

Safe Working Practices:

SWP-22 Fork Removal / Refitting

Before doing any type of work you must carry out an assessment of the task to be undertaken. This will include the equipment to be worked on, the task itself, Personal Protective Equipment requirements, the work area and environment, plus the tools and equipment required to carry out the job safely. Consult your team leader if you are not satisfied the job can be carried out in a safe manner.

In addition to service/repair manual guidelines, the following must always be applied:

General

- 1.0 Select a safe working area (refer to SWP-01 Work Area).
- 1.1 Ensure appropriate PPE is worn at all times (refer to SWP-32 PPE). Safety shoes, overalls and work gloves are mandatory.
- 1.2 Because of the difficulty in specifying maximum loads that an individual may be expected to handle, the company has decided to provide general instructions on Manual Handling of Loads. (refer to SWP-13 Manual Handling). It is essential that before any work commences that the instructions on lifting in the Safe Working Practises Manual are read and understood.
- 1.3 Be aware that some fork carriages are provided with detachable end stops/load guards to prevent the forks sliding outwards off of the carriage. Make certain that where fitted they are secure and fit for purpose.

A standard single fork (1000 x 100 x 40) weighs 37kg therefore it is company policy that, under no circumstances, the removal/refitting of forks is completed without mechanical aid.

Removal

- 2.0 Raise the forks to a suitable height to ease the process of sliding the fork blade into position, over the cutaway area on the back carriage.
- 2.1 Set the forks tilting slightly backwards
- 2.2 Position blocks under the fork heel and fork tip (fig 1)
- 2.3 Lower the forks onto the blocks, until the bottom hook on the fork comes away from the carriage (fig 2) (You may have to manipulate the fork slightly in order for it to clear the carriage)
- 2.4 Lower the carriage completely, leaving the fork free of the back carriage castellation's at the top.
- 2.5 The blade can now be moved to a safe position away from the immediate work area (fig 3.). Lay the fork over onto its side to prevent it being accidentally tipped over.
- 2.6 Repeat if required to remove the second fork

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Fig 1.



Fig 2.



Fig 3.

Refitting

- 3.0 Move the fork into position in front of the carriage and lift the fork heel and toe onto the blocks.
- 3.1 Tilt the carriage forwards and manoeuvre the truck so that the upper claw on the fork engages with the castellations on the back carriage. (fig 4 & 5.)
- 3.2 You may have to manipulate the fork slightly in order to position the bottom hook of the fork into the cutaway area on the back carriage.
- 3.3 Raise the forks to a suitable height to ease the process of sliding the fork blade to its operating position and activate the locking mechanism. (fig 6.)
- 3.4 Repeat the procedure with the second fork.



Fig 4.



Fig 5.



Fig 6.

Children and Young Persons

- 4.0 See Quality, Health, Safety & Environmental Manual procedure "Employment of Young Persons" for precise definitions on children and young persons.
- 4.1 "Children" may be allowed to observe such operations and work practices, but must take no active part, be kept at a safe distance and under the constant supervision of a competent person.
- 4.2 "Young Persons" may be allowed to take part in this task providing they do so in accordance with the above and are under the constant supervision of a competent person.