
Safe Working Practices:

SWP- 53

Moving Forklift Trucks Between Units/Buildings

To ensure safe and efficient movement of forklift trucks between units/buildings within the same estate while minimising risk to personnel & property.

Movement Procedure

This Safe Working Practice is to give advice and guidelines on moving trucks between units/buildings.

1.0 Route Assessment

- Use internal roads only, stay on the correct side of the road and follow appropriate markings.
- Check for pedestrians, other vehicles, and obstacles.
- Stop at all crossing points and give way to pedestrians.
- Maintain a safe distance from other vehicles.
- No passengers allowed.

1.1 Speed Limit

- Maximum 15 MPH, drive cautiously.

1.2 Visibility

- Use flashing beacon, **no trucks are permitted to be moved outside of daylight hours with the only exception being trucks fitting with driving lights.**
- Use horn when approaching blind spots.

1.3 Weather Conditions/ Environment

- Avoid moving during heavy rain, ice or poor visibility.
- Do not move Reach Trucks when weather conditions are poor, and road surfaces are unsuitable.

ONLY TRAINED PERSONNEL SHOULD PERFORM LIFTING OR TOWING.

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Moving Operational Trucks

To ensure safe and efficient movement of forklifts between units/buildings within the same estate while minimising risk to personnel & property.

2.0 Responsibilities

- Only trained and certified forklift operators may drive the forklift. They must determine if the weather conditions are suitable and if not clear refer to their team leader.

2.1 Pre-Operational Checks

- Inspect forklift for any issues (brakes, steering, hydraulics etc).

2.2 Process

- When transporting forklift trucks, the driver must ensure adherence to site safety rules, never deviate from established procedure.

Lifting with Another FLT

Applicable to all operations where and FLT must be lifted within the site.

To safely lift and relocate a non-operational truck using an operational truck, ensuring compliance with site safety standards.

3.0 Preparation

- Walk the route to ensure conditions/environment are known to the driver.
- Appoint a Guide/Banksman for traffic control and route guidance.

3.1 Process

Positioning (see fig 1.)

- Select a suitable FLT for the task, if required seek assistance from team leader.
Align the forks under the non-operational FLT. Ensure the forks are correctly spaced for load stability

Secure the Load (see fig 2)

- Attach the ratchet strap to secure the load.
- Check that the load is stable and balanced before lifting.

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Lift Slowly (see fig 3)

- Raise the non-operational FLT to a safe height for transportation.
- Keep the mast tilted slightly backwards for stability.
- Avoid sudden movements.

Transport (see fig 4)

- Move at walking pace.
- Take extra care on slopes, uneven surfaces, and sharp turns.
- Maintain communication with guide/banksman.
- Guide/Banksman to instruct traffic.

Fig 1



Fig 2



Non-Operational truck should be secured and to the fork heel.

Fig 3



Fig 4



Lower and Position

- Once destination reached lower the non-operational truck at a suitable work area.
- Remove the ratchet strap and remove fork from beneath the load.
- Inspect any equipment used for wear or damage before placing back into operation.
- Report any incident or near misses.

Alternative Safer Method

If possible, use a flatbed truck or trailer with a winch to transport the FLT. This is safer and compliant with most site safety standards.

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FMC Only – Route to be taken

Turn at Junction

- Guide/Banksman to instruct traffic.
- Position the FLT on the correct side of the road at the junction, **NEVER** move onto the opposite side of the road.



- **Never travel through the prohibited area as there is a risk of bottoming out.**



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- Make the turn, at this point you will be travelling on the opposite side of the road to traffic, **this is permitted for this small section of road**. The guide/banksman must signal to oncoming traffic to stop until the truck has reached the unit.

