latter hazard some types are equipped with stabilisers or chassis levelling devices.

The telescopic action of the boom presents an additional instability problem which operators need to understand. Although tipping sideways is recognised as a significant hazard, operators should also be aware of the danger of tipping forwards. Extension of the boom is a major factor which can cause this to happen and therefore the boom should be fully retracted for travelling, except at creep speed.

If the truck is fitted with stabilising jacks, the operator should be aware of the lifting capacity with and without the jacks down. If used, the jacks should be on firm, level ground. The operator should also be familiar with limitations concerning the use of the axle locks and lateral levelling.

The load capacity of the truck will vary according to the extensions of the boom and its degree of elevation. The manufacturer's specifications should be observed at all times.

Many telescopic materials handlers are used with a variety of attachments that may affect the stability of the machines. The manufacturer's or authorised supplier's recommendations for fitting and using attachments should be followed.

Operators and supervisors should be aware that attachments will alter the rated lift capacity and centre of gravity of the machine.

Machines should normally be fitted with Rated Capacity Indicators (RCI), often known as Load Moment Indicators. These give warning of approaching overload and should always be switched on during load handling operations. RCIs must be maintained and tested according to the manufacturer's or authorised supplier's instructions. Operators should be made aware that it is an offence to interfere intentionally with the proper working of such a device.

Lift trucks fitted with RCIs should not be used if it is suspected that the RCI is not working or is defective. The RCI is provided as an additional safety device and should not be used solely as an indicator of the limits of the machine.

For stacking or loading with a telescopic materials handler a firm, level site should be selected. Items should be transported with the boom as low as is practicable. On many machines the visibility to the right-hand side can be completely obscured if the boom is raised to certain positions. Because of this limitation particular care needs to be taken in areas where there may be pedestrians. It may be necessary to fit visibility aids or employ a banksman. Banksmen should be in a safe place and visible to the operator at all times.

When travelling up or down slopes with a load, the boom should face uphill. As far as possible avoid travelling across slopes.

When travelling on public roads, attachments and loads should be carried in such a way that they do not present a hazard to other road users. The boom should be in the lowest practicable position.

Before loads are raised, a check should be made for overhead obstructions. Loads should not be raised where there is a possibility of contact with or arching from overhead power lines.

Restraining systems, such as seat belts should be worn whenever there is a risk of injury due to overturning. Doors should be kept shut to prevent the operator being ejected and crushed in the event of an overturn.

## Side-loading lift trucks

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The mast should be in when travelling unless the side-loader is specifically designed to allow travelling with the mast out. The load should be raised clear of the deck before the mast is traversed in, unless palletised or similar loads are being handled in the truck well. The truck should travel with the load securely on the deck and the fork arms just clear. The capacities of the truck, both with its stabilising jacks in use and without them, should be clearly marked and visible to the operator. When stabilising jacks are in use they should be hard down on firm ground, or suitable packing should be used.



# Protecting other persons at work and the public

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**46** Every person in control of a workplace where lift trucks are operated shall ensure that appropriate steps are taken to physically exclude persons not involved with the operation of the truck, including members of the public, from areas where lift trucks are to operate. Where, by nature of the business or the layout of the premises, this is not practicable, the person in control of the workplace shall ensure that suitable and sufficient signs and markings are provided to warn persons of the operation of the truck.

**47** The person in control of any place where a lift truck operates shall ensure that all persons at work in such areas are provided with suitable safety footwear, safety helmets and high visibility jackets, tabards, or vests. Persons issued with such protective equipment shall ensure that it is worn at all times when lift trucks are being operated.

**48** Pedestrians should, where possible, be segregated from vehicle routes by a physical barrier, otherwise pedestrian routes should be clearly marked. Where it is not possible to provide a separate means of access and egress for pedestrians, other arrangements, such as the use of audible or visual warning devices, should be made to ensure their safety.

**49** Trucks should be fitted with audible warning devices. These vary from simple manually operated horn to the automatic bleeper. In deciding whether such measures will be effective, employers should take into account the number of lift trucks operating in the area, the background noise levels and the likely effect on overall noise levels.

**50** Flashing beacons should also be provided on lift trucks. The use of these devices may be effective, particularly where lighting is poor or lift trucks operate intermittently, or where audible devices are likely to be ineffective.

**51** Where the risks to persons on foot in the work area cannot be adequately controlled by other methods, high-visibility clothing should be worn. In addition, lift truck operators should be provided with such clothing at all times and instructed to wear it whenever they leave the operating position of the lift truck.

**52** All persons working in the vicinity of truck operations should also wear suitable safety footwear and hard hats. Drivers should also wear hard hats if it is not practicable to fit a truck with falling object protection.

# Selection and authorisation of operatives

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**53** Every employer operating a lift truck shall ensure that no person is selected to use such a machine unless they are at least 18 years of age, and have the physical and mental attributes necessary to operate the machine in a safe manner.

**54** A person selected must be authorised in writing. Employers should not authorise anyone to operate lift trucks within the scope of this ACoP, even on an occasional basis, who has not satisfactorily been assessed as to their competency, or completed basic training and testing as described in this ACoP, except for those undergoing such training under adequate supervision.

**55** Employers should select potential lift-truck operators carefully. Those selected for training need to have the ability to do the job in a responsible manner and the potential to become competent operators. Young persons (under 18 years of age) are often exposed to risks to their health and safety when using work equipment as a consequence of their immaturity, lack of experience or absence of awareness of existing or potential risks. Therefore, such young people should not be allowed to operate lift trucks without adequate supervision unless they have the necessary competence and maturity, as well as having successfully completed appropriate training. Children under minimum school leaving age should never operate lift trucks.

**56** Those selected should have the necessary level of physical and mental fitness and learning ability for the task. People with disabilities may well be able to work safely with lift trucks. In cases where a disability is potentially relevant to the safe operation of lift trucks, employers should seek medical advice on a case-by-case basis.

## Medical standards for lift truck operators

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**57** Occupational health professionals may like to consider the following advice relating to the medical fitness of operators of rider-operated lift trucks. The standard should be regarded as a guide which can be adapted to individual circumstances. Readers should note that the publications referred to may include statutory provisions that do not apply in Jersey. Guidance on the requirements of the Road Traffic (Jersey) Law 1956 can be obtained from Driver and Vehicle Standards, La Route de Veuille, La Collette, St. Helier.

**58** Reference is made to existing medical standards for drivers, and guidance provided on how to apply these standards and adapt them to prevailing circumstances by assessing the risks inherent in the work to be carried out.

### Medical standards

Detailed advice on medical standards of fitness to drive can be found in *At a glance* published by the Drivers' Medical Unit of the DLVA, Swansea. The Driver and Vehicle Standards Department (DVS) regard this document as relevant to Jersey. It is regularly updated and an Internet version is available at [www.dvla.gov.uk](http://www.dvla.gov.uk) or from the Medical Adviser, Drivers' Medical Unit, DVLA, Longview Road, Morriston, Swansea, SA99 1TU, (tel: 01792 761119). The DVS, however, does not have responsibility for licensing lift truck operators (provided operators do not drive lift trucks on public roads). *At a glance* should always be consulted where there is any doubt about an individual's fitness to operate a lift truck.

*At a glance* lists separate medical standards for both Group 1 (Category B in Jersey) entitlement (holders of an ordinary driving licence), and Group 2 (Categories C, C + E, and D Licences in Jersey) entitlement (HGV and PSV licence holders).

## Application of medical standards

Each person's fitness for operating a lift truck should always be judged individually. The underlying approach should be to match the requirements of the particular driving task with the fitness and abilities of the driver. For most work a standard equivalent to that of the Group 1 (Category B) entitlement will be appropriate. In some cases, however, a more stringent standard may be required, for example when moving highly toxic or explosive materials, working in a particularly demanding environment, working at night, or if large, heavy trucks are to be operated. In these instances some or all of the medical standards equivalent to that of Group 2 (Categories C, C+E, and D) entitlement may be appropriate.

Applying the principle of individual assessment of fitness should ensure that people with disabilities are not disadvantaged. Some people with disabilities have developed compensatory skills. Reasonable adjustment to work equipment may enable a disabled person to operate a lift truck safely. Competence in an emergency must, however, always be considered.

## Frequency of assessment

All existing and potential lift truck operators should be screened for fitness before employment and at five-yearly intervals from age 40. Categories C, C+E, and D licences are renewable five-yearly from age 45 and, where an individual is both a lift truck operator and holds a Categories C, C+E and D entitlement, these assessments can be made at the same examination. A lift truck operator who continues after age 65 should have annual assessments for fitness.

Assessment is also recommended after an absence of more than one month, or after a shorter absence if it is possible that the illness may have affected fitness to operate lift trucks. This assessment is recommended to provide positive confirmation of fitness to operate lift trucks in these circumstances. Fitness to return to work when signed off by a GP may not indicate fitness to operate a lift truck.

Assessment is also appropriate if lift truck operators, or their employers, suspect that they have developed a condition that may affect their continuing ability to operate lift trucks.

It is advisable for employers to agree requirements for medical screening and/or examination of employees, in advance, in a contract of employment.

## Medication

Fitness to operate lift trucks may be impaired temporarily by the effects of medication, whether prescribed or purchased over the counter. Lift truck operators should seek advice from their general practitioner or the pharmacist about the potential effects any medication may have on their ability to drive safely; they should notify their employer if there is risk of adverse effects which may compromise safety. In some cases it may be necessary for them to stop operating lift trucks until the nature and extent of any side effects has been established.

## Alcohol and illicit drugs

Lift truck operation should not be carried out in circumstances when either alcohol or drugs have been taken. Advice for employers on alcohol and drugs is provided in *Don't mix it: A guide for employers on alcohol at work and Drug misuse at work: A guide for employers*, copies of which can be obtained from HSE Books, PO Box 1999, Sudbury, Suffolk, CO10 2WA.

The following is a summary of standards applicable to Group 1 (Category B) drivers, published by DVLA, and is valid on publication date of this document. Standards may change and reference to *At a glance* is recommended. Nevertheless, standards required for a particular work situation should be set, taking into account assessment of both health and safety implications and the physical and mental demands of the job. It may be necessary to obtain specific advice on standards from a suitably competent occupational physician who is familiar with the work environment in question.

## Locomotor

- There are no specific restrictions on Group 1 (Category B) entitlement. Standards will depend on the demands of the job but for lift truck operation there should normally be full movement of the trunk, neck and upper and lower limbs. Stable deformities such as an arthrodesed joint should be assessed according to the effect on functional ability and this may require the advice of a lift truck operator instructor.

- An experienced lift truck operator who loses a limb or part of a limb may be able to continue in employment after suitable retraining.

## **Diabetes mellitus**

- When managed by diet alone or treated by tablets this condition is normally acceptable if well controlled, and there are no complications, for example diabetic eye problems, affecting vision.
- The use of insulin is normally acceptable as long as there is satisfactory control and recognition of warning symptoms of hypoglycaemia. Required visual standards must be met.
- Continuing fitness will need to be kept under review.

## **Cardiovascular conditions**

### *Ischaemic heart disease*

- History of single uncomplicated infarction is not a bar to lift truck operation, but lift truck operation should cease for at least one month. This should be followed by medical assessment. Lift truck operation may recommence thereafter, provided there is no other disqualifying condition.
- For angina, lift truck operation should cease until satisfactory control of symptoms is achieved. It will not be a bar unless occurring during lift truck operation or at rest, or unless medication produces side effects that may interfere with lift truck operation. Lift truck operation may recommence when satisfactory symptom control is achieved.
- A second or complicated myocardial infarction will require careful assessment in the light of residual function, risk factors etc.

### *Hypertension*

- Lift truck operation may continue unless treatment causes unacceptable side effects.

### *Arrhythmia*

- Lift truck operation must stop with an arrhythmia which may distract the operator's attention or render him or her liable to sudden impairment of cerebral function. Lift truck operation may resume when satisfactory control of symptoms is achieved provided that cardiac function is also satisfactory.

### *Other conditions*

- In general, lift truck operation should cease for a month after any cardiac event, following which fitness should be reassessed.
- Other serious cardiac conditions, for example valvular disease with complications such as a history of cerebral ischaemia, are likely to be a bar to lift truck operation. Specialist advice should be sought in all cases of doubt.

## **Vision**

- Operators must be able to read in good light (with the aid of glasses or contact lenses if required) a vehicle registration mark at a distance of 20.5 metres, with both eyes open at the same time. This corresponds to visual acuity of between 6/9 and 6/12 on the Snellen chart.
- Monocular individuals vary in their ability to compensate for their impairment, and to operate a lift truck safely. Fitness to operate a lift truck cannot be assumed and, after medical assessment, this should be determined following practical lift truck operating tests. This approach should also be adopted for the experienced operator who becomes monocular, after allowing a period of adaptation.
- With regard to visual field defects, lift truck operation should cease unless an operator is confirmed able to meet the recommended national guideline for visual field. A full definition is provided in *At a glance*.
- Uncontrolled diplopia will disqualify an individual from operating a lift truck. Resumption may be permitted when satisfactory control of symptoms is achieved. Regular review is recommended.

## **Nervous system**

- Vertigo, giddiness and disorders of balance. Lift truck operation should cease on diagnosis. Resumption may be permitted when satisfactory control of symptoms is achieved. Regular review is recommended.
- For neurosurgical disorders, including intracranial tumours and haemorrhage, detailed advice is given in *At a glance*.
- After acute illness, such as a stroke, lift truck operation should cease for at least one month. The extent of recovery should then be assessed. Where recovery is complete then lift truck operation may recommence. Progressive or relapsing conditions will require careful assessment of function and prognosis.
- Long-standing static defects, such as weakness of a limb following poliomyelitis, should be assessed for functional ability. Lift truck operation may be practical, possibly with the help of suitable adaptation to the lift truck.

## **Epilepsy**

- This will not normally be a bar to lift truck operation where an individual qualifies for an ordinary driving licence (i.e. has been free from epileptic attack for one year). Any necessary medication should be maintained; a recurrence of seizures should result in a reassessment. If the individual no longer meets the requirements for a Group 1 (Category B) entitlement he/she will not be fit for work as a lift truck operator.
- Annex 3 of *At a glance* gives full details of epilepsy regulations as prescribed by the Motor Vehicles (Driving Licences) Regulations 1999, which contains measures similar to those contained in the Road Traffic (Jersey) Law 1956, and may be used as a guidance to assess suitability for lift truck operation.

## **Hearing**

- Hearing defects do not normally affect Group 1 (Category B) entitlement. However, cases should be assessed individually, taking into account the working environment, materials being handled and other duties associated with the work. If good hearing is thought to be particularly important then this should be assessed audio-metrically.

## **Alcohol and drugs**

- An individual who is dependant on alcohol or drugs should not operate a lift truck. Where there is a history there should be a clear period of freedom from dependence of at least one year before employment as a lift truck operator is considered. Medical assessment of fitness to operate a lift truck should then be carried out. Reference to *At a glance* is recommended.

## **Psychiatric disorders**

- Suspicion or knowledge of psychiatric disorders should lead to suspension from lift truck operation pending medical assessment. *At a glance* provides detailed advice under the following headings:

Anxiety or depression;

More severe anxiety or depressive illness;

Acute psychotic episodes of any type or cause;

Chronic schizophrenia;

Dementia or any organic brain syndrome;

Learning disability;

Persistent behaviour disorder.

## Assessment of experienced operators

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59

Where employees claim to be trained and experienced, employers should insist upon evidence. Employers need to satisfy themselves that the training, experience and ability are in fact sufficient and relevant to the lift trucks and handling attachments to be used. Where evidence, such as a training certificate, is not available, employers will need to arrange assessment of the person's competence and provide any training that the assessment indicates is necessary before allowing the employee to operate a lift truck.

60

It may be useful to apply a selection test to avoid wasteful attempts to instruct unsuitable trainees. Advice on trainability assessment can be obtained from the bodies listed in Appendix B. Some otherwise suitable candidates may have limited understanding of spoken or written English. Certain training organisations, however, have produced teaching materials in a range of other languages, so this need not eliminate a candidate from selection.

# Responsibilities of operatives

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**61** Every operator of a lift truck shall ensure that they take all reasonable steps to ensure that they do not put themselves or any other person at risk by the way they operate the machine. In particular, they should ensure that any routine maintenance tasks allocated to them are carried out properly, that safety devices are used when necessary, that they exercise due care when driving.

**62** Employed and self-employed drivers have responsibilities under legislation to safeguard themselves as well as other workers and the public by the way they undertake their work. They also are required to co-operate with their employer, or the person in control of the premises where they are working, and to refrain from interfering or misusing anything provided in the interests of health and safety. In particular this could refer to:

- carrying out regular checks on machines;
- notifying their employer or the truck owner regarding defects on the vehicle;
- heeding warning signs;
- driving and stacking or de-stacking in accordance with instructions;
- wearing protective equipment;
- the use of drink or drugs;
- overloading; and
- lifting or carrying unauthorised passengers.

# Instructor selection and training

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**63** Employers should satisfy themselves that operator training, in accordance with this ACoP, should only be carried out by instructors who have themselves undergone appropriate training in instructional techniques and skills' assessment. Instructors should give instruction only on the types of lift truck and attachments for which they have been trained and successfully tested as operators.

**64** Instructors also need sufficient industrial experience to enable them to put their instruction in context and an adequate knowledge of the working environment in which the trainee will be expected to operate. If persons selected for training have limited understanding of spoken English, the instructors should be capable of providing the instruction in such a way that the trainee understands the course content.

**65** Successful training depends on the competence of instructors. They should be asked to supply evidence of their training and post-training experience on the type of truck to be used, both as instructor and operator, and their knowledge of and familiarity with conditions in the industry where trainees will work. This will include expertise in any requirements peculiar to the operation of the truck(s) and in the work trainees will be expected to undertake. Since training is largely accomplished through demonstration followed by supervised practice, it is essential that each demonstration by the instructor is a model, free from technical errors and misjudgements. Instructors must also be able to make effective use of instructional techniques in both the working and classroom environment.

**66** Good instructors should:

- have the ability to adapt their approach to suit the needs of different trainees;
- be able to communicate effectively;
- be able to lead and control; and
- keep their own training and experience as instructors up to date, especially if not training regularly.

**67** The United Kingdom's Health and Safety Commission has recognised the five bodies listed in Appendix B as competent to operate voluntary accreditation schemes. Such schemes are not mandatory but recognition by the Commission is intended to help set and maintain professional training standards. This should help employers to select training organisations or lift-truck suppliers who offer a good standard of training. Although employers operating their own in-house training schemes may also find it useful to have them accredited by one of the above bodies, this may not be necessary for successful schemes that operate in some companies.



# Training of operatives

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## Training area and facilities

**68** Basic training may be given at a suitable training centre or venue, or on an employer's premises. Where practicable, training areas should be sheltered from adverse weather conditions.

**69** Basic training needs to be carried out off the job. Even when conducted on an employer's premises this means that the instructor and trainees, together with the lift truck and loads, should be wholly concerned with training, kept away from normal commercial operations, and not be diverted to other activities while training is in progress. Lift trucks used for training must be in good mechanical condition, properly maintained (taking into account manufacturers' recommendations), conform to all legal requirements and be suitable for the particular uses to which they will be put.

**70** A suitable manoeuvring area should be provided and appropriately marked. While training is in progress access to this area should be restricted to the instructor and trainees. The area will need to include facilities for simulating the manoeuvring space likely to be encountered in the workplace, including slopes. For rough terrain trucks an appropriate surface, and obstacles representative of the conditions for which training is being provided, is necessary.

**71** A supply of realistic loads appropriate to the training being given, such as loaded and unloaded pallets, bags, sacks, bales, drums, bulk materials and freight containers, is necessary to make training realistic. Similarly, there should be appropriate facilities for simulating loading and unloading from racking at various heights as well as road vehicles.

**72** A training room or other suitable accommodation, together with appropriate training aids (e.g. projectors, models) should be made available to enable the instructor to cover, under reasonable conditions, the principles of lift-truck operation.

## Training structure and content

**73** Training should be largely practical in nature and of sufficient length to enable trainees to acquire the basic skills and knowledge required for safe operation, including knowledge of the risks arising from lift-truck operations. It should not be altered to suit immediate operational or production needs.

**74** The ratio of trainees to instructors needs to allow each trainee adequate time to practise operating the truck under close supervision and to prepare for the practical tests.

**75** Training should follow a carefully devised programme that ensures that each stage is introduced in an appropriate sequence, building on what has gone before, and allowing adequate time for learning and practice before the next stage is tackled. The easier driving skills should be dealt with before progressing to more difficult operations such as pallet or other load handling. At each stage the instructor will need to explain and demonstrate safe operation, which should then be practised by the trainees under direct supervision.

**76** Basic training should be given on all the types of lift truck and attachments that operators will or could be required to use in their work. If the operator is subsequently required to operate another type of lift truck, or there is a change of handling attachment, additional, practical conversion training will be required. Employers should also consider the need for conversion training where the truck type does not change, but the size and weight alters significantly.

**77** The course content will depend upon the lift truck operations the trainee will be expected to carry out. The objectives of a basic training course need to be tailored to fit all the lift truck operations to be undertaken by the operator.

**78** The instructor should assess a trainee's progress continuously to ensure that the required standards are achieved at each stage of basic training. Additionally, trainees are required to pass a test or tests, practical and theoretical, of the skills and knowledge needed for safe operation.

**79** Safe operation of any plant or machinery requires proper training. It is quite wrong to assume that because employees hold a licence to drive, say, a motor vehicle on the public roads, they also have the skills necessary to operate a lift truck.

**80** Employers are responsible for ensuring that adequate training is provided for their employees. Employers should satisfy themselves that any training given covers all aspects of the work to be undertaken and take into account this guidance: basic training should, at least, be to the standard of the ACoP. Self-employed lift-truck operators also have responsibilities to ensure they undergo the same type of training, achieving the same standard, as employers are required to provide to their employees.

**81** Operators of types of lift truck not covered by this guidance will also need training. In some cases, for instance pedestrian/rider-operated pallet trucks, or tractors fitted with fork attachments, this may follow a similar approach, but in others, such as straddle carriers, a very different training programme will be needed. Training organisations involved in lift truck training should be able to advise on suitable training. Employers will, however, need to take into account the advice on instructor selection contained in this guidance when choosing a training provider, to ensure that the provider has the relevant expertise and experience. The bodies listed in Appendix B are able to give advice on training providers.

**82** Employers also have a continuing responsibility to provide adequate supervision and it is therefore essential that supervisors themselves have sufficient training and knowledge to recognise safe and unsafe practices. This does not mean that supervisors need full operator training, but they do need to understand the risks involved, and the means of avoiding or counteracting them. Training in health and safety management, risk assessment and safe systems of work should be considered. Advice on risk assessment can be found in the publication *5 steps to risk assessment* INDG 163, published by the UK Health and Safety Executive. Supervisors also need sufficient training to enable them to evaluate the advice of fully trained and experienced operators to ensure they do not override the operator's advice and reduce safety.

**83** Employers should ensure that employees (e.g. lorry drivers, maintenance or inspection personnel) who use lift trucks on other people's premises are fully trained to do so, and that information to this effect is made available to controllers of those premises. Information provided could be documentation on an individual basis, or written assurance that all their employees who will visit the site and be expected to operate lift trucks are trained and competent to do so. Site controllers should use this information to satisfy themselves, before allowing use of trucks, that visitors have been adequately trained to safely operate the lift truck(s) to be used. Site controllers also need to provide visitors with site-specific information: clear signage could be provided or, where risk assessment indicates the need, site vehicle and third party rules to enable them to work safely. A useful precaution might be to limit clearly areas where people who are not familiar with the premises are allowed to operate. It is highly unlikely that visiting lorry drivers will have undergone training which would enable them to safely use lift trucks provided by occupiers of work-sites. Drivers with their own lift trucks, or regular contractors' drivers who frequently visit the same sites, may be satisfactorily trained and have sufficient site knowledge to operate safely.

**84** Employers who do not control work-sites where their employees may operate lift trucks, and those who do control such sites, need to co-ordinate their efforts and co-operate to ensure that only people trained as described in this ACoP and guidance are allowed to operate lift trucks. Such co-ordination and co-operation is equally important on multi-occupied sites, such as business parks and markets where trucks may be shared. The responsibility of those who control work-sites to ensure that the workplace is safe in no way detracts from the employer's duty to ensure that their own employees are adequately trained.

**85** Employees also have responsibilities. Article 4 of the Health and Safety at Work (Jersey) Law, 1989 requires them to take reasonable care for their own health and safety and that of other people. They must also co-operate with their employers to assist them in complying with their statutory duties. Article 8 of the Health and Safety at Work (Jersey) Law, 1989 requires that persons should not interfere with or misuse anything provided in the interests of health, safety or welfare under health and safety legislation.

**86** The training of operators should always include the three stages of training:

- **Basic training** - the basic skills and knowledge required for safe operation;
- **Specific job training** - knowledge of workplace and experience of any special needs and specific handling attachments;
- **Familiarisation training** - operation on the job under close supervision.

**87** The first two stages are sometimes combined or integrated, but should always be off the job. The ACoP covers basic training. Further guidance on these three stages of training is set out below.

## **Basic training**

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**88** Basic training needs to cover fully the skills and knowledge required for the safe operation of the type of lift truck and handling attachments (if any) which the trainee will be required to operate, including the risks arising from lift truck operation. Such risks would include not only those directly related to the operation of trucks, but associated tasks, such as the fire hazard created by possible production of hydrogen when recharging batteries.

**89** The objectives of a basic training course should enable the trainee, on completion of training, to be able to demonstrate the following:

- State the reasons for operator training, the risks associated with lift truck operations and the causes of lift truck accidents;
- State the responsibilities of operators to themselves and others, including their duties under Articles 4 and 8 of the Health and Safety at Work (Jersey) Law, 1989;
- Identify the basic construction and main components of the lift truck, stating its principles of operation and load handling capabilities and capacities;
- Identify, as appropriate, handling attachments which may be used with the lift truck;
- Locate and state the purpose and method of use of all controls and instruments;
- Place the forks, or other handling attachment, in pre-determined positions employing the appropriate controls;

- Identify various forms of load, and state the procedures for their stacking, de-stacking and separation; assess the weight, and, where relevant, the load centre of a load; decide if the load with its known weight and load centre is within the truck's rated/de-rated capacity;
- State the factors that affect machine stability, including: turning, especially related to speed and sharpness of turn; load security and integrity, rated capacity and rated load centres, centres of gravity, and speed and smoothness of operation;
- Follow correct procedures when loading and unloading vehicles;
- Make visual checks to ascertain the safety, soundness and rating of structures designed to receive loads, and place and remove loads on and from those structures at various heights;
- Pick up and place loads, and drive and manoeuvre the machine in forward and reverse motions laden and unladen on inclines, in restricted spaces and on level ground (including rough terrain as applicable) following correct procedures and precautions;
- Park the machine, following correct procedures and precautions;
- Where applicable, state the purpose, and demonstrate the procedures for the use, of safety devices including stabilisers, level indicators, and load indicators, if fitted;
- Carry out inspection and maintenance tasks appropriate to operators as required by the machine manufacturers and any relevant legislation;
- State the actions to be taken in an emergency while in control of a lift truck, for example, action to be taken in the event of tip-over;
- State why it is essential to have vehicle key custody arrangements.

**90** Length of training may vary depending on the objectives to be covered, the trainee/instructor ratio and the ability and previous experience of the trainees. For instance, an agricultural tractor driver may need less training on a rough terrain truck than a complete novice. As a rough guide, the normal length of a course for novice operators would be five days. In all cases, the time devoted to training needs to be sufficient to ensure that the basic training objectives can be achieved.

**91** Operators with some experience of lift trucks or relevant experience of similar vehicles may need less extensive training than those with no experience. However, the value of such experience should not be overestimated. The ability to drive private cars or other conventional road vehicles, for example, does not remove the need for proper training on lift trucks, which have very different stability and handling characteristics as well as different controls. An operator with basic training on one type of lift truck or handling attachment cannot safely operate others, for which they have not been trained, without additional, conversion training.

**92** Training providers can arrange short assessment courses to judge the ability and training needs of experienced operators who have had limited formal training.

**93** Given the wide range of lift trucks, operator experience and company requirements, some training organisations will arrange for a basic course to be tailored to meet a client's requirements. The basic training described in the ACoP can be adapted for this purpose, provided always that the appropriate basic training objectives are achieved.

**94** It is beyond the scope of this guidance to give detailed examples of suitable courses. Appendix B lists five bodies which operate accreditation schemes for the training, testing and certification of operators in the United Kingdom; a brief description of their schemes is included. Further information can be obtained from the bodies themselves.

**95** The ratio of trainee: instructor: truck should enable the instructor to demonstrate each part of the practical training and the trainee to obtain adequate hands-on experience. There should be adequate time for each trainee to have sufficient practical experience to become a safe operator and to do so under close supervision. A trainee: instructor: truck ratio of 2: 1: 1 is probably ideal, but in any case the ratio should not exceed 3: 1: 1 except for lecture sessions. The opportunity to learn from the performance of other trainees can be valuable.

**96** Trainees need to be continually assessed. Tests of operator skills should include the following as appropriate:

- Operation of the truck within the safety limits defined by the manufacturer;
- Carrying out a pre-use check when the truck is to be used;
- Correct mounting and dismounting procedure and correct driving position;
- Competent use of controls;
- Movement of the truck with forks or attachments in the correct travel position when laden and unladen;
- Correct insertion and withdrawal of forks or other handling attachments without damage to pallet or load;
- Manoeuvring a loaded truck forward and in reverse in a narrowly confined area;
- Performing both a left and a right 90 degree turn with a loaded truck in a narrowly confined area without touching the sides of the area;
- Stacking and de-stacking loads:
  - at different levels;
  - in front of a fixed vertical face;
  - on the floor alongside similar loads;
- Loading/unloading a vehicle (a suitable simulation may be used where a vehicle is not available); and
- Correct parking of the truck.

## **Specific job and familiarisation training**

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**97** It is essential that newly trained operators be given specific job and familiarisation training as described below. Once fully trained, operators should also be given the opportunity to put the skills and knowledge acquired during training into practice, at their workplace, to reinforce that training. Newly acquired skills can swiftly be lost if not used.

**98** Specific job training is a further essential element of training. It will normally follow the completion of basic training but may be combined or integrated with it. The trainee: instructor: truck ratio for basic training also applies to specific job training.

## 99

Specific job training will be tailored to the employer's special needs and include, where appropriate:

- Knowledge of the operating principles and controls of the lift truck to be used, especially where these relate to handling attachments specific to the job, or where the controls differ from those on which the operator has been trained. Routine inspection and servicing of that truck in accordance with the operator's handbook or instructions, issued by the manufacturer, need to be covered, in so far as they may reasonably be carried out by the operator. This should be repeated whenever the design of truck is changed;
- Use of the truck in conditions that the operator will meet at work, for example, gangways; loading bays; racking; lifts; automatic doors; confined areas; cold stores; slopes; rough terrain; loading platforms; and bad weather conditions;
- Instruction on site rules, for example, site layout; one-way systems; speed limits; general emergency procedures; use of protective clothing and devices including operator restraints and eye and hearing protection; work near excavations, overhead lines and other hazards;
- Training in the work to be undertaken, for example, loading particular kinds of vehicle; handling loads and materials of the kind normally found at that workplace, including assessment of weight; use of the fork truck to support working platforms where appropriate; and
- Safe systems of work, which should include custody arrangements to ensure that keys are never left in unattended trucks, or in a place where they are freely available, so as to prevent the use of trucks by unauthorised operators.

## 100

The third element of training is familiarisation training. It needs to be carried out on the job and under close supervision, by someone with appropriate knowledge, possibly the trainee's usual supervisor. It should cover the application, under normal working conditions, of the skills already learned and include familiarisation with site layout, local emergency procedures and any other particular feature of the work which it is not practicable to teach off the job. In very exceptional circumstances, such as use of lift trucks by the emergency services at the scene of an accident or fire, where it is clearly not feasible to train on-site, realistic simulated training may be provided.

## Further operator training and monitoring of standards

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### 101

There is no specific requirement to provide refresher training after set intervals, but even trained and experienced lift truck operators need to be re-assessed from time to time to ensure that they continue to operate lift trucks safely. This assessment, which should form part of a firm's normal monitoring procedure and be formally time-tabled to ensure that it is done at reasonable intervals, will indicate whether any further training is needed. In addition to routine safety monitoring, re-assessment might be appropriate where operators have not used trucks for some time, are occasional users, appear to have developed unsafe working practices, have had an accident or near miss, or there is a change in their working practices or environment. Employers may find it useful to record re-assessment in their safety monitoring records. Employers can, of course, decide that automatic retraining after a set period of time is the best way of ensuring that employees are adequately trained but, where this approach is adopted, it will still be necessary to monitor performance in case retraining is required before the set period ends. The guiding principle is that employers need to maintain the competence of operators to use lift trucks safely through a laid down, formal process of monitoring and assessment.

### 102

Conversion training, to enable operators to extend the range of trucks they are qualified to drive, may also be appropriate and is widely available. Refresher and conversion training should be approached with the same attention to detail as basic training to ensure that all gaps in and variants on existing skills and knowledge are identified and covered during training. For instance, there may be significant variations in the arrangement or application of controls, even in the same truck types.

### 103

Training will not in itself ensure the competence of individuals: this will develop with experience and should be monitored. Continued supervision will be necessary to ensure that good standards of operation are maintained.

# Records

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**104** Employers need to keep a record for each employee who has satisfactorily completed basic training and testing in accordance with this ACoP. The record should include sufficient information to identify the employee, and the nature and content of the training and testing completed. Either a copy of any certificate of basic training issued, or the relevant details, should be included in employers' records.

**105** Following satisfactory completion of training, the employee should be given written authorisation, in accordance with Regulation 18 of the Cranes and Lifting Appliances (Jersey) Regulations 1978, to operate the type or types of truck for which training has been successfully completed. Authorisations may be issued on an individual basis and/or recorded centrally by the employer. Authorisations should state the operator's name, the date of authorisation, the truck or trucks to which they relate and any special conditions, such as area limitations. Employers should not allow personnel to operate lift trucks on any premises without authorisation (except in the case of a trainee under close supervision). Employers will also need to ensure that they are satisfied with the continuing competence of authorised operators.

**106** Employers should keep adequate records for each employee who has satisfactorily completed any stage of lift truck training. The record will need to include sufficient information to identify the employee and the nature of training completed. The following details are indications of information which may be included in an employer's training record:

Company name:

Company address:

Employee's full name:

Department:

Insurance number:

## Basic training

Lift truck type(s) used for training:

Model/capacity:

Attachments:

Organisation carrying out training:

Course description, location and reference number:

Duration and dates of course:      days from                      to

Name of instructor:

Reference number:

Date of test:

Name of person conducting test:

Reference number:

### Specific job training

Lift truck(s) used for training:

Model:

Number:

Instructed by:

Duration of training:

Date of training:

### Familiarisation training

Lift truck(s) used for training:

Model:

Number:

Instructed by:

Duration of training:

Date of training:

**107** The record should include a copy, or details, of any certificate of training that is issued as a useful, practical means of providing documentary evidence of relevant training having taken place and an appropriate level of operating ability having been attained. The employee will need a certificate as evidence of training on any change of employment. It is in the interests of both employers and employees for employees to have the original certificate to limit the opportunities for forgery if photocopies are accepted. If only a copy is provided to the employee it will need to be annotated in some way to establish its validity for the purpose of recognition by other employers.

## Further Information

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**108** Further information on the application of this ACoP, or advice on the guidance set out in this publication, may be obtained by contacting the Health and Safety Inspectorate, Employment and Social Security Department, PO Box 55, Philip Le Feuvre House, La Motte Street, St Helier, JE4 8PE. Telephone: 01534 280473 Fax: 01534 873791.



# Appendices

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## Appendix A

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 fork 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 fork 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 fork lift truck.
  - d) The stage or platform must be plainly marked with its own weight.
2. All dangerous parts of the fork 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 fork 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 fork lift truck is in motion.
5. No person shall remain on the stage or platform if the fork lift truck is used on an uneven base or floor.
6. Where reasonably practicable the fork lift truck lifting mechanism should be fitted with at least two suspension ropes or chains.

## Appendix B

### Recognised accrediting bodies

The bodies listed below have been recognised by the health and safety authority in the UK as competent to accredit and monitor organisations to train instructors and/or to train, test and certificate operators. The nature and scope of their accreditation schemes are briefly described.

**Association of Industrial Truck Trainers (AITT)**, Huntingdon House, 87 Market Street, Ashby de la Zouch, Leicestershire, LE65 1AH (Tel: 01530 417234 Fax: 01530 417236).

The association has established the Independent Training Standards Scheme and Register (ITSSAR) as a system of examination and registration of lift truck instructors, examiners and tutors (trainers of instructors). It also monitors operator training for all truck types, across all industry sectors, which is available to both association members and non-members alike. The association offers accreditation to:

- a) instructors;
- b) examiners;
- c) tutors;
- d) organisations conducting lift truck operator courses, including employers' in-house schemes;
- e) organisations conducting both lift truck instructor and operator training courses.

ITSSAR monitors the examination of lift truck instructors, issues personal identity cards and certificates and keeps a register for each of the above categories. Registration under categories (a), (b) and (c) is for five years and instructors and examiners may be re-registered after retaking and passing the examination. Tutors are progressively examined. Accreditation of organisations is valid for one year and is renewable subject to their meeting the requirements of the association's published conditions.

It also offers the facility for ITSSAR instructors and organisations to register operators on a national registration scheme.

Further details can be obtained from the Independent Training Standards Scheme and Register, Scammell House, High Street, Ascot, Berkshire SL5 7JF (Tel: 01344 874454 Fax: 01189 796058).

**Construction Industry Training Board, (CITB)**, Bircham Newton, King's Lynn, Norfolk PE31 6RH  
(CTA national helpline Tel: 01485 577838 Fax: 01485 577390).

The board administers a Certificate of Training Achievement (CTA) scheme for construction plant operators on behalf of the Construction Plant-Hire Association and the Construction Confederation. The scheme was introduced in July 1986 and includes separate categories to cover 43 different items of construction plant. These include rough terrain, industrial counterbalanced, reach and side loader, and aligns with the Intermediate Construction Certificate (ICC) which is part of the NVQ framework.

For the purpose of the scheme, the board:

- (a) accredits training organisations and instructors;
- (b) approves operator training, which may take place in-company or at a training centre, through accredited organisations;
- (c) issues operator/instructor certificates of training achievement and construction certificates following assessment by CTA accredited instructors;
- (d) maintains a register of certificated plant operators, accredited instructors and accredited training organisations.

**Lantra National Training Organisation Ltd**, NAC, Kenilworth, Warwickshire CV8 2UG  
(Information services helpline Tel: 08457 078007).

Lantra National Training Organisation Ltd provides access to training for those working in land-based and related industries. This includes a national instructor registration scheme, a national training provider scheme and access to operator training. Training covers lift trucks of the types used in those industries including industrial and rough terrain counterbalanced lift trucks and telescopic materials handlers, and the range of commonly used attachments.

Lantra's scheme:

- a) provides access to operator training courses, usually run on employers' premises;
- b) approves operator training providers and centres;
- c) provides certificates of training achievement when operators have met training objectives;
- d) trains, assesses, certificates and registers instructors.

**National Plant Operators Registration Scheme Ltd**, Highfield Farm, Lostock Gralam, Cheshire CW9 7PL  
(Tel: 01606 49909 Fax: 01606 352239).

The scheme provides:

- a) a national register of qualified instructors who have successfully completed a methods of instruction course and have proven ability to both operate and train on the type(s) of lift truck on their remit;
- b) a national register of qualified operators of industrial and rough terrain lift trucks, and telescopic materials handlers;
- c) a system for approving operator training courses conducted at approved training centres or in-company;
- d) a system for approving training centres for both operator and instructor training courses;
- e) training courses for lift truck instructors.

**RTITB Ltd**, Training, accreditation and examiner services, Ercall House, 8 Pearson Road, Central Park, Telford TF2 9TX  
(Tel: 01952 520200 Fax: 01952 520201).

RTITB Ltd (formerly the Road Transport Industry Training Board) offers accreditation of lift truck operator and instructor training to:

- a) commercial training organisations providing operator training at permanent centres or on customers' premises with suitable facilities;
- b) employers' own in-house lift truck training schemes;
- c) commercial training organisations providing lift truck instructor courses.

Accreditation is available to any individual or organisation able to meet and continue to comply with RTITB published standards. It is valid for a 12 month period, subject to monitoring visits by RTITB assessors, and is renewable provided standards are maintained. The RTITB accreditation scheme can be applied to training carried out on any truck type and in any commercial or industrial environment.

After successful completion of training and assessment by their trainer, instructors are independently examined by an RTITB examiner. After passing the examination, instructors become eligible for inclusion on the RTITB National Register of Qualified Instructors and are issued with a personal identification badge and certificate. Qualified and registered instructors may then apply to become RTITB accredited training providers in their own right.

Further information and advice on any of the schemes and services listed above may be obtained from the appropriate bodies at the address, telephone and fax numbers given.