

## Supply Chain Fork Lift Truck Operation (SC09)

| Issue Date | Review Date | Version |
|------------|-------------|---------|
| 13/11/18   | 12/11/21    | 2       |

**Purpose**

This Standard Operating Procedure details the procedure to be followed to ensure safety risks are adequately controlled when using this equipment.

**Who should read this document?**

All those working in and around the Supply Chain warehouse.  
Only authorised users (competent persons who have received training and holders of current Forklift Driver licences) should operate this equipment. Operator's manual should be carefully reviewed and understood before attempting to operate the vehicle.

**Key Messages**

SOPs aim to achieve safety, efficiency, quality output and uniformity of performance, while reducing miscommunication and failure to comply to industry or Trust regulations.

**Core accountabilities**

|  |                                      |
|--|--------------------------------------|
| <b>Owner</b>                             | Supply Chain Manager                 |
| <b>Review</b>                            | Procurement SMT Meeting              |
| <b>Ratification</b>                      | Chief Procurement Officer            |
| <b>Dissemination (Raising Awareness)</b> | Head of Supply Chain & E-Procurement |
| <b>Compliance</b>                        | Records & Information Forum          |

**Links to other policies and procedures**

Supply Chain Inventory Management Policy (SC010v.1)

**Version History**

|   |                                |  |
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| 1 | 13 <sup>th</sup> November 2018 | Ratified by Chief Procurement Officer and published Trust-wide |
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*The Trust is committed to creating a fully inclusive and accessible service. Making equality and diversity an integral part of the business will enable us to enhance the services we deliver and better meet the needs of patients and staff. We will treat people with dignity and respect, promote equality and diversity and eliminate all forms of discrimination, regardless of (but not limited to) age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage/civil partnership and pregnancy/maternity.*

**An electronic version of this document is available on Trust Documents.  
Larger text, Braille and Audio versions can be made available upon request.**

Standard Operating Procedures are designed to promote consistency in delivery, to the required quality standards, across the Trust. They should be regarded as a key element of the training provision for staff to help them to deliver their roles and responsibilities.

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## Standard Operating Procedure (SOP) Supply Chain Fork Lift Truck Operation

### 1 Introduction

This Standard Operating Procedure details the procedure to be followed to ensure safety risks are adequately controlled when using this equipment.

Only authorised users (competent persons who have received training and holders of current Forklift Driver licences) should operate this equipment. Operator's manual should be carefully reviewed and understood before attempting to operate the vehicle.

### 2 Definitions

- **FLT – Forklift truck** – Heavy Machinery used
- **HSE – Health & Safety Executive** – A non-departmental public body responsible for encouraging, regulating and enforcing workplace health, safety and welfare.
- **MHOR – Manual Handling Operations Regulations (1992)** – Legislation outlining the responsibilities of an employer when assessing manual handling operations
- **LOLER – Lifting Operations and Lifting Equipment Regulations (1998)** - Regulations for employers on the operation and control of lifting equipment
- **PPE – Personal Protective Equipment** – Equipment worn to protect an individual from injury in the workplace (i.e., safety glasses, steel-toe cap shoes, heat-resistant gloves)
- **SOP** – Standard Operating Procedure
- **SCM** – Supply Chain Manager
- **CPO** – Chief Procurement Officer
- **DoF** – Director of Finance
- **HSCEP** – Head of Supply Chain & E-Procurement
- **SCTL** – Supply Chain Team Leader
- **SCT** – Supply Chain Team
- **SSCM** – Senior Supply Chain Management

### 3 Regulatory Background

Fork Lift Truck Operations work in accordance with The Health and Safety Executive (HSE). A public body responsible for the encouragement, regulation and enforcement of workplace health, safety and welfare, and for research into occupational risks in England, Scotland and Wales.

## 4 Key Duties

The persons responsible for training, enforcing and reporting the guidelines in this document are:

1. Supply Chain Manager (SCM)
2. Head of Supply Chain & E-Procurement (HSCEP)
3. Supply Chain Team Leader (SCTL)
4. Chief Procurement Officer (CPO)

All members of staff are responsible for Health and Safety.

All FLT Trained staff should be trained in this SOP and adhere to it at all time. Failure to do so may result in you being stopped from FLT driving until refresher training is undertaken and further action as necessary.

## 5 Procedure to Follow

### Process One

Before commencement of any operations a daily Forklift pre-operation inspection sheet must be completed. Any faults found must be reported to the supervisor and retained within the FLT logbook.

### Process Two

PPE Equipment must be used: High Viz waistcoat and Safety Boots. No loose clothing and long hair should be secured to prevent entanglement. Ensure seat belt is worn at all times whilst operating FLT. It is recommended that a hard hat be worn at all times when operating FLT.

Other warehouse staff should be informed of your intention to begin FLT operations. The intended route should be walked to ensure all obstructions are removed. On Commencement of operations 3 horn blasts should be sounded to warn staff of movement. Slow speed to selected AT ALL TIMES

2.3 Fork Lift Trucks must always give way to pedestrians – if a pedestrian enters the separation area, stop and switch off the FLT until the area is cleared again.

### Process Three

When operating the FLT:

- Forks to be 4 to 6 inches from the ground when moving
- Forks are to be as lowered when loaded and moving
- Mast to be tilted fully back
- Load not to exceed rated capacity at proper load centre
- Be aware of rear end swing when cornering
- Horn to be sounded when entering/leaving warehouse (3 horn blasts)

- 3 horn blasts should be sounded to warn staff of initial movement
- Horn to be used when driving through and enclosed space
- Beware of pedestrians – they should be excluded from FLT operating area
- Ensure Amber beacon is operating at all times
- Do not carry passengers within the cab or use the forks to lift personnel or to allow the forks to be used as an elevated work platform
- When using extension forks ensure they are of the correct type and properly secured.
- Always look behind before reversing
- Always use lights in dark areas
- Ensure proper vision forward at all times, if forward vision is obscured drive in reverse, such as when load carried obscures forward vision
- Keep your body in the cab during driving, loading and unloading
- When FLT work is completed, park with forks fully lowered, mast fully forward, hand brake applied and ignition key removed
- Report any faults encountered to your supervisor

## **6 Document Ratification Process**

The design and process of review and revision of this procedural document will comply with The Development and Management of Trust Wide Documents.

The review period for this document is set as default of three years from the date it was last ratified, or earlier if developments within or external to the Trust indicate the need for a significant revision to the procedures described.

This document will be approved and ratified by the CPO.

Non-significant amendments to this document may be made, under delegated authority from the CPO, by the nominated author.

Significant reviews and revisions to this document will include a consultation with named groups, or grades across the Trust. For non-significant amendments, informal consultation will be restricted to named groups, or grades who are directly affected by the proposed changes

## **7 Dissemination and Implementation**

Following approval and ratification, this procedural document will be published in the Trust's formal documents library and all staff will be notified through the Trust's normal notification process, currently the 'Vital Signs' electronic newsletter.

Document control arrangements will be in accordance with The Development and Management of Trust Wide Documents.

The document author(s) will be responsible for agreeing the training requirements associated with the newly ratified document with the CPO and for working with the Trust's training function, if required, to arrange for the required training to be delivered.

## **8 Monitoring and Assurance**

- Accountability for adherence to this procedure will be monitored by the Senior Supply Chain Management (SSCM)

- The Supply Chain Manager (SCM) will be responsible for ensuring this procedure is followed operationally.
- Adherence to the identified procedure will be monitored through regular reviews with Supply Chain and Customer Representatives and documented in agreed Service Level Agreements (SLA).
- Root cause analysis (RCA) will be performed by the Supply Chain Team (SCT) for service variances.
- For every RCA conducted, findings need to be reported to the CPO, through the specified monthly review.
- SCT personnel shall be monitored on process adherence at their regular one to one progress reviews.

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| <b>9</b> | <b>Reference Material</b> |
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| <b>Appendix</b> |
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| <b>Appendix XX</b> |
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