

	<b>Working safely with forklift truck &amp; pallet truck</b> (Veilig werken met heftruck & pompwagen)	Code: I18.12 Engels
		Revisie: 5
		Versiedatum: 24-01-2025

Only employees who have carefully read, understood and signed the instruction "Working safely with forklift truck & pump truck" and the instruction booklet I18.12 "Working safely with forklift truck Greenpack" may work with a forklift truck and a pump truck. Document "I18.12 questionnaire safe working with forklift truck Greenpack" must also be completed and assessed by the instructor.

The following points must be followed when working with a fork-lift truck or a pump truck.

1. It's not allowed to use telephone while you drive with forklift truck or pump truck.
2. It's obligatory to wear safety shoes if you work with forklift truck or pump truck.
3. If you work with forklift or one of electric pump truck you must to be minimal 18 years old.
4. Workers who are 16 / 17 years old, under permanent and expert supervision, can with forklift of electric pump truck drive.
5. Workers who are 16 / 17 years old can work with non-electric pump truck.
6. Worker can drive with forklift truck or pump truck just in de building, not on the open roads.
7. It's not allowed to drive / to lift somebody else on the forklift truck or pump truck.
8. Put attention on your speed for forklift truck or pump truck in turns, on wet floors, when visibility is insufficient, when passing and in areas where others are working.
9. Never parking forklift truck or pump truck front of emergency exit, fire extinguisher, or EHBO places.
10. Take the load with forklift truck or pump truck in the middle of the pallet.
11. Check before you put down de forks, that nothing is under the forklift truck or pump truck forks.
12. Inform immediately technical service or your supervisor about any defects or damages (for the forklift truck or pump truck).
13. Never put the load (one on other) on the slope.
14. Don't leave forklift truck or pump truck on the slope
15. It's obligatory to put the seat belt, while you drive with forklift truck.
16. If you move over put somewhere the load, it's important that load stay balanced and remain stable.
17. Before leaving the lift truck, lower the forks horizontally to the lowest position, apply the handbrake, stop the engine and switch off the ignition.
18. *Driving truck or pump truck always backwards.*
19. With load on the forklift truck always drive with the forks backwards and the load from the floor must to be 10 cm.
20. While you drive with electric pomp truck your both of feet must to be on the shelf.
21. Only when you totally stop the forklift truck or pump truck you can get out from it.
22. Worker also declares to take the current and future instructions to mind.

- ☐ Employee who has no experience of driving a forklift truck or (electric) pump truck has received thorough practical instruction from his or her experienced colleague (see I18.12.1 Veilig werken met heftruck Praktijktest).

Employee signs for having carefully read and understood the instruction "Working safely with forklift truck & pump truck", for having carefully read the appendices belonging to I18.12: Appendix instruction booklet I18.12 "Working safely with the forklift truck Greenpack", Appendix filling in the I18.12 questionnaire "Working safely with the forklift truck" and agrees with the practical instructions.

Name:

Greenpack employee nummer:

Date:

Signature: