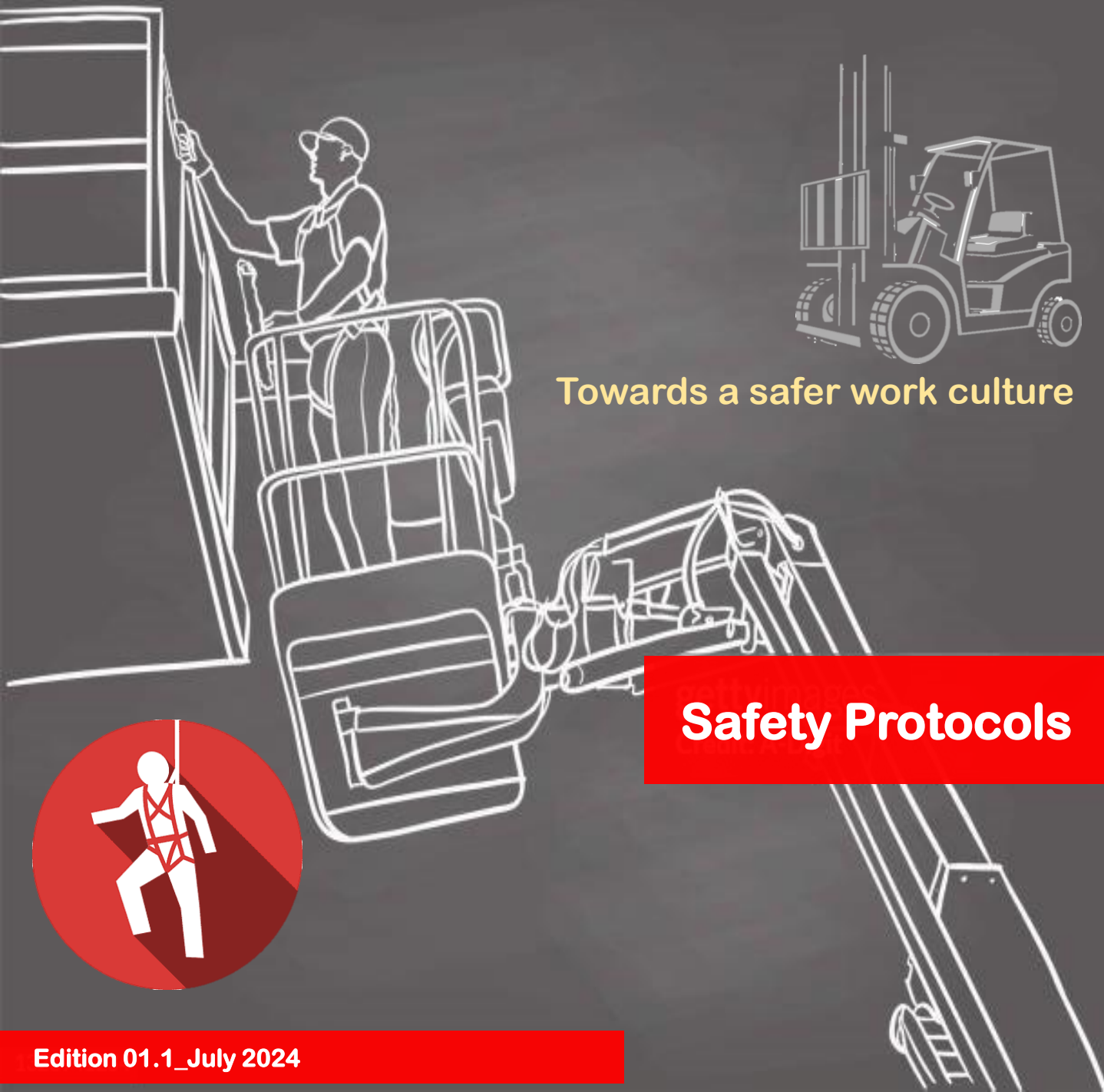


# Employee Safety

BAN NGAI  
ENGINEERING



## Handbook On MEWPs & Forklifts Work Safety



Towards a safer work culture

**Safety Protocols**



## Safety Handbook Objectives

The Handbook On MEWP Work Safety will cover the safety and familiarization of the MEWPs, as well as handling of machine utilization in a safe and responsible manner. Personal and workplace safety is a critical part of the operator, and this handbook is specifically designed to impart the Ban Ngai Group of Companies way of safety at work and teachings of safe operator training.

Pre-usage inspection, covers checking of hydraulic oil levels, components, safety devices, leaks, batteries, controls, electrical devices etc. Ground and platform control functions are also covered.

Properly trained machine operators are responsible for safe machine operations, and to ensure the safety of all personnel concerned on the machine as well as near and around the machines' vicinity.

Reckless operation and handling, bad habits and indifferent attitudes may cause accidents, permanent injuries or even loss of lives. This handbook will help reduce possibilities of accidents occurring, and to improve operator responsibility and enhance productivity.

## Handbook Agenda

- MEWP familiarization
  - Familiarization process and intended usage
- Personal Safety, Work Area Safety
  - Aspects on fall protection and general work safety
- Controls
  - Ground and Platform controls
- Inspections
  - Pre-operation inspection fundamentals, workplace and operation controls inspection
- Maintenance
  - Routine maintenance and physical checks
- Operator Test
  - Test for aspects covered in training for operator pass

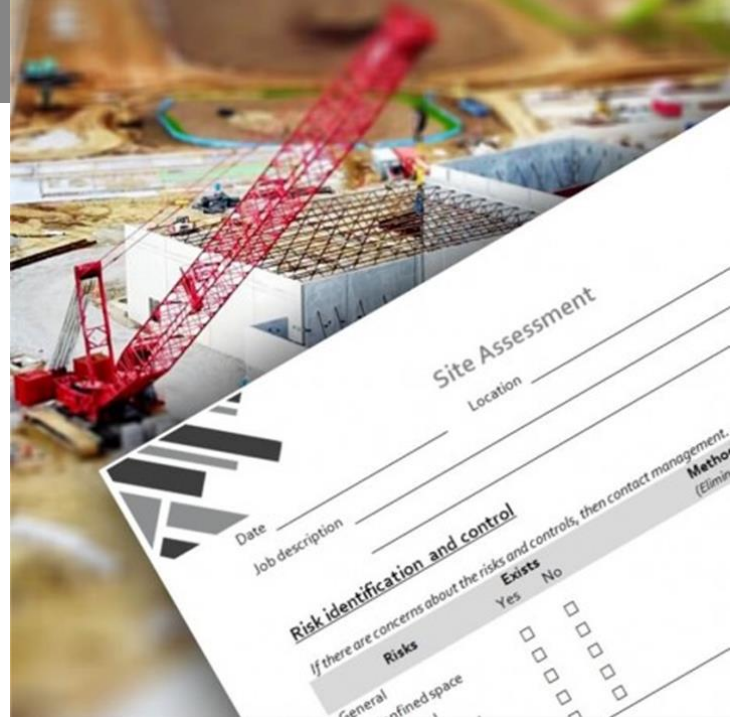




## Pre-Utilisation

### Before operating any MEWP

- 1) Conduct a Site Assessment:
  - Inspect the work area for any hazards such as uneven ground, holes, overhead obstructions, power lines, and weather conditions.
  - Ensure the ground is stable and can support the weight of the boom lift.



- 2) Inspect the MEWPs:
  - Check for any visible damage or wear and tear on the boom lift.
  - Inspect tires, hydraulic hoses, safety guards, and any other critical components.
  - Ensure that all control functions are working properly.

- 3) Review Operator's Manual:
  - Familiarize yourself with the specific MEWP operator's manual, including the safety features and emergency procedures.

## NOTICE

**Read and understand operator's manual and all other safety instructions before using this equipment.**





## Body Harness Protection

### 4) Wear Appropriate PPE (Personal Fall Protection Equipment)

- Hard hat
- High-visibility vest
- Safety goggles
- Gloves
- Safety footwear
- Safety harness equipped with absorber



### 5) Check the Safety Harness:

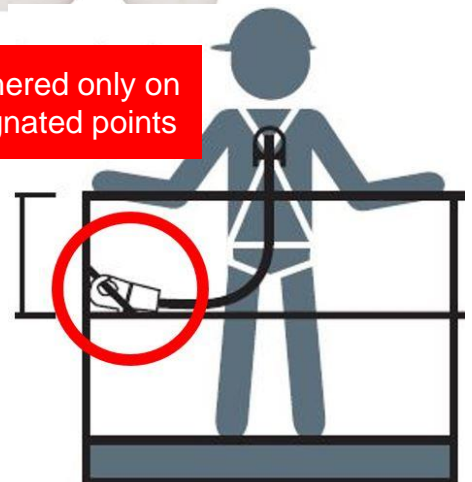
- Inspect the safety harness for any damage or wear.
- Ensure the harness fits properly and all buckles and straps are secure.



### 6) Attach the Safety Harness:

- Connect the lanyard to the designated anchor point on the boom lift platform.
- Ensure the lanyard allows does not limiting the movement to avoid entanglement during operate the machine.

Thethered only on designated points





## Pre-Operation Checks

### Prior To Operations

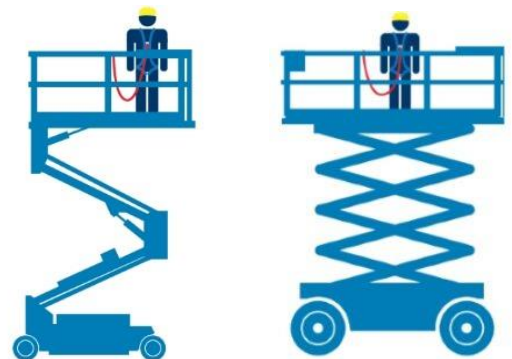
- 1) Perform Pre-Start Checks:**
  - Test the ground control functions to ensure they respond correctly.
  - Check for any error messages or warning lights.
  - Check for any tire lift during boom telescoping function



Ground functions  
tests observation



- 2) Use the Safety Harness at all times:**
  - Remain tethered to the anchor point whenever you are in the platform.
  - Do not remove the harness or lanyard until you are safely back on the ground.



- 3) Operate at a Safe Speed:**
  - Avoid sudden movements or rapid direction changes.
  - Move the boom lift slowly and steadily.

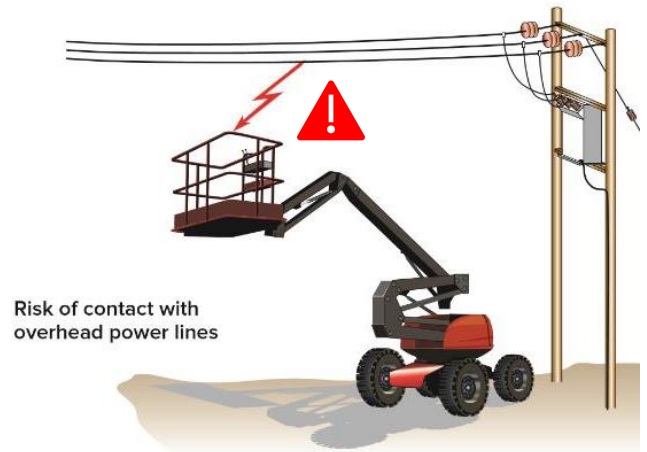




## Pre-Operation Checks

### 4) Maintain a Safe Distance:

- Keep a safe distance from power lines and other overhead obstacles.
- Ensure there are no personnel or obstacles in the boom lift's path.



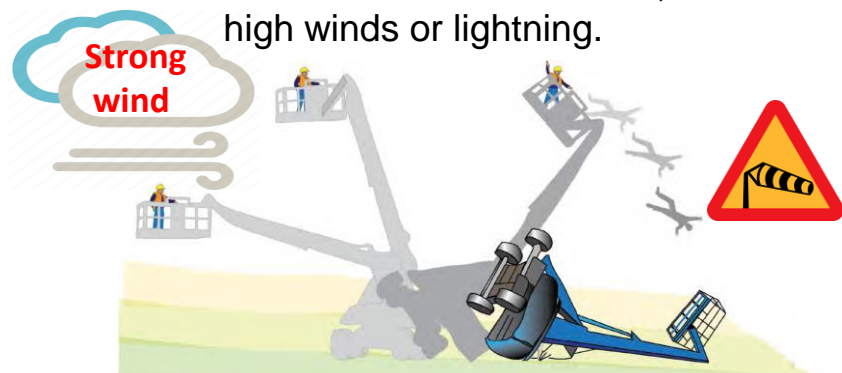
### 5) Communicate with Ground Personnel:

- Use hand signals or communication devices to stay in contact with ground crew.
- Ensure everyone is aware of your movements and location.



### 6) Monitor Weather Conditions:

- Cease operations if the weather conditions become unsafe, such as high winds or lightning.





## Post-Operations SOP

### After Operating the Boom Lift

#### 1) Park the Boom Lift:

- Lower the platform to the ground.
- Park the boom lift on a flat, stable surface.
- Turn off Master Switch on machine.



#### 2) Remove the Safety Harness

- Disconnect the lanyard from the anchor point.
- Inspect the harness and lanyard for any damage after use and store them properly.



#### 3) Conduct a Post-Use Inspection:

- Check for any damage or wear that occurred during operation.
- Report any issues to the supervisor or maintenance team.

#### 4) Secure the Boom Lift:

- Lock the controls or remove the key to prevent unauthorized use.
- If required, place barriers or warning signs around the parked boom lift.

#### 5) Review and Document:

- Document any incidents or near-misses in a safety log.
- Review and discuss any safety concerns with the team to prevent future incidents.



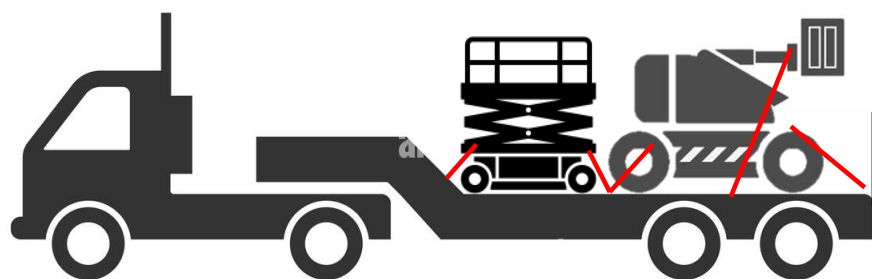


## Loading & Unloading



**Extreme care and caution while load/unload & positioning of MEWPs onto ramp and trailer bed.**

**Wearing of safety harness is Compulsory and safety protocols exercised. 'Spotter' availability Is encouraged, and verbal / hand communication engagement.**



**Extreme care and caution on harnessing MEWPs firmly and securely onto trailer to prevent/minimise movement of units.**



## Safety Protocols

### Pre-Operation Safety Checks

#### 1. Inspect the Forklift:

- Check tires for wear and proper inflation.
- Ensure forks are not damaged or cracked.
- Verify that all lights, horns, and alarms are working.
- Inspect hydraulic systems for leaks.

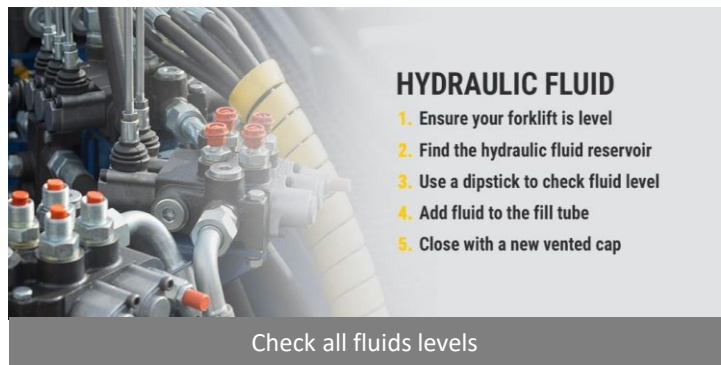
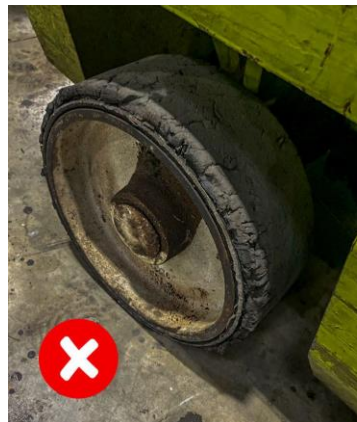
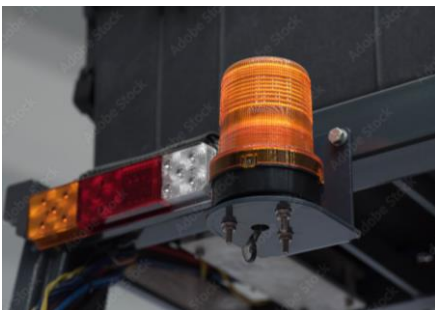
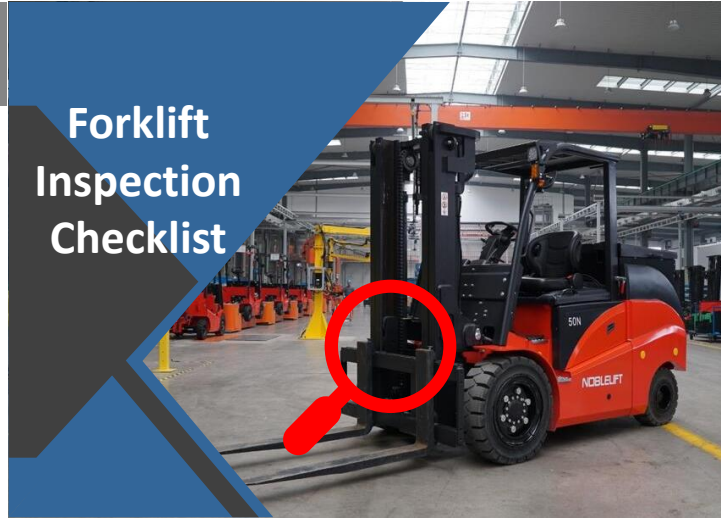
#### 2. Check Fluid Levels:

- Ensure fuel, oil, and hydraulic fluids are at the correct levels.

#### 3. Battery:

- Check that the battery is charged and secured.

## Forklift Inspection Checklist



### HYDRAULIC FLUID

1. Ensure your forklift is level
2. Find the hydraulic fluid reservoir
3. Use a dipstick to check fluid level
4. Add fluid to the fill tube
5. Close with a new vented cap

Check all fluids levels



## Safety Protocols

### 1. Training and Certification:

- Ensure that the operator is properly trained and certified to use the forklift. Only **AUTHORISED** drivers are allowed to operate forklifts.



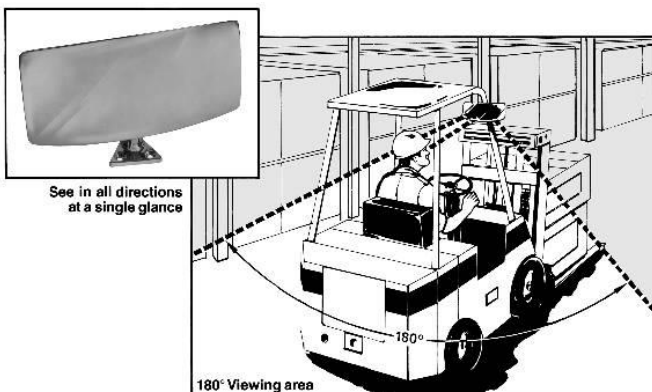
### 2. Load Handling:

- Always check the load for stability and balance before lifting.
- Do not exceed the forklift's load capacity.
- Ensure the load is secure and properly positioned on the forks.

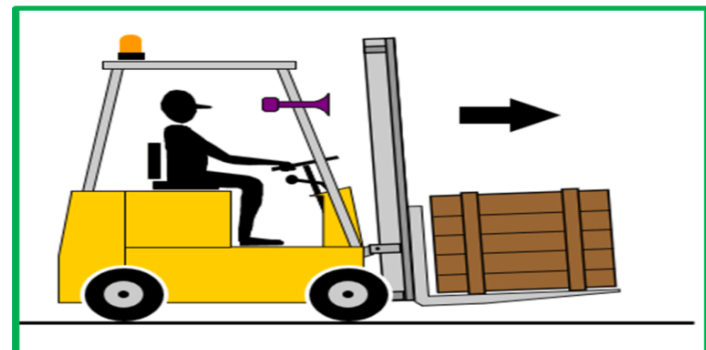


### 3. Visibility:

- Ensure clear visibility of the path ahead.
- Use mirrors and spotters if necessary.
- Avoid carrying loads that block your view.



**YOU SHOULD ALWAYS LOOK IN THE DIRECTION OF YOUR MOVEMENT.**





## Safety Protocols

### 4. Speed and Maneuvering:

- Operate at a safe speed, especially when turning or reversing.
- Avoid sudden stops and sharp turns.
- Always drive with the forks as low as possible to the ground when unloaded.

### 5. Safe Driving Environment:

- Keep the workplace well-lit and free of obstructions.
- Ensure floor surfaces are clean and dry.
- Be aware of other vehicles and pedestrians.

### 6. Parking:

- Always lower the forks to the ground when parking.
- Set the parking brake and turn off the forklift.
- Park in a designated area away from traffic and pedestrians.

### 'TWO METRE RULE' - FORKLIFT SAFETY ZONE

Be Aware



To minimise the potential for personal injury, no one shall enter a two metre radius around any operating mechanical handling equipment without first getting the attention of the machine operator and waiting for the machinery to come to a complete stop. Then wait for the operator to give permission to approach safely.

### NEVER TURN



With An Elevated Load

### WARNING



RIDING ON FORKLIFT TRUCKS IS FORBIDDEN





## Maintenance and Reporting

### Maintenance and Reporting

#### 1. Regular Maintenance:

- Follow the manufacturer's maintenance schedule.
- Perform regular inspections and address any issues promptly.



FORKLIFT MAINTENANCE SCHEDULE		
FORKLIFT	DATE AND TYPE OF SERVICE	NEXT DUE

Regular  
Maintenance  
Schedules

#### 2. Report Problems:

- Immediately report any malfunctions or safety concerns to a supervisor.



#### Additional Considerations

- Personal Protective Equipment (PPE)
- Wear appropriate PPE, such as a safety helmet, safety vest, and safety shoes.
- Communication:
- Use hand signals or radios to communicate with coworkers when necessary.



## FORKLIFT LOCKOUT/TAGOUT

**SAFETY**



By following these guidelines, forklift operators can help ensure a safe working environment.