

### **Safe Working Practices:**

#### **SWP-18 Working on a PPT/OSE raised on the Forks of a FLT**

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.

#### **GENERAL**

- 1.0 For the purposes of this procedure the term PPT/OSE refers to any Powered Pedestrian Truck, Rider Pallet Truck, Low Level Ordering Picking Pallet Truck, or Hand Pallet Truck. The term FLT refers to the Fork Lift Truck being used to lift the above. Specified to be a Counterbalance or Reach Truck with adjustable carriage.
- 1.1 This process should only be adopted when no alternative purpose built (dedicated) lifting facility exists.
- 1.2 Particular attention should be taken in the selection of a safe working area, see SWP-01 "Work Area". All other relevant SWP's apply.
- 1.3 This operation must be carried out on level ground. The surface must be non-slip and stable.
- 1.4 Always check the FLT load capacity and the weight of the PPT/OSE to ensure the Safe Working Load is not exceeded.
- 1.5 Never work directly under the raised machine, always stand to one side.
- 1.6 The FLT being used must be in full working order and all functions should be tested prior to use.
- 1.7 Whilst the generic Risk Assessment carried out by the company will be adequate in most circumstances, any lifting operation outside the parameters of the assessment and this SWP will require a further task specific risk assessment.

#### **WORK PROCESS FOR PPT CLAMP**

- 2.0 Lift the forks on the PPT to the maximum height. Turn off and disconnect the battery.
- 2.1 Spread the forks on the FLT to their widest appropriate width.
- 2.2 Drive under the PPT with one fork under the forks and the other fork under the "battery compartment" as per Fig 1. Balance the load evenly. Care should be taken with long forks fitted to the PPT/OSE where there could be a considerable overhang of the forks during lifting.
- 2.3 Apply the hand brake and place wheel chocks to ensure that the FLT cannot move. Wheels should always be chocked on both sides.

<b>Date of Issue: May 2024</b>	<b>Page 1 of 4</b>	<b>Revision 4</b>
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Authorisation: HR-QHSE Director

Approval: QHSE Manager

## Safe Working Practices:

### SWP-18 Working on a PPT/OSE raised on the Forks of a FLT

- 2.4 Lift the forks until they rest on the underside of the PPT. Fit the clamp (purpose made for the task. Part No. 212000002WBA. See Fig. 4.) The clamp must be fit for purpose, in good order and recorded on the Special Tool Examination Planner. The clamp must be inspected for any defects prior to each use.



- 2.5 Slowly raise the load a few inches, check that the load is well balanced and secure and there are no obstructions to the sides or above. Care should be taken if long forks are fitted to the PPT and the protruding forks clearly identified on both trucks to highlight the hazard.
- 2.6 Continue to slowly raise the load to a comfortable working height. Under no circumstances should the FLT be moved/driven with the elevated load.
- 2.7 Secure the fork carriage/mast at the required height using suitable props or suspension chains. As per SWP-02 Jacking and Blocking. See Fig 3
- 2.8 Turn off the FLT, remove the key and disconnect the battery.
- 2.9 The PPT can now be worked on. Under no circumstances should the raised load be left unattended.
- 2.10 As soon as the required work is complete remove the props or suspension chain and carefully lower the PPT to ground level, checking for obstructions to the sides and underside of the machine. Once the PPT is at ground level remove the clamp.

#### **WORK PROCESS FOR OSE CLAMP**

- 3.0 Lift the forks on the OSE to the maximum height. Turn off and disconnect the battery.
- 3.1 Spread the forks on the FLT to the appropriate width to fit into the top fork pockets on the clamp.
- 3.2 Align the FLT up with the centre of the OSE platform and raise the clamp up making sure to clear the tiller handle, drive forward, apply the handbrake, and lower the clamp down making sure that the clamp sits in between the battery box and the back rest.

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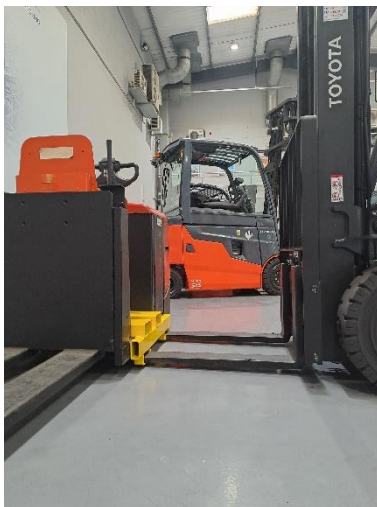
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### SWP-18 Working on a PPT/OSE raised on the Forks of a FLT

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- 3.3 Once the clamp is fully lowered, reverse back with the FLT and adjust the forks to fit the bottom fork pockets, drive in making sure the forks enter the front and back fork pockets.
- 3.4 Lift the forks until they rest on the underside of the OSE. Fit the locking chain around the carriage. The beam must be fit for purpose, in good order and recorded on the Special Tool Examination Planner. The beam must be inspected for any defects prior to each use.





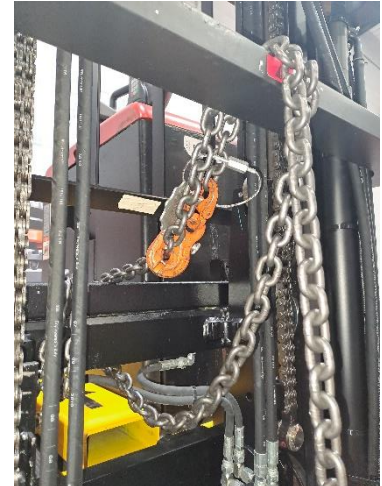
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- 3.5 Slowly raise the load a few inches, check that the load is well balanced and secure and there are no obstructions to the sides or above. Care should be taken if long forks are fitted to the OSE and the protruding forks clearly identified on both trucks to highlight the hazard.
- 3.6 Continue to slowly raise the load to a comfortable working height. Under no circumstances should the FLT be moved/driven with the elevated load.
- 3.7 Secure the fork carriage/mast at the required height using suitable props or suspension chains. As per SWP-02 Jacking and Blocking.



- 3.8 Turn off the FLT, remove the key and disconnect the battery.
- 3.9 The OSE can now be worked on. Under no circumstances should the raised load be left unattended.
- 3.10 As soon as the required work is complete remove the props or suspension chain and carefully lower the OSE to ground level, checking for obstructions to the sides and underside of the machine. Once the OSE is at ground level remove the clamp.

### **CHILDREN AND YOUNG PERSONS**

- 4.0 See Safety & Environmental Manual procedure "Employment of Young Persons" for precise definitions on children and young persons.
- 4.1 "Children" are not permitted to raise machines in this way and are not permitted to work on or near such elevated loads.
- 4.2 "Young Persons" may work on the raised load but only under constant supervision. However, they must take no part in the lifting and securing process.