



WORKPLACE SAFETY NOTICE (WSN)

TOPIC FORKLIFT OPERATIONS SAFETY			Reference Number 2021/WSN/04
Approved by: Chief Inspector (Industry)	Issue date: 20 August 2021	Expiry date: None	Revision No: 0

Purpose: This Workplace Safety Notice serves as a reminder to all respective stakeholders including Principals, Employers, Occupiers, Persons at Work, Owners, Suppliers and Authorised Examiners of Forklift Trucks (FLT) of their legal duties under the Workplace Safety and Health Order, 2009 (WSHO) and Regulations made thereunder, with regards to ensuring the safe operation and use of such forklift trucks at workplaces.

A forklift is an industrial vehicle with a pronged device attached that can be lowered or raised for insertion under a load for moving or lifting it. It is used for transporting and hoisting heavy objects for operations in industrial facilities, warehouses, distribution centres and outdoor environments. These vehicles are powered by different fuel types depending on the light-duty or heavy-duty application requirements.

This WSN also serves to highlight the numerous hazards associated with forklift operations and how to mitigate and avoid such hazards. If not, they are at risk for forklift accidents, which can result in injuries, damage, or even death (refer to Appendix A).

BACKGROUND

During ongoing regulatory inspections by the Safety, Health and Environment National Authority (SHENA) in enforcing the WSHO, 2009 and its regulations across all workplaces in Brunei Darussalam, it has been noted that FLT are routinely used at the warehouses and logistic facilities for loading and unloading of cargoes. Generally, the majority of these FLT have been found to be in a poor condition, not maintained on a regular basis, lacking any evidence of inspection certification. In addition to this, there appears to be a lack of training provided by employers to FLT operators.



Photo 1 of forklift Truck with worn-out tyres

DUTIES OF EMPLOYER

Section 12 of the WSHO, 2009 requires the Employer to take, so far as is reasonably practicable, such measures as are necessary to ensure the safety and health of his employees at work. These measures include ensuring that adequate safety measures are taken in respect of any machinery or equipment (including FLT's) used by the employees. The Employer shall ensure that persons at work have adequate instruction, information, training, and supervision as is necessary for them to perform their work

In addition, Regulation 3 of WSH (Risk Management) Regulations, 2014, requires employers, self-employed persons and principals of the workplace to ensure activities in the workplace are risk assessed to ensure the safety and health of workers on site (this includes activity such as FLT operation). This includes the implementation of control measures by employers, self-employed persons and principals at the workplace to ensure that risk is minimised to as low as reasonably practicable or eliminated completely.

Action: Employer shall provide the FLT's operator with adequate training; information and supervision as well as undertake the necessary risk assessment.

FORKLIFT TRUCK OPERATOR TRAINING

Regulation 21(12) of the WSH (General Provisions) Regulations, requires that a lifting machine (which includes a FLT) shall be only operated by trained and competent person. Hence, an operator of a FLT is required to attend and pass a FLT Training Course conducted by an Approved Training Provider (ATP) specific for the type of FLT he is operating (e.g., Warehouse Forklift; Side Loader; Counterbalance Forklift; Telehandler; Industrial Forklift; Rough Terrain Forklift; Reach Fork Truck, among others) prior to operating the FLT.

Action: Operator to be competent and trained with relevant training from ATP

DUTIES OF MANUFACTURERS AND SUPPLIERS

Section 16 of the WSHO, 2009 imposes a duty on the Manufacturer and Supplier to provide equipment (including FLT's) that is safe, and without risk to health, when properly used. This would also include, ensuring that the FLT is in full compliance with internationally acceptable design codes and standards such as ISO 2330 or equivalent and that it is equipped with all the required safety devices stipulated by the applicable design codes and standards it is manufactured or constructed to.

Action: Manufacturers and suppliers shall ensure that the FLT is in full compliance with international design code.

DUTIES OF OCCUPIER

Section 11(c) of the WSHO, 2009 imposes a duty on the Occupier to take, so far as is reasonably practicable, measures to ensure that any machinery or equipment (including FLT's) kept on the workplace are safe and without risks to health to everyone within those premises.

Action: Occupier to implement proper traffic management plan such as:

- a) placing warning signage and proper markings for pedestrians such as demarcated walkways;
- b) designating parking lots, working areas and forklift travelling zones;
- c) installing effective barriers at warehouses to separate between pedestrian and FLT; and
- d) ensuring convex mirrors are installed on forklifts to avoid blind spots.

DUTIES OF OWNERS OF FLT

Regulation 21(1) & (3) of the WSH (General Provisions) Regulations states that any lifting machines (including FLTs) are thoroughly examined by an Authorised Examiner (AE) at least once every year.

In addition to that, Section 17 (5) of the WSHO, 2009 imposes a legal duty on the Owner of a FLT, to ensure that it is properly maintained at all times. This would include ensuring that the FLT is fit for purpose and maintained properly in accordance with the Manufacturer's recommendations and that all the required safety devices (if any) are in good working order.

Action: Owners of FLTs shall ensure that the FLTs are thoroughly examined at least every year and maintained as per its manufacturer's recommendation.

DUTIES OF PERSONS AT WORK

Section 15(2) of the WSHO, 2009 requires that no person at work shall willfully or recklessly interfere with or misuse any appliance or equipment (including FLTs) that will compromise the safety, health, or welfare of persons at work.

Additionally, no person shall drive a forklift truck on a public road or in any area where he may potentially place the public in danger by his action.

Action: Any person at work shall not misuse the FLT.

DUTIES OF AUTHORISED EXAMINER (AE)

Regulation 21(15) of the WSH (General Provisions) Regulations, imposes a duty on the AE to exercise all due diligence in making any certification or in conducting any test or examination of any lifting machine (including FLTs). As such, an AE shall exercise all due diligence in testing, examining, and certifying, that the FLT are safe for use for its intended purpose.

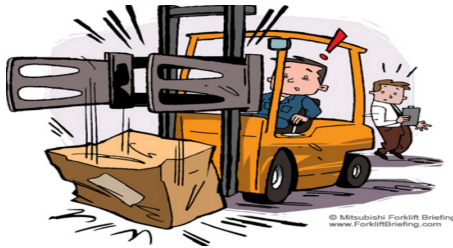
Action: AE shall exercise his due to diligence in testing, examination and certifying the FLT.

APPENDIX A

MAIN HAZARDS ASSOCIATED WITH FORKLIFT TRUCK

HAZARDS ASSOCIATED WITH FORKLIFT OPERATION DUE TO THE ATTACHMENTS

- Can change operating clearances by extending the length and width of the forklift.
- Can change the capacity of the forklift by adding weight of the attachment.
- Can change the stability, capacity, and center of gravity.



HAZARDS ASSOCIATED WITH THE PEDESTRIANS

- The operator cannot see the pedestrian because of load obstruction in the path.
- Over speeding.
- Unaware of pedestrians.
- Turning toward the pedestrian.



WORK ENVIRONMENT

- Buildup of carbon dioxide and carbon monoxide inside an enclosed space.
- Climbing in a ramp.
- Crossing railroad tracks.
- Operating and braking on slippery floors.
- Operating on dirt and gravel.
- Poor lighting.



LOADS

- Unstable loads.
- Loads of hazardous materials.
- Carrying heavy load with the forks too high.
- Working around loading docks.
- Carrying loads that block the forward vision.
- Stacking and Un -stacking on racks.



CONCLUSION

All Stakeholders are reminded to be aware of the hazards and risks associated with the operation of forklift trucks. All Stakeholders are to ensure adequate safety measures before and during job execution are fulfilled. Your constant vigilance, timely and prompt actions could eliminate major incidents.

Should there be any questions concerning this Workplace Safety Notice please contact SHENA at +673 238 2000 or email info@shena.gov.bn SHENA would like to thank all stakeholders for their cooperation in ensuring Brunei Darussalam is a safe place to work and live.

END