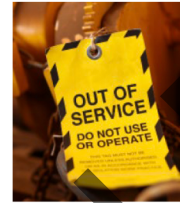
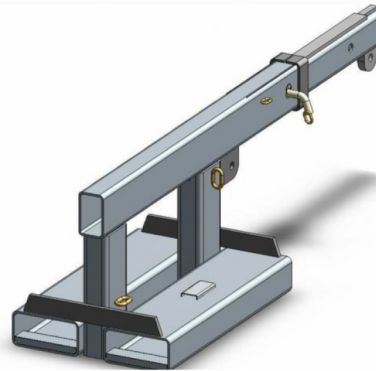


FORKLIFT JIB SOP

ACRONYMS

LOTO - Lockout/Tagout.



PRECAUTIONS

All operators must be trained and competent to operate a forklift jib safely

- Operator training must include:

- Fitting of PPE
- Manual handling
- Housekeeping

- Instruction in any special operations or precautions that may be required
- The operator should demonstrate their understanding of the lifting procedure prior to first use.

- ▲ Use of an unapproved attachment
- ▲ Manual Handling
- ▲ Poor housekeeping

MAINTENANCE

- Follow LOTO procedures, record service/repairs information in Maintenance Log. Maintenance is conducted as per manufacturers' instructions and by

PRE-OPERATIONAL INSPECTION

- Follow the pre-operational checklist in the manufacturer's operational manual, ensure:
 - Pre-operation inspection should be done each day
 - Locking/coupling pins/clips for attachments are available as per the manufacturer's specifications and undamaged
 - No signs of cracks or damage to hoist parts

FORKLIFT JIB SOP

OPERATION - Operate in accordance with manufacturers' instructions.

WORK AREA



1. Attaching Jib:

- Choose a suitable forklift and check ready for use with Jib
- To fit the Jib, set the fork blades to a spacing position central to the pockets on the Jib

2. Using the Jib:

- The attachment is used as per the manufacturer's instructions
- The attachment is never loaded more than its rated capacity

3. Handling the load:

- Make a preliminary lift of approximately 8"/200 mm to establish that the load is stable
- Make sure the attachment does not touch obstructions during load movement
- All loose material that might fall during movement is secured. Never attempt to reposition a load when raised

- Clean up the area as required
- Clean and check jib equipment -place in a secure storage area
- Remove signage and exclusion zone – if applicable.



[illegible]