

SOP (FORKLIFT JIB)

SS-WHS-SAF-000

Authorised By:

Rev 1 [Publish Date]



TASK	Forklift Jib					
HAZARDS	Flying debris	<input type="checkbox"/>	Heat / cold	<input type="checkbox"/>	Electricity	<input type="checkbox"/>
	Cuts / laceration	<input type="checkbox"/>	Dust	<input type="checkbox"/>	Rollover	<input checked="" type="checkbox"/>
	Pinch / crush	<input type="checkbox"/>	Noise / vibration	<input type="checkbox"/>	Plant interaction	<input checked="" type="checkbox"/>
	High pressure	<input type="checkbox"/>	Instability	<input checked="" type="checkbox"/>	Overloading	<input checked="" type="checkbox"/>
	Falling	<input checked="" type="checkbox"/>	Struck-by	<input checked="" type="checkbox"/>	Other:	<input type="checkbox"/>
PPE REQUIRED						

PRE-START CHECKS

1. Inspect the forklift jib for any visible damage, cracks, or signs of wear.
2. Complete all pre-start checks as per manufacturer's guidelines.
3. Verify that the forklift capacity is sufficient for the intended load and operation.

SAFE OPERATING PROCEDURE

1. Do not use a mobile phone while operating.
2. Ensure all personnel are competent and authorised to operate the forklift jib attachment.
3. Ensure personnel are fit for duty and not impaired by drugs or alcohol.
4. Attach the forklift jib to the forklift carriage according to manufacturer's instructions, ensuring it is securely locked in place.
5. Adjust the jib arm and angle as necessary for the intended lifting operation.
6. Inspect the load to ensure it is properly secured and balanced before lifting.
7. Raise the forklift forks to the desired height, ensuring there is adequate clearance for the jib arm and load.
8. Carefully manoeuvre the forklift into position, aligning the jib with the load.
9. Lift the load smoothly and evenly, avoiding sudden movements or shifts.
10. Use hand signals or a spotter if visibility is obstructed during lifting operations.
11. Lower the load to the ground slowly and carefully once it is positioned correctly.
12. Operate at a safe speed and maintain exclusion zones around people, powerlines, and other hazards (use spotters if necessary).
13. Beware of uneven ground.
14. Never carry people or lift loads over people.
15. Use only suitable lifting gear and attachments.
16. Detach the forklift jib from the forklift carriage and store it in a designated area when not in use.

POST-OPERATION PROCEDURE

1. Perform inspections of the forklift jib as per manufacturer guidelines.
2. Report any maintenance or repair needs to the appropriate personnel.
3. Clean the forklift jib and remove any debris or contaminants.
4. Store the forklift jib in a designated area, ensuring it is properly secured and protected from damage.