



Low Level Basic Training

Elements covered

HEALTH & SAFETY

- Training explained
- Why we need training
- HASAWA 1974
- PUWER 1998
- LOLER 1998
- MHSWR 1999
- Accidents and associated risks
- Personal risk assessment
- Personal protective equipment
- Alcohol and drugs

EQUIPMENT INTRODUCTION

- Understanding the hydraulics
- Rated capacity and load centres
- Stability triangle
- Instability
- General driving rules
- Driving on inclines
- Pallet types and pallet load assessment
- Battery care and charging
- Pre use checks

EQUIPMENT SPECIFIC

- LLOP
- EPT
- Stacker truck



Health & Safety

Training explained

- Valid MHE Medical
- Basic Training
 - Refreshed every 3 years
- Site Training
 - Refreshed every year
- Probationary period
 - 2 months
- Assessment
 - Theory & Practical
- Authorisation
 - Employer - Dept./EHS Manager & Site Director



Why we need training

1. Safe Practice

- Encourage good practice, develop safe procedures and to provide you with a good working knowledge of the equipment you use
- To ensure L'Oreal provides a safe working environment

2. Legal Requirements

- To comply with all laws concerning health and safety and the use of equipment



Health & Safety at Work Act 1974



- The act is far ranging and covers:
 - Employers
 - Employees
 - The self employed
 - The general public



Health & Safety at Work Act 1974



- **EMPLOYERS** responsibilities (section 2)
- 2(a) Provide and maintain plant and systems of work that are safe and without risks to health
- 2(b) Ensure safety and the absence of risks to health in the use, handling, storage and transport of articles and substances
- 2(c) Provide adequate information, instruction, training and supervision as is necessary to ensure the health and safety of employees
- 2(d) Provide and maintain a safe place of work with safe access and egress
- 2(e) Provide and maintain a working environment that is safe and without risks to health and has adequate facilities and arrangements for welfare at work

“SO FAR AS IS REASONABLY PRACTICABLE”



Health & Safety at Work Act 1974



EMPLOYEES Responsibilities

Section 7(a)

- Duty to take reasonable care of yourself and other people who may be affected by your acts or omissions.

Section 7(b)

- Duty to co-operate with your employer and other people in all matters of health and safety

Section 8

- Duty not to interfere with or misuse anything provided in the interests of health, safety and welfare

Remember!

A breach of any of these could cause you to be charged under the act



Provision and Use of Work Equipment Regulations 1998



- **These regulations apply to the provision and use of ALL work equipment (POWER)**
 - Manually operated pallet trucks
 - Forklift trucks
 - Access platforms
- All operators must receive training in the safe use of work equipment
- All supervisors of work equipment must receive training in its safe operation



Lifting Operations and Lifting Equipment Regulations 1998



- All lifting equipment should be:
 - Well designed and constructed
 - Free from defects
 - Properly maintained
 - Regularly inspected at least every 6 or 12 months depending on its use

Remember!

No lifting equipment should be used unless it complies with the above



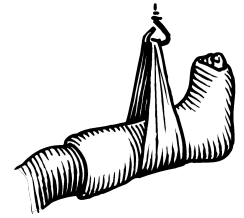
Management of Health & Safety at Work Regulations 1999



- Risk assessment
 - L'Oreal carries out a risk assessment for tasks
SHAP (Safety) EHAP (Environment)
 - From the risk assessment a safe system of work is developed
 - The safe system of work must be followed by employees
- Employees duties
 - You must inform L'Oreal if you notice anything which could present a risk to health and safety



Accidents and associated risks



- Accidents don't just happen
- They are caused by, among other things:
 - Operator error
 - Ground and workplace conditions
 - Pedestrians
 - Mechanical state of equipment
 - Weather
 - Complacency



The cost of accidents

- The COST of accidents:
 - Personal injury
 - Social and emotional costs
 - Legal costs
 - Repair and replacement costs
 - Financial costs



Personal risk assessment



■ What is the task?

- Make sure you know exactly what the task involves before you start

■ Do I understand how to do the task correctly?

- Have I been trained?
- Am I competent?
- Is it a routine task or a one off that I am not sure how to tackle?

■ Do I have the right tools and equipment?

- Is the tools & equipment in good condition?



Personal risk assessment



- **Do I know who or what could be harmed?**
 - Am I aware of the hazards?
 - Am I aware of other people in the area?
- **Are controls in place?**
 - Guards
 - Procedures
 - Personal Protective Equipment

Remember!

If in doubt – stop and ask your supervisor



Personal protective equipment



- PPE Types
 - Gloves, goggles, aprons, safety footwear
- PPE Requirements
 - Check what PPE is required for the task
- Wearing PPE
 - You **MUST** wear any PPE provided to you
- Maintaining, inspecting and replacing PPE
 - Inspect before use and report/replace if required



Alcohol and drugs



- The law considers a fork lift truck to be a motor vehicle
- This means that an operator who is found to be operating a truck whilst under the influence of alcohol or drugs can be prosecuted
- Employees must not be under the influence of or suffering the effects of alcohol or drugs at any time during the working day



Equipment Introduction



Understanding the hydraulics



The simple definition of hydraulics is:

“The power of liquid, under pressure, passed through pipes”

Lifting

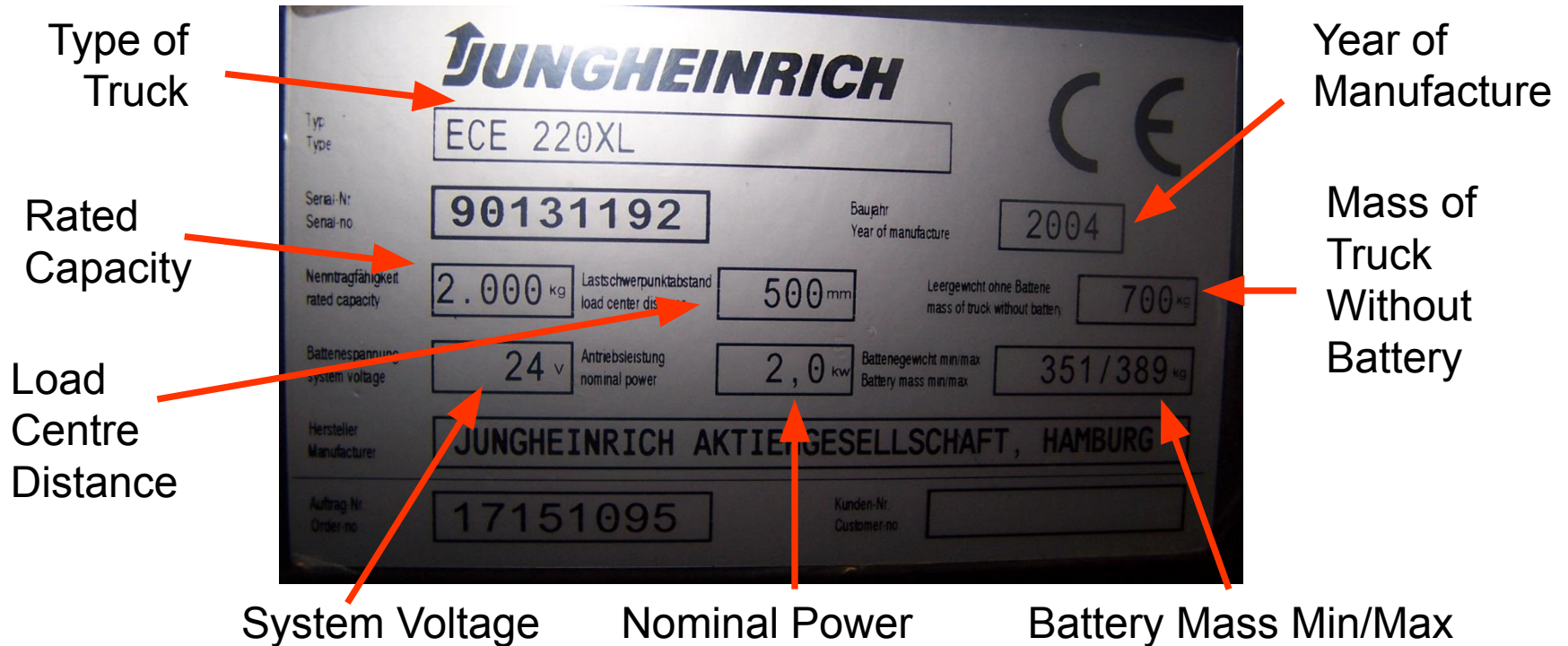
Hydraulic pump controlled

Lowering

Hydraulic release valve controlled (mainly)



Rated capacity plate



Remember!
It is an offence to exceed the trucks rated capacity



Load centre plate



- The load centre is the distance from the vertical face of the forks to the centre of the load or the centre of gravity of the load
- An increase in the load centre distance will decrease the truck's lifting capacity – using the formula:

$$\frac{\text{Load Centre} \times \text{Rated Capacity}}{\text{New Load Centre}} = \text{New Rated Capacity}$$

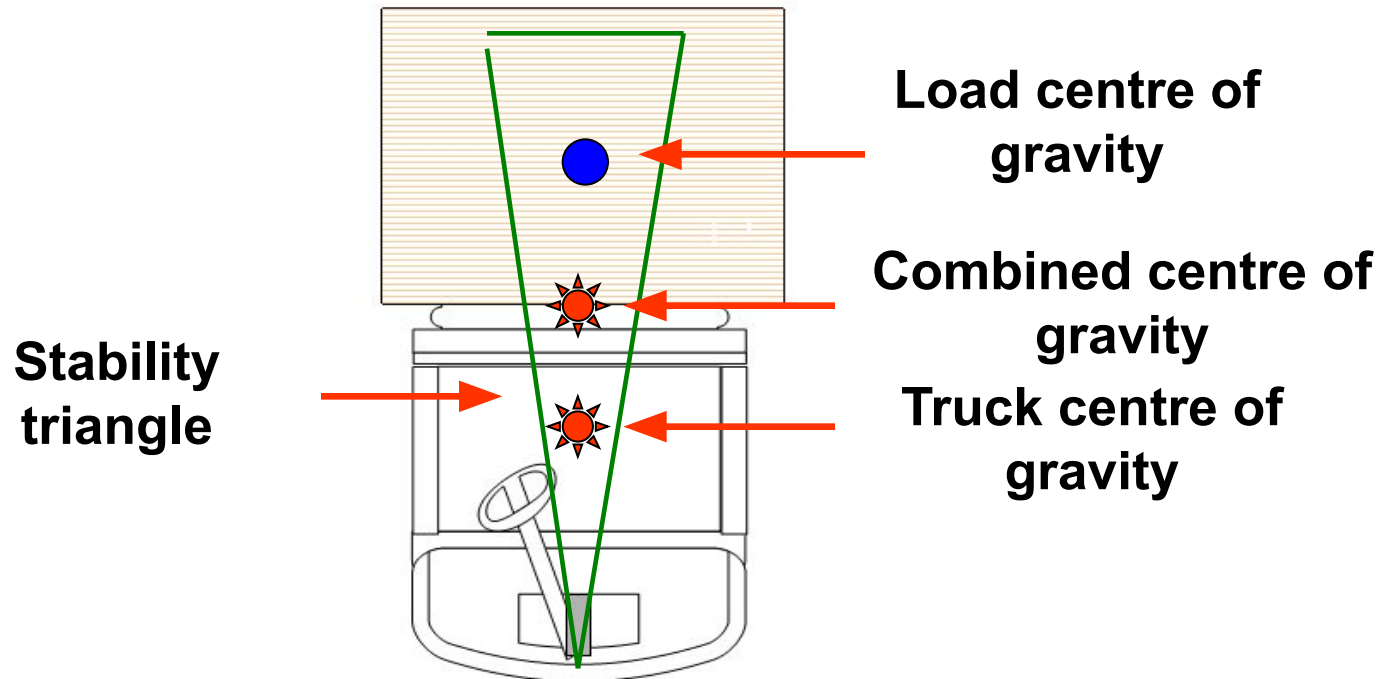
- A load of 2000kg if the load centre was 500mm from the forks
- A load of 1670kg if the load centre was 600mm from the forks
- A load of 1430kg if the load centre was 700mm from the forks



Stability Triangle



Stability triangle



Lengthwise instability



- Overloading
 - Causing the truck to tip forward
- Harsh braking
 - Centre of gravity moving quickly forward
- Harsh acceleration
 - Centre of gravity moving quickly backward
- Undercutting
 - Not inserting the forks right up to the heels increasing the load centre
- Ground conditions
 - Uneven surfaces & pot holes



Sideways instability



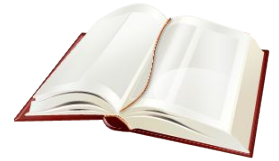
- Ground conditions
 - If one wheel drops into a pothole
- Turning at speed
 - Even if load carried correctly
- Carrying load off centre
 - Most of the weight on one fork
- Travelling across an incline
 - Never travel across a slope



General Safe Driving Rules



General safe driving rules

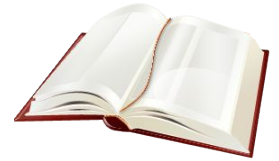


■ Park properly:

- With key removed or logged out
- Forks lowered to the ground
- Not causing an obstruction or hazard
- Away from blind spots, doors, loading bays, emergency exits, fire fighting equipment etc.
- Tiller control handle is upright, and the wheels are in a central position.
- Not on a slope



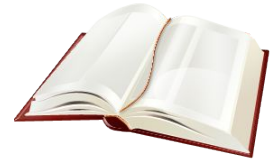
General safe driving rules



- Obey all signs and travel direction restrictions
- Make smooth use of controls
- Always lift using both fork arms
- No horseplay
- Do not push or drag loads along the ground



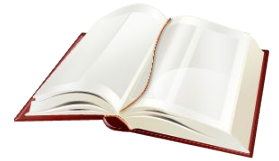
General safe driving rules



- Be aware of pedestrians at all times
- Always park safely
- Only handle safe loads
- Only handle safe pallets and stillages
- Be extra careful if forks are longer than load



General safe driving rules



- Always look in the direction of travel
- When turning in reverse, your body should face the corner
- Make truck safe before repositioning a load
- If debris is encountered on the floor – stop, park safely and remove it
- Do not let anyone stand or ride on the forks



General safe driving rules



A moving truck is at its most stable when driven:

- In a straight line
- At a sensible speed
- On even ground
- With the load being carried as low as practically possible
- The pallet in contact with the fork heels

Remember!
Always travel in this way



General safe driving rules



- Concentrate – no eating, drinking, smoking, using a mobile phone etc
- No passengers
- Good observation at all times
- Keep control
- Always travel at a speed suited to the load and the general conditions

Remember!

Always use your common sense in any situation. If in doubt, stop and ask your supervisor



General safe driving rules



- **When approaching a blind corner:**
 - Slow down and manoeuvre slowly
 - Be prepared to stop
 - Be aware of the potential hazards of pedestrians and other trucks
 - Give several short sharp blasts on the horn to warn of your presence



Driving on inclines



- Drive slowly
- Do not turn, even with an unladen truck
- Always drive directly up or down
- Ideally, when driving on an incline with a laden truck, the forks should face uphill
- Ideally, when driving on an incline with an unladen truck the forks should face downhill

Remember!

Always think before approaching an incline



Ergonomics

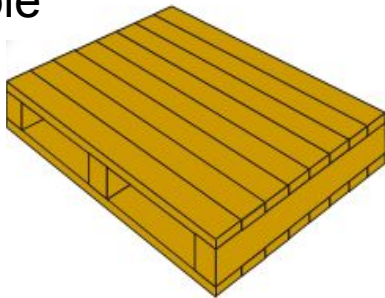
- All MHE are Ergonomically designed for safety & comfort
- You must ensure all your limbs are within the confines of the truck whilst operating
- Maintain a comfortable posture but one that doesn't impede with any safety features
- Adjustable steering columns can be manipulated for your preferred position
- Monitors attached to MHE should not obscure visibility, if they do – report it to your line manager immediately

Pallet Types & Load Assessment

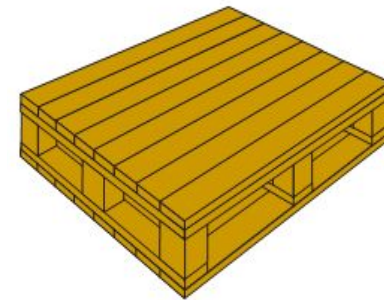


Pallet types

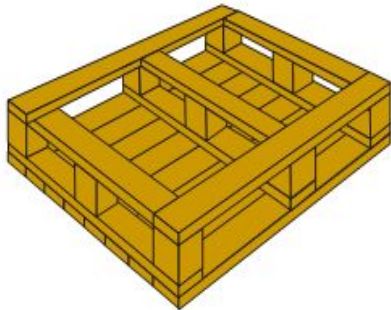
Two-way entry
reversible



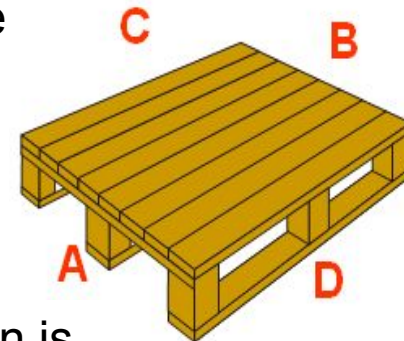
Four-way entry
reversible



Four-way entry cruciform
(shown upside down)



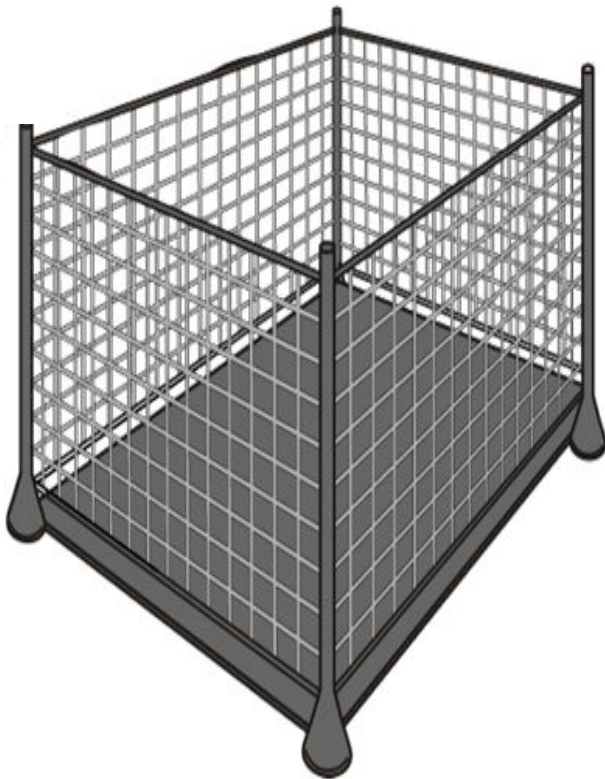
Four-way entry non
reversible



(800 x 1200 version is
known as a 'Euro Pallet')



Pallet types



Corner post pallet

Normally metal so take extra care when handling as metal forks against metal pallet forms a slippery surface (Can also be called a stillage)



Pallet and load assessment



- Make sure the weight falls within the rated capacity of the truck
- A label '**load net weight**' refers to the weight of the load alone
- A label '**load gross weight**' refers to the combined weight of the load, packaging and pallet



Pallet and load assessment

- **Load Centre:**
 - Ensure the load centre and weight of the load fall within the rated capacity of the truck
- **Condition of Pallet:**
 - Check the pallet is in good condition and is not liable to break and shed the load on lifting
- **Condition of the Load:**
 - Make sure load is secure and not likely to slip
 - Ensure the weight is evenly distributed on the pallet so both forks take an even weight



Pallet and load assessment

- **Size of the Load:**

- Ensure the load is not too large to travel the route and that it will fit in its intended location

- **Forks:**

- Check the forks do not protrude beyond the pallet



Battery Care & Charging



Battery care and charging



- Batteries are the most expensive single item on truck and often the most neglected
- The main dangers when charging batteries are:
 - Electricity (shocks)
 - Sulphuric acid (burns)
 - Hydrogen and oxygen (explosive)



Battery care and charging



■ Electricity

- Always use the correct charger for the type of truck you are operating
- Report any faults with charging equipment immediately



Battery care and charging



Sulphuric acid (burns)

- Wear appropriate safety equipment, e.g. rubber gloves, goggles, rubber apron
- If acid comes into contact with your skin, wash off with plenty of water
- If acid comes into contact with clothes, wash off and change the item of clothing
- If acid comes into contact with eyes, wash with plenty of clean water (eye wash) and seek medical attention.
- Do not overfill batteries and clean up any spills immediately

Remember!
Concentrate on what you are doing!



Battery care and charging



■ Hydrogen and Oxygen

- Do not smoke whilst handling or charging the battery
- Expose the battery whilst charging to let the gases escape
- Remove metal jewellery and use insulated tools
- Top up with distilled/de-ionised water



Pre Use Checks



Pre use checks



- Pre-use checks must be carried out each day, or at the start of each shift
- The aim of these checks is to pick up faults due to day to day wear and tear and any malfunction of safety related equipment
- If defects are found the operator will need to report them to allow appropriate action to be taken



Pre use checks



- Forks
 - Check for cracks, fractures, excessive wear, deformity and ensure they are equally spaced and locking pins engaged
- Hydraulics & Hydraulic controls
 - Ensure smooth operation of all controls to their full extent.
- Wheels and tyres
 - Check for damage and fixing bolt tightness
- External truck condition
 - Check overall condition, particularly the condition of the protective covers for batteries. Check for leaks of water, hydraulic fluid or battery acid
- Operating platform
- Audible warnings



Pre use checks

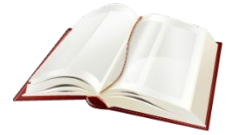


- Drive and braking
 - Move the truck backwards and forwards and test both the service brakes and the parking brake
- Steering
 - Check the steering operation in both directions whilst stationary and on the move.
- Emergency stop/repel
- Fluid levels

- Fault reporting procedure
 - Isolate
 - Tag
 - Report



Use of the manufacturers operating manual



- The manufacturers operating manual provides important information on the safe and efficient operation of the machine
- Always be familiar with it's contents and refer to the instructions whenever necessary



Any Questions?



Equipment Specific



LLOP



EPT



STACKER



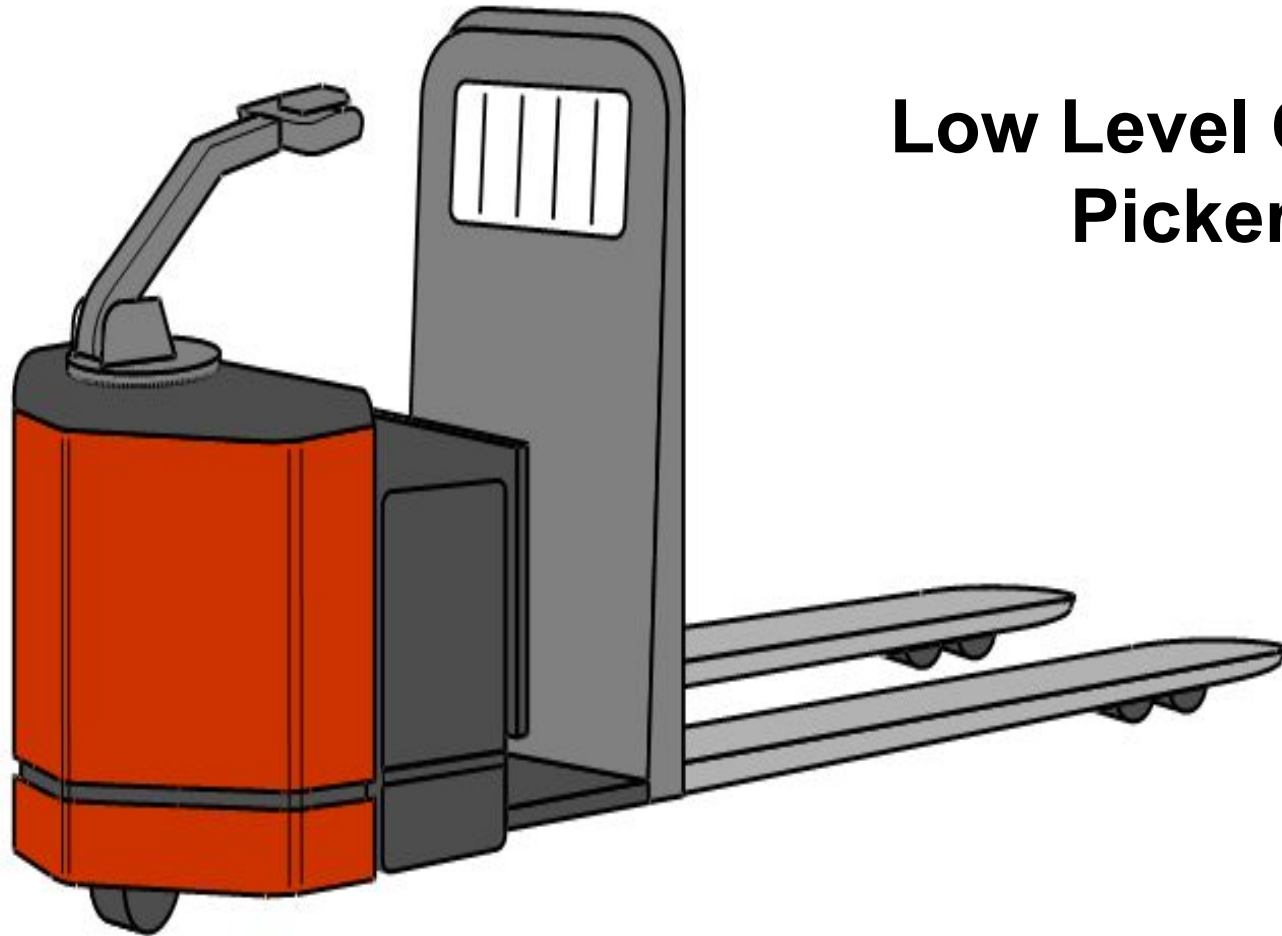
Low Level Order Picker (LLOP)



Main Components: LLOP



Main components of the truck

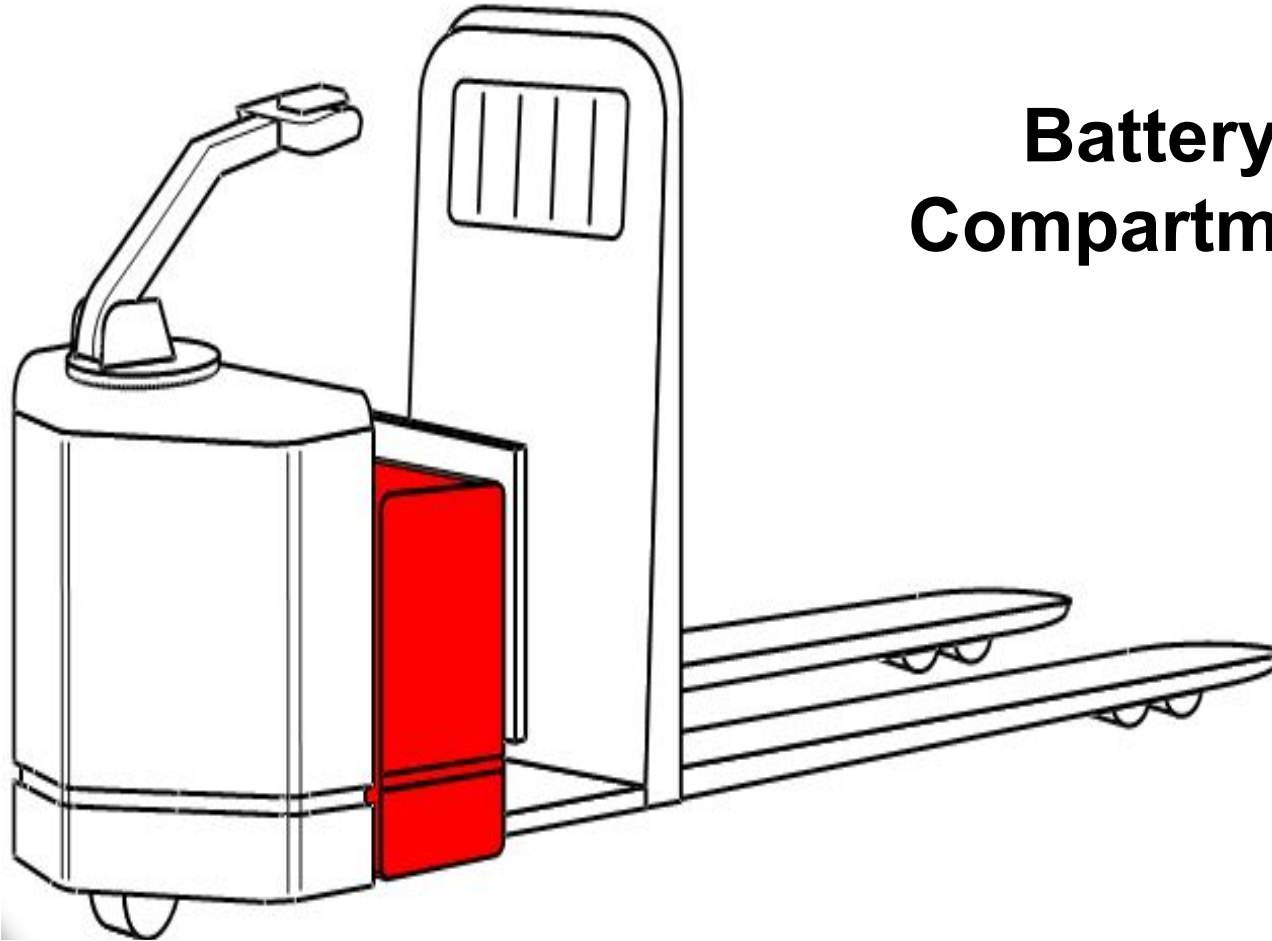


**Low Level Order
Picker**

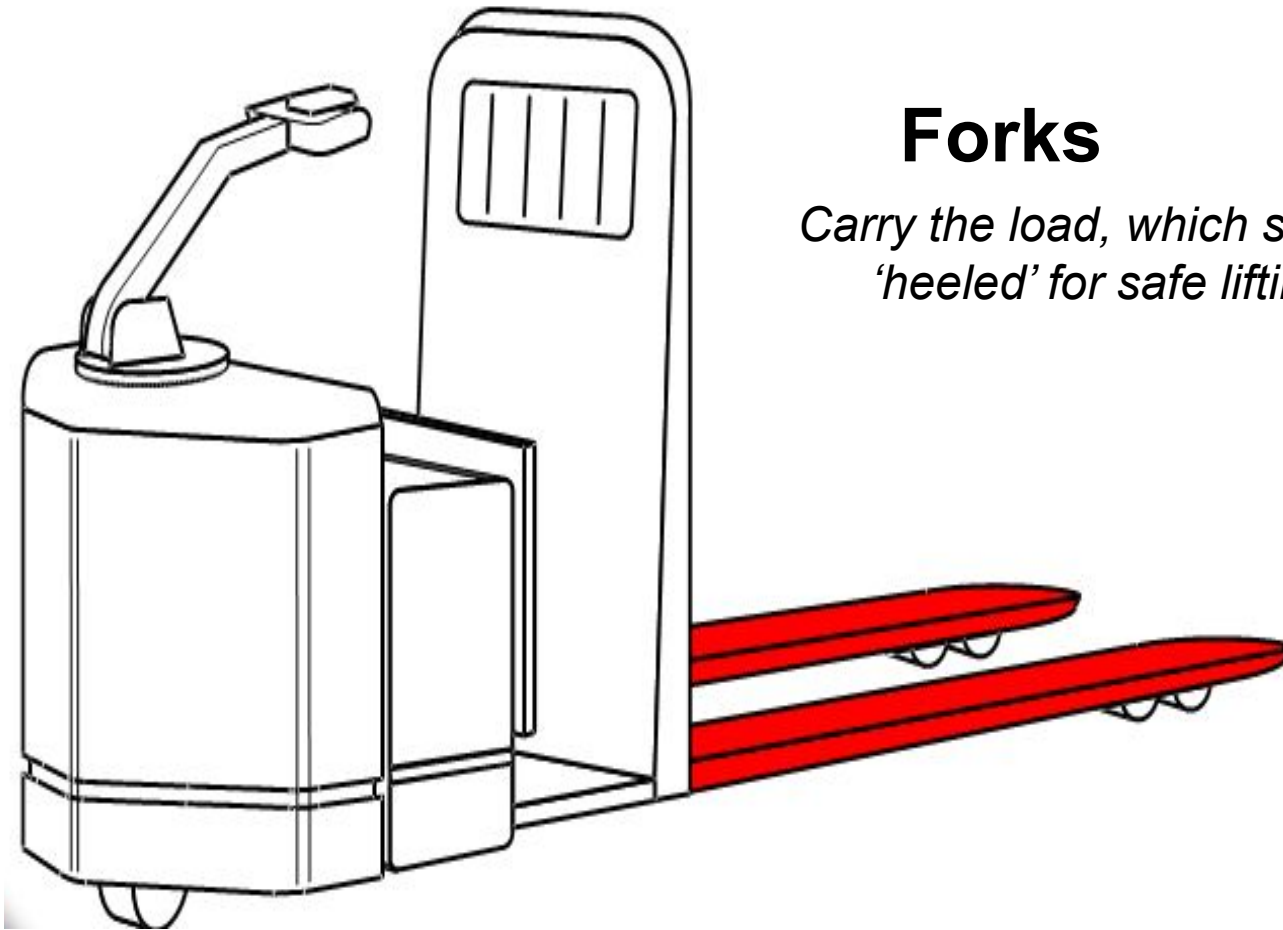


Main components of the truck

**Battery
Compartment**



Main components of the truck

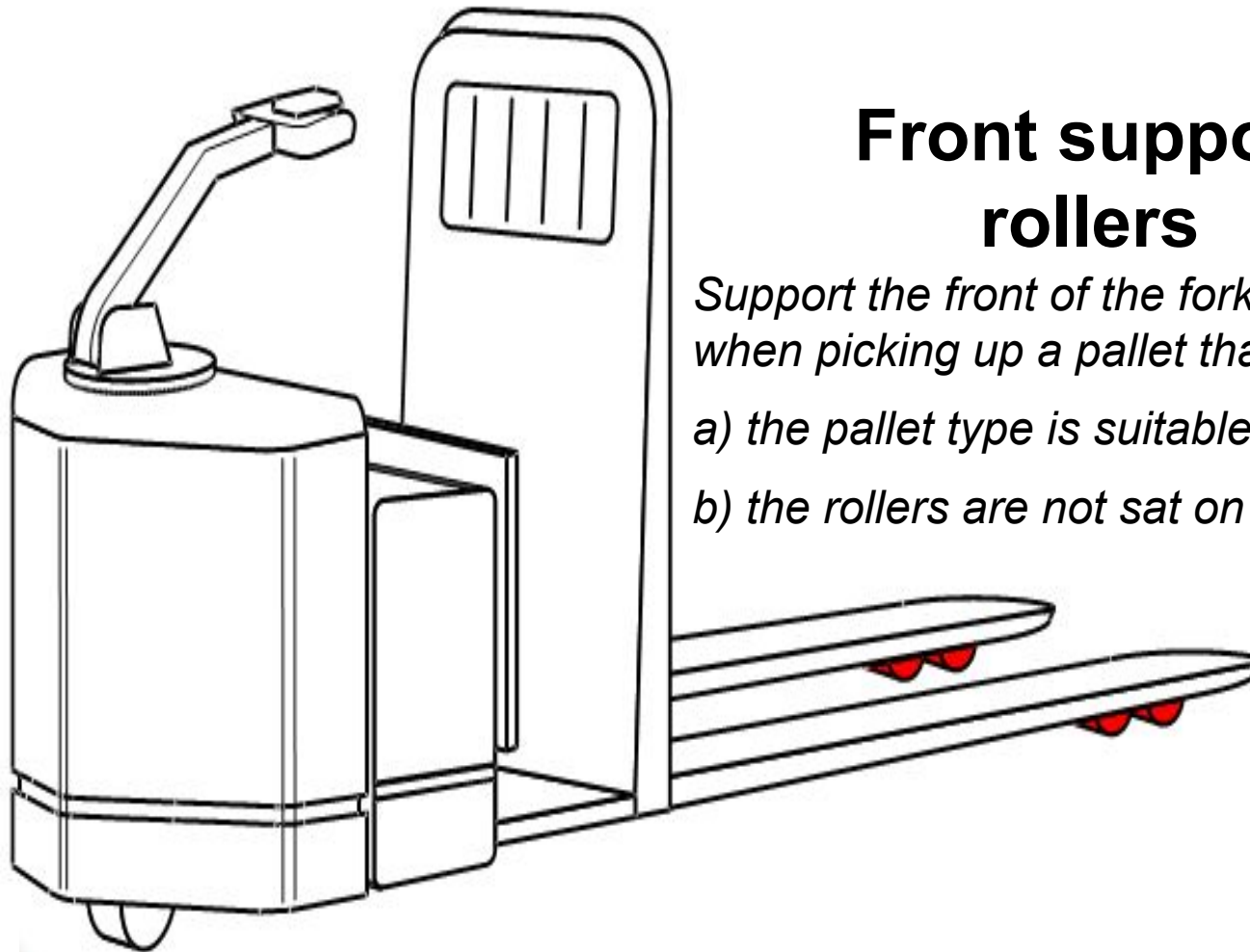


Forks

Carry the load, which should always be 'heeled' for safe lifting and travel



Main components of the truck



Front support rollers

Support the front of the forks, always ensure when picking up a pallet that

a) the pallet type is suitable and

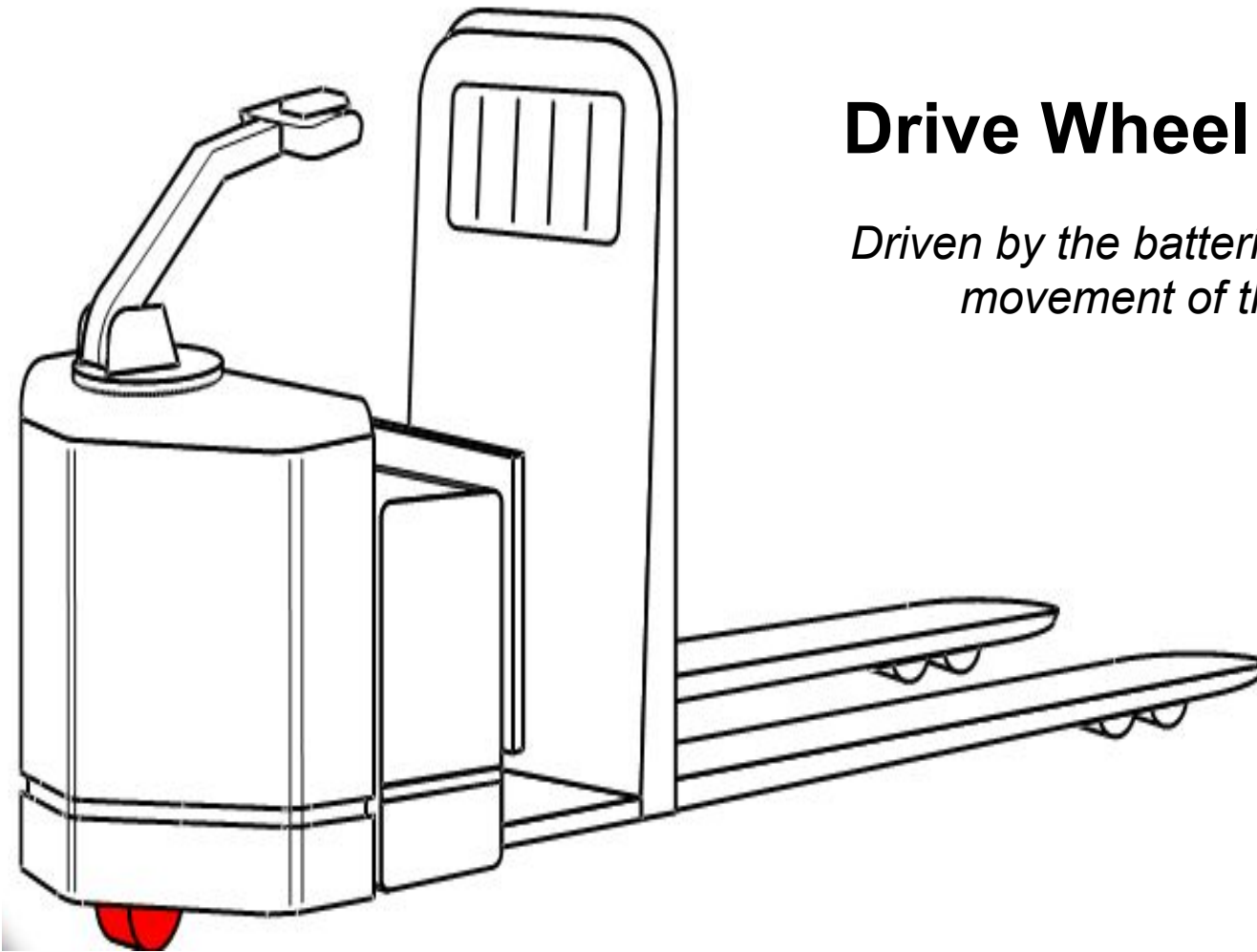
b) the rollers are not sat on a bearer board



Main components of the truck

Drive Wheel

Driven by the batteries to provide movement of the truck

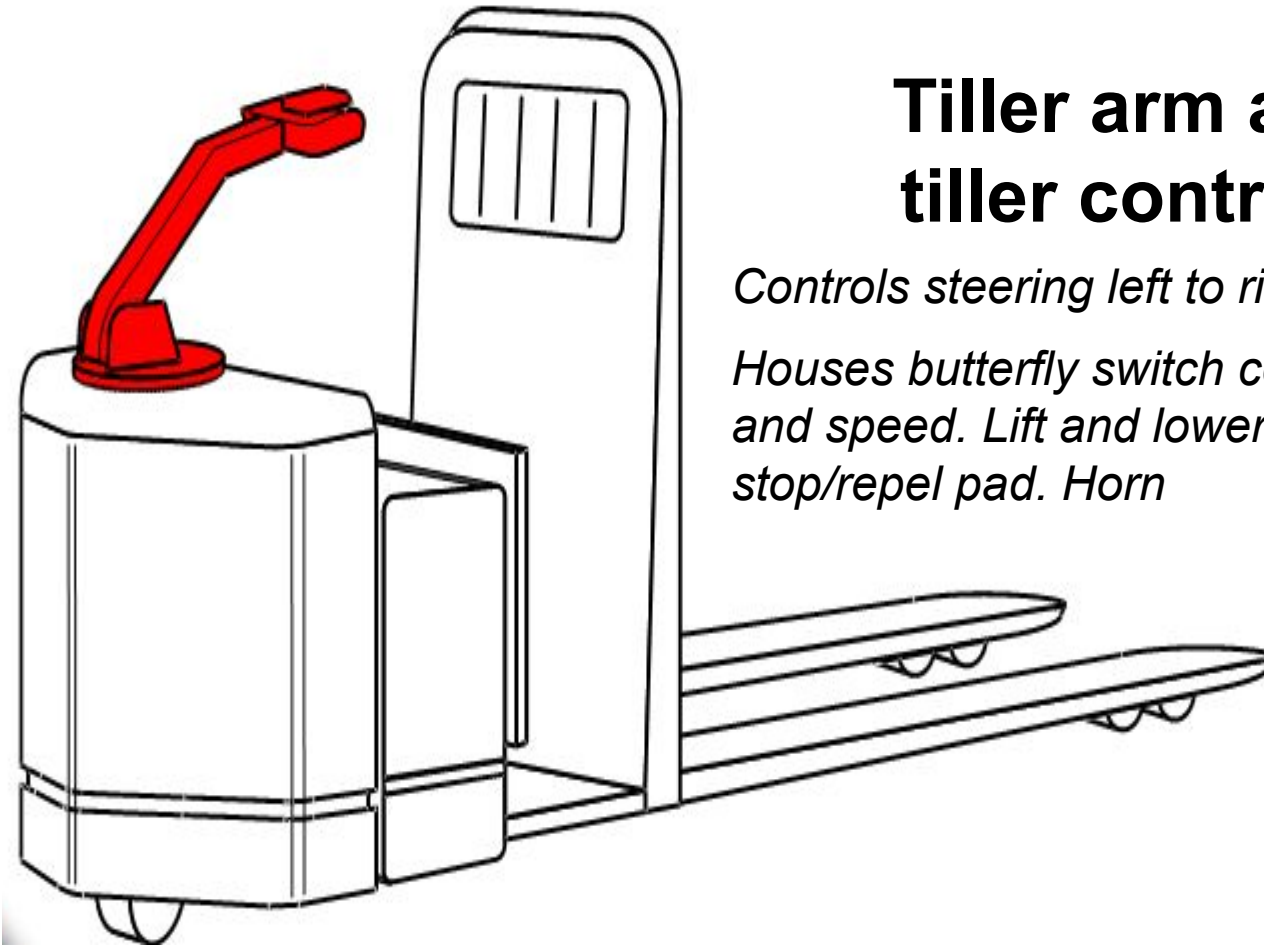


Main components of the truck

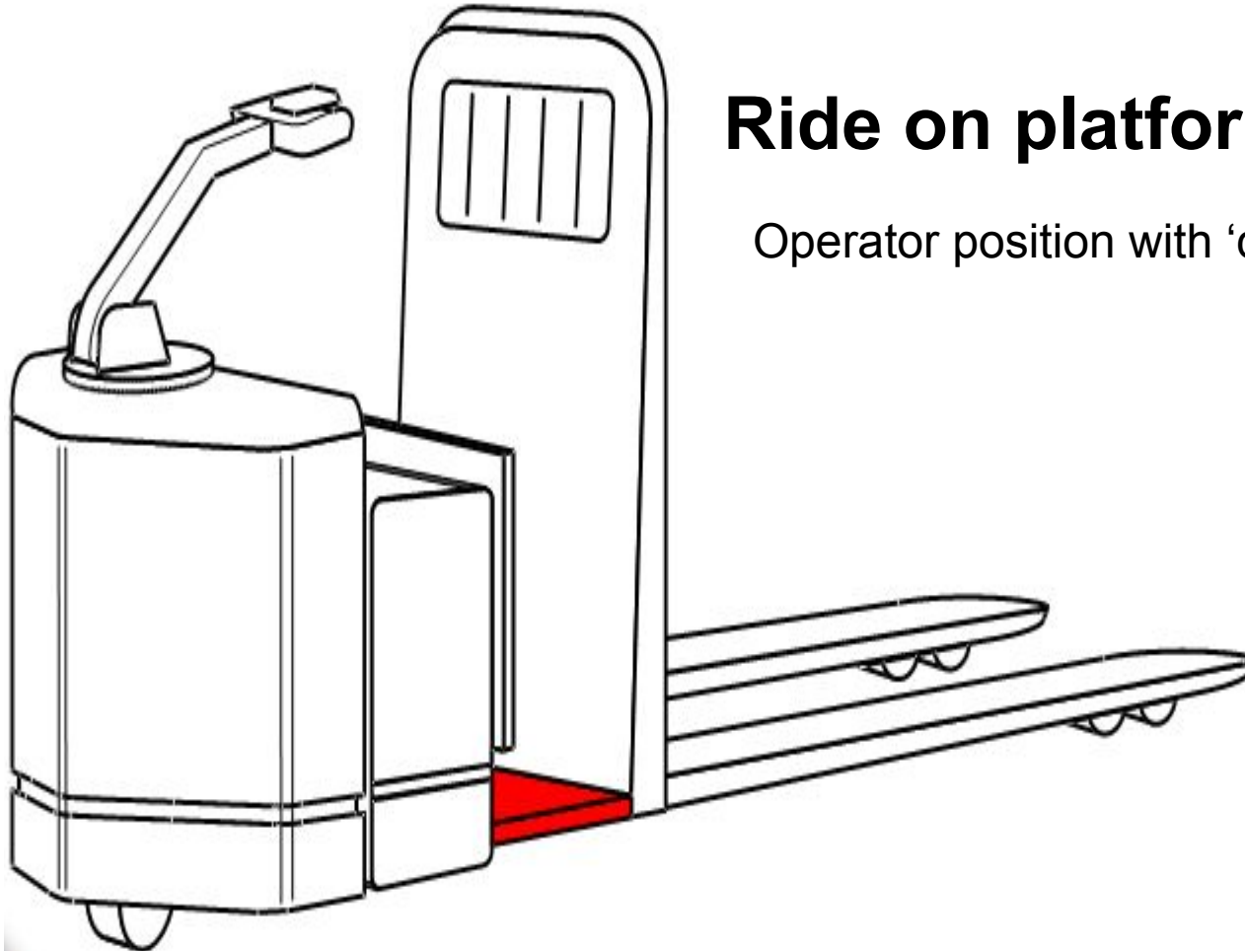
Tiller arm and tiller controls

Controls steering left to right

Houses butterfly switch controlling – Direction and speed. Lift and lower, Emergency stop/repel pad. Horn



Main components of the truck

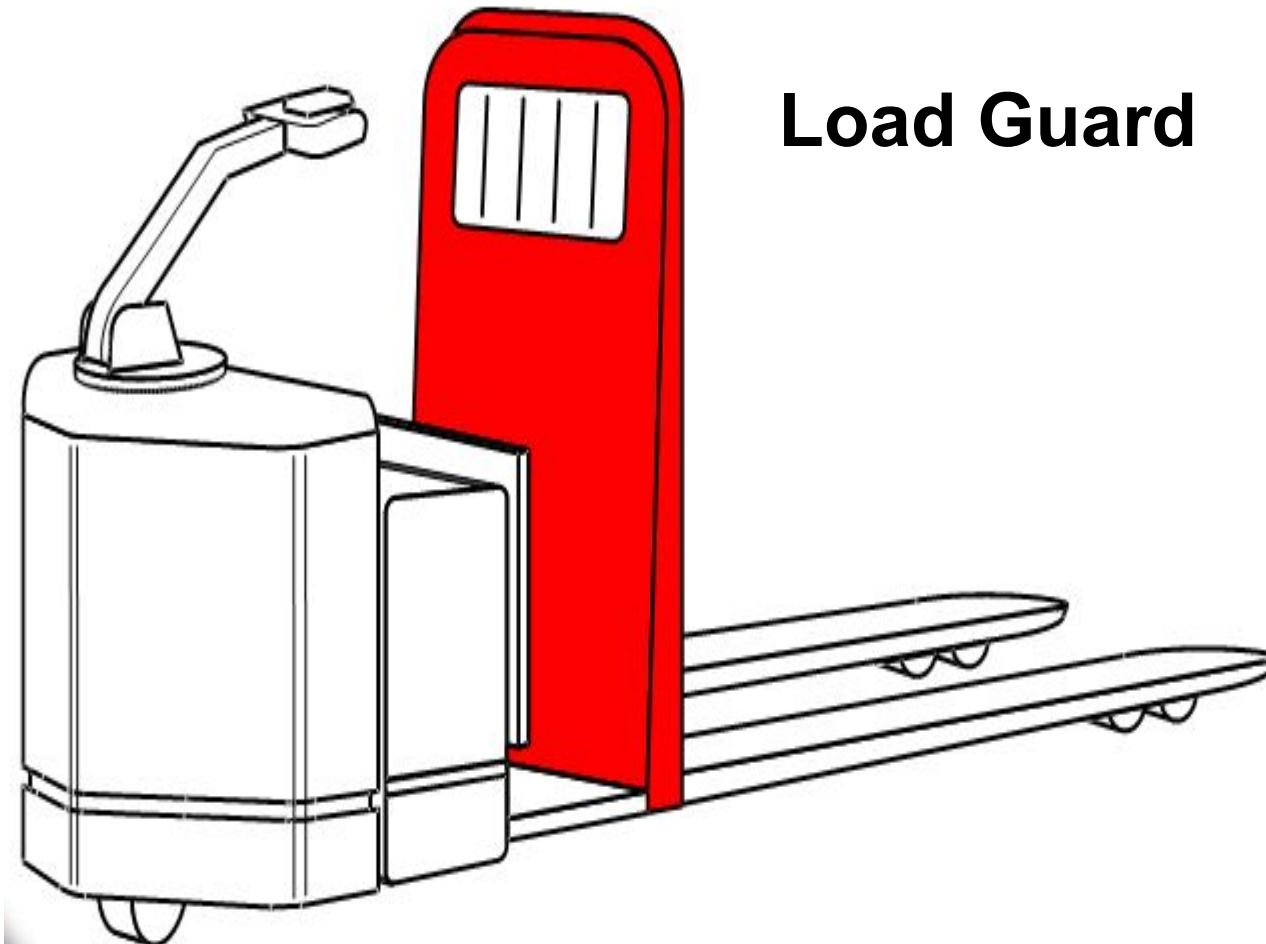


Ride on platform

Operator position with 'deadman' footpad



Main components of the truck



LLOP Safe Driving Rules



General safe driving rules

■ Stay in control:

- You must have two hands on the controls whenever possible – the only exception is when reversing
- Keep at least one hand on the steering controls at all times whilst the truck is moving
- Before moving off you should do an all-round check
- Always travel at a speed suited to the load and conditions
- Avoid making sharp turns or sudden stops



General safe driving rules

■ **Stay in control:**

- Always face the direction you are travelling.
- Drive forwards where possible.
- Keep limbs within the confines of the Truck.
- Ensure the unsecured load is below the top of the Guard.
- Leave a minimum of 3 truck lengths when following a truck down an aisle.
- Observe all Site specific distance rules.

General safe driving rules

- Mount / Dismount & Parking:
 - Ensure equipment has come to a complete stop before dismounting.
 - Keep your body away from controls e.g nudge buttons or directional controls.
 - Use hand hold at all times.
 - Do not use steering column for support.
 - Ensure forks are lowered to the ground.
 - Park where it will not cause obstruction or hazard.



Electric Pedestrian Truck (EPT)

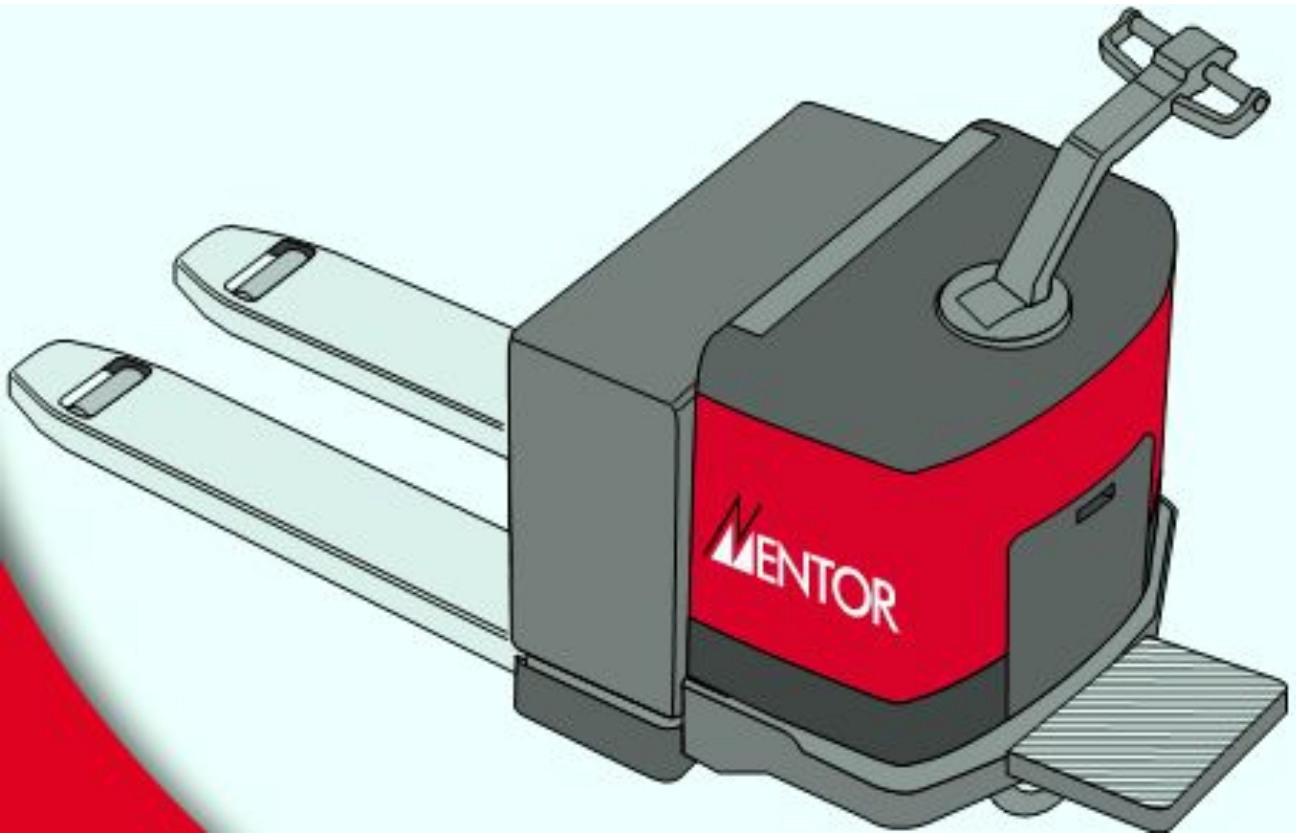


Main Components: EPT



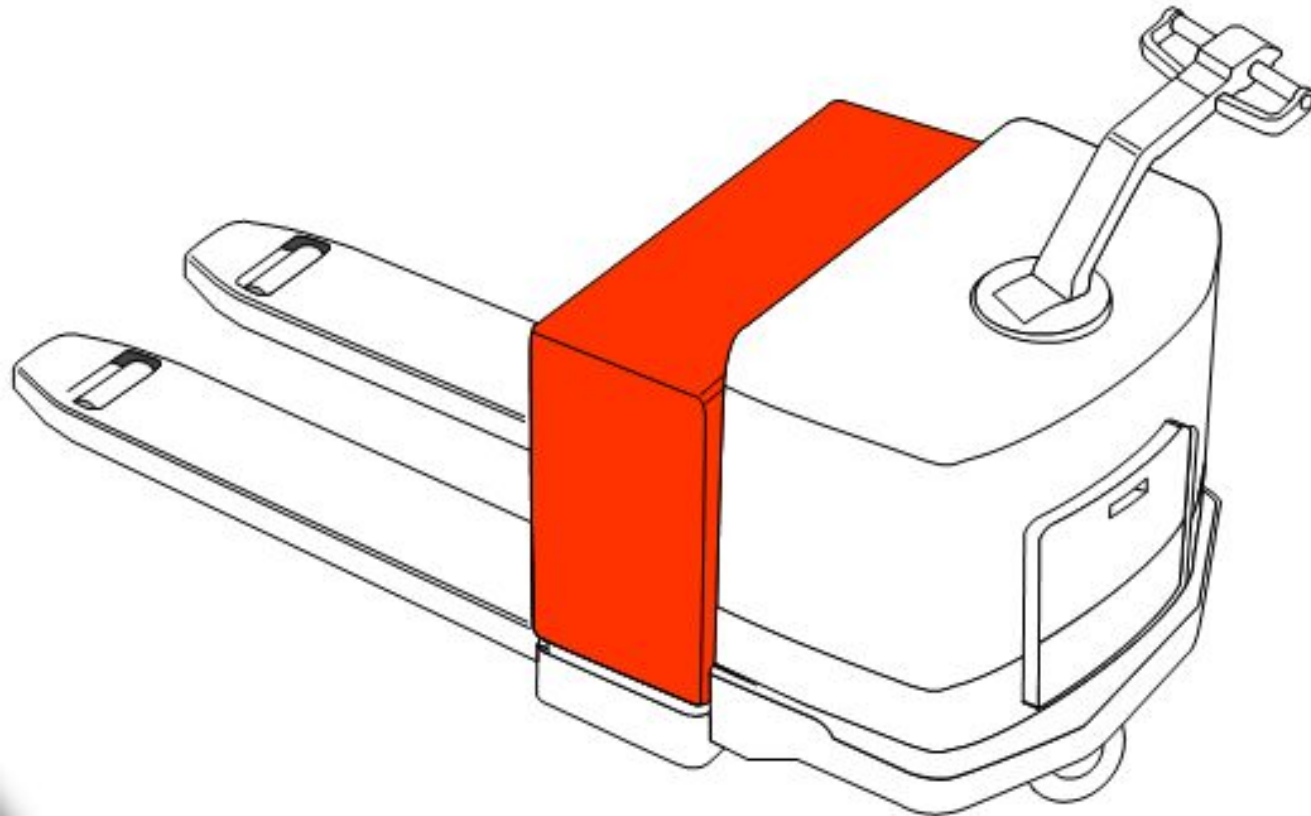
Main components of the truck

Pedestrian pallet truck



Main components of the truck

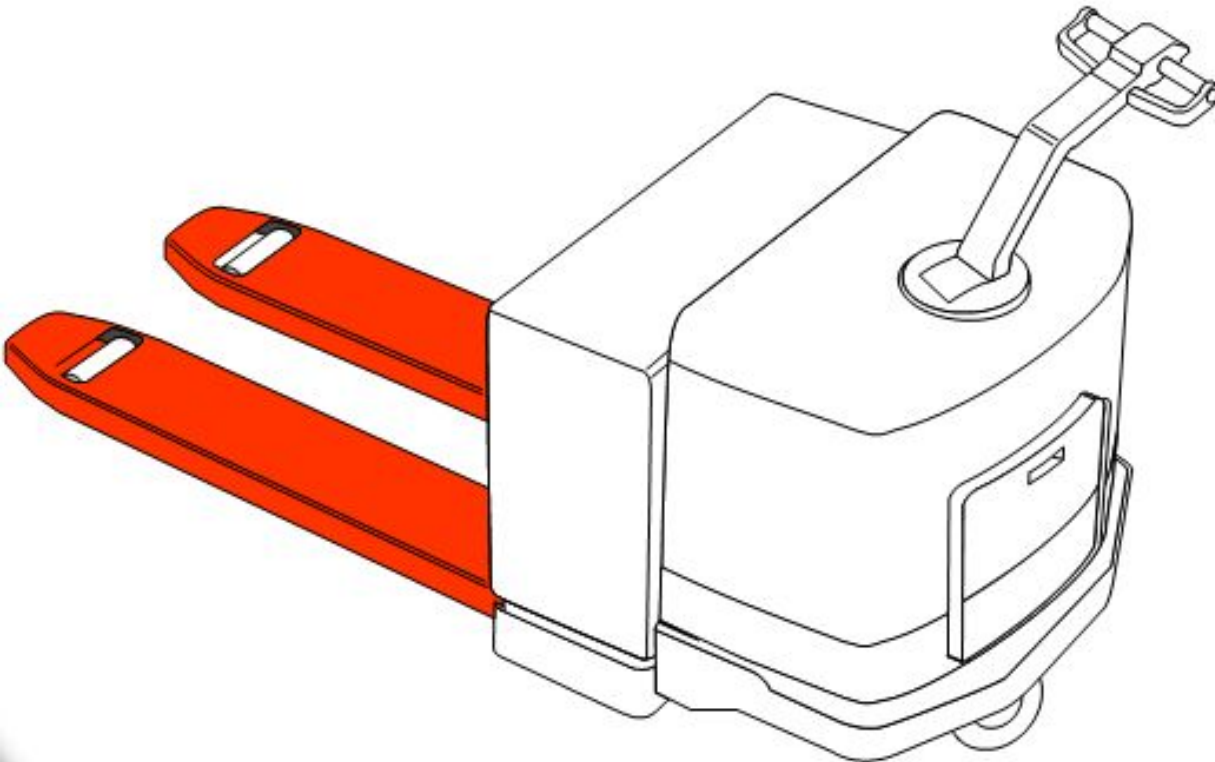
Battery Compartment



Main components of the truck

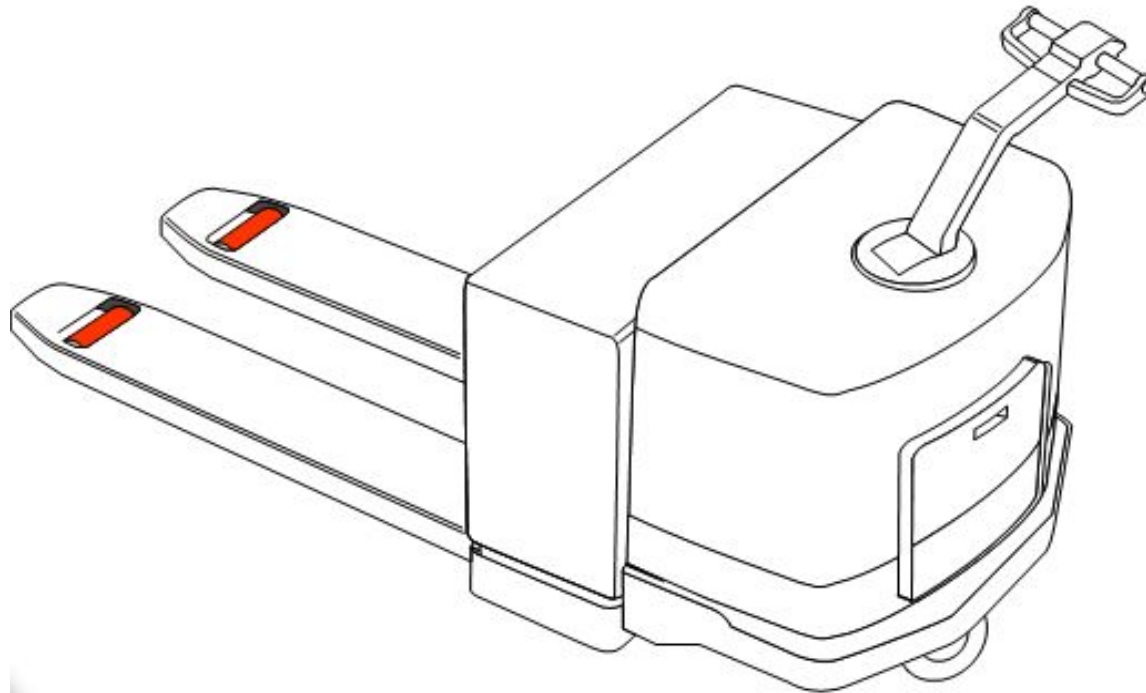
Forks

Carry the load, which should always be 'heeled' for safe lifting and travel



Main components of the truck

Front support rollers



Support the front of the forks, always ensure when picking up a pallet that

a) the pallet type is suitable and

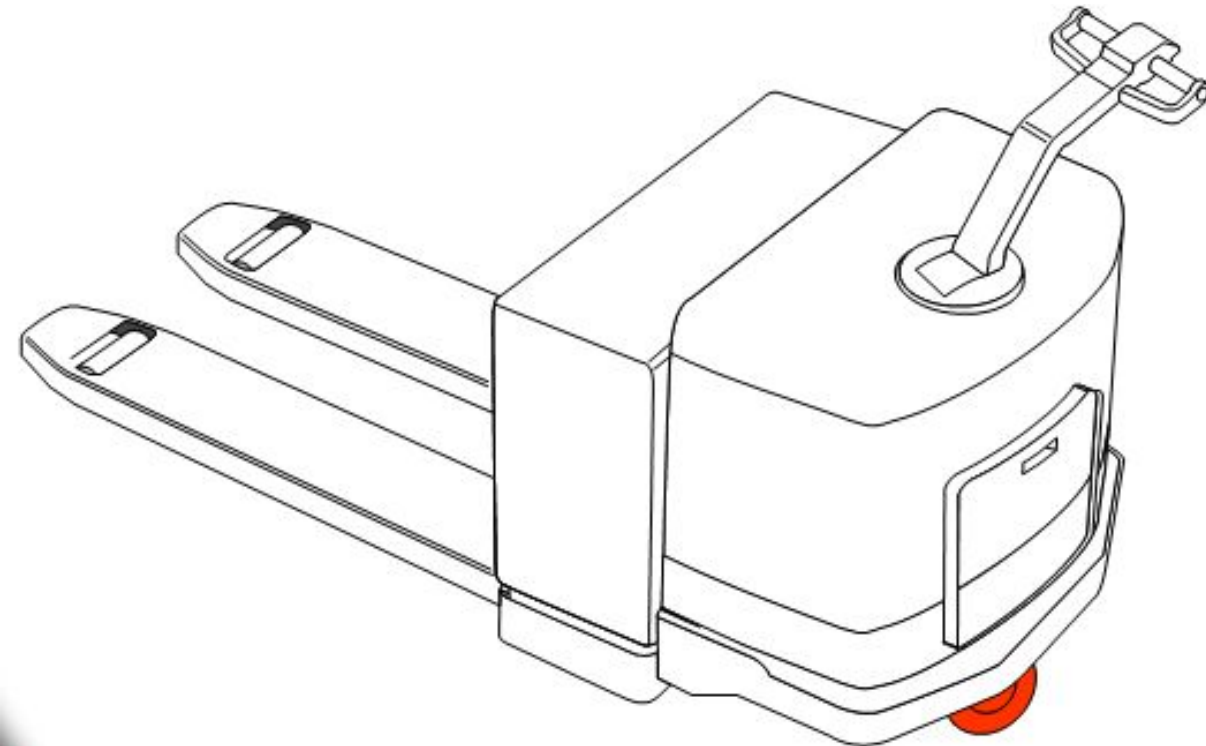
b) the rollers are not sat on a bearer board



Main components of the truck

Drive Wheel

Driven by the batteries to provide movement of the truck

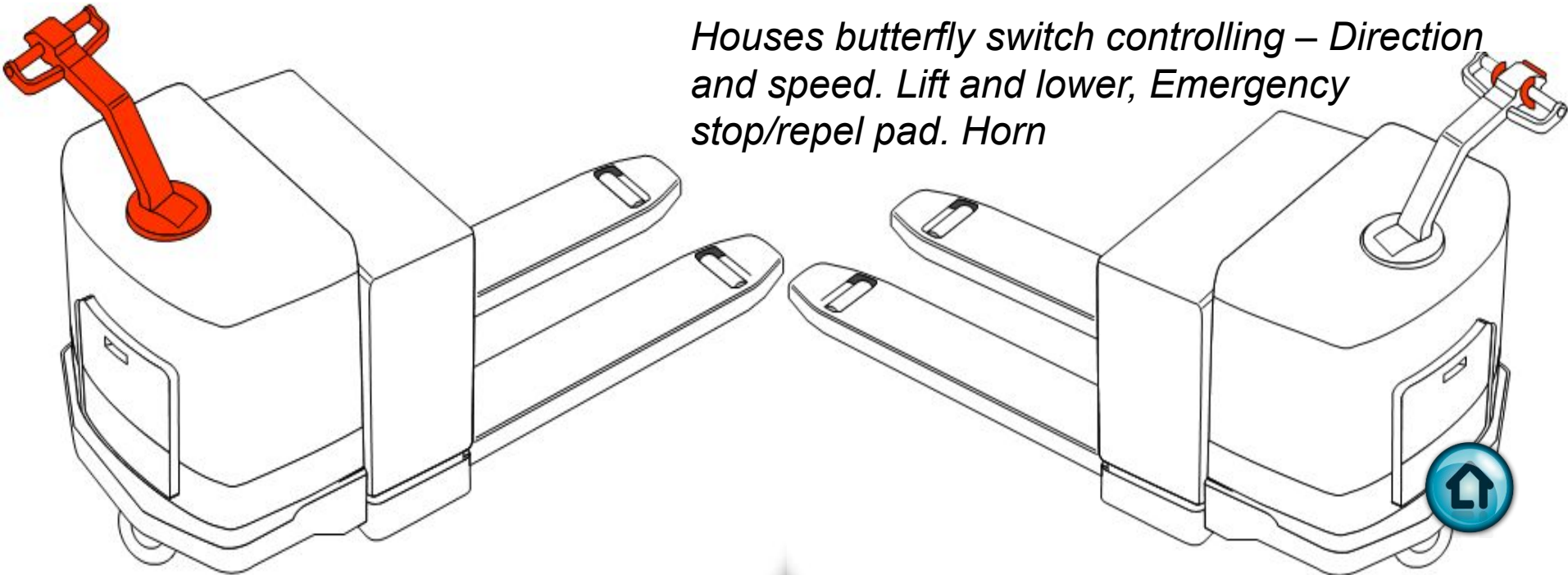


Main components of the truck

Tiller arm and Tiller controls

Controls steering and applies brakes by lifting or lowering the arm

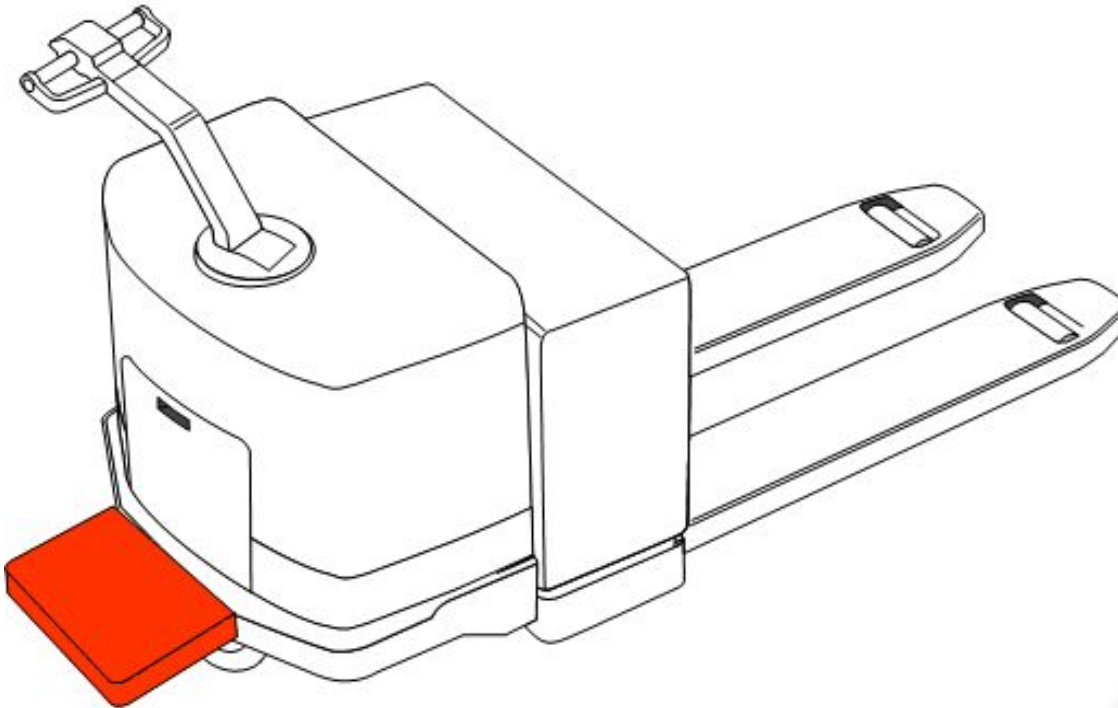
Houses butterfly switch controlling – Direction and speed. Lift and lower, Emergency stop/repel pad. Horn



Main components of the truck

Ride on platform

Operator position with 'dead man' footpad



General safe driving rules

■ Stay in control:

- Keep both hands on the steering controls at all times whilst the truck is moving
- Always travel at a speed suited to the load and conditions
- Avoid making sharp turns or sudden stops
- Leave a minimum of 3 truck lengths when following a truck down an aisle



General safe driving rules

■ **Stay in control:**

- Always face the direction you are travelling. You may need to swap sides to aid vision in the turns.
- Keep limbs within the confines of the Truck.
- Drive in reverse where possible.
- Observe all Site specific distance rules.

General safe driving rules

■ **Stay in control: Trafford Park**

- Only specially adapted Red Pyroban EPT's are allowed to be used in the ASU.
- Any stacked loads must be wrapped before transporting through the tunnel.

General safe driving rules

■ Mount & Dismount:

- Ensure equipment has come to a complete stop before dismounting.
- Check for obstructions – do not twist body.
- Do not use steering column for support.
- Ensure forks are lowered to the ground.
- Park where it will not cause obstruction or hazard



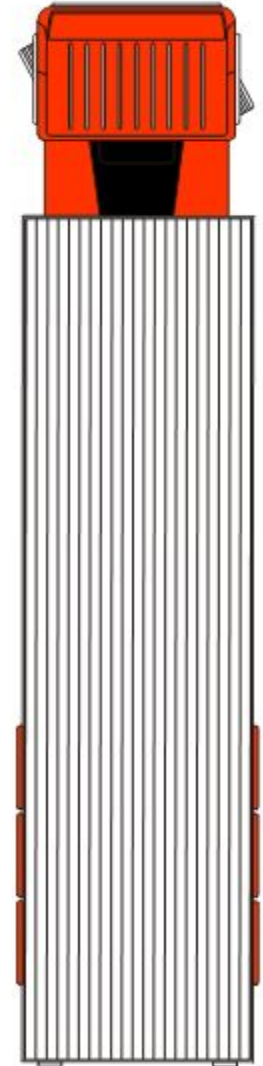
Vehicle loading and unloading

- Precautions to be taken whilst loading/unloading over dock leveller...
- Bend knees to absorb potential impacts
- Sound your horn when exiting the trailer for pedestrians awareness



Vehicle loading and unloading (general rules)

- As a lift truck driver you should liaise with the vehicle driver when loading and unloading their vehicle
- Basic rules apply:
- Vehicle safely parked, with engine off and key removed
- Wheels chocked and driver aware
- Suitable access to vehicle
- Vehicle bed in good condition



Pedestrian Stacker Truck

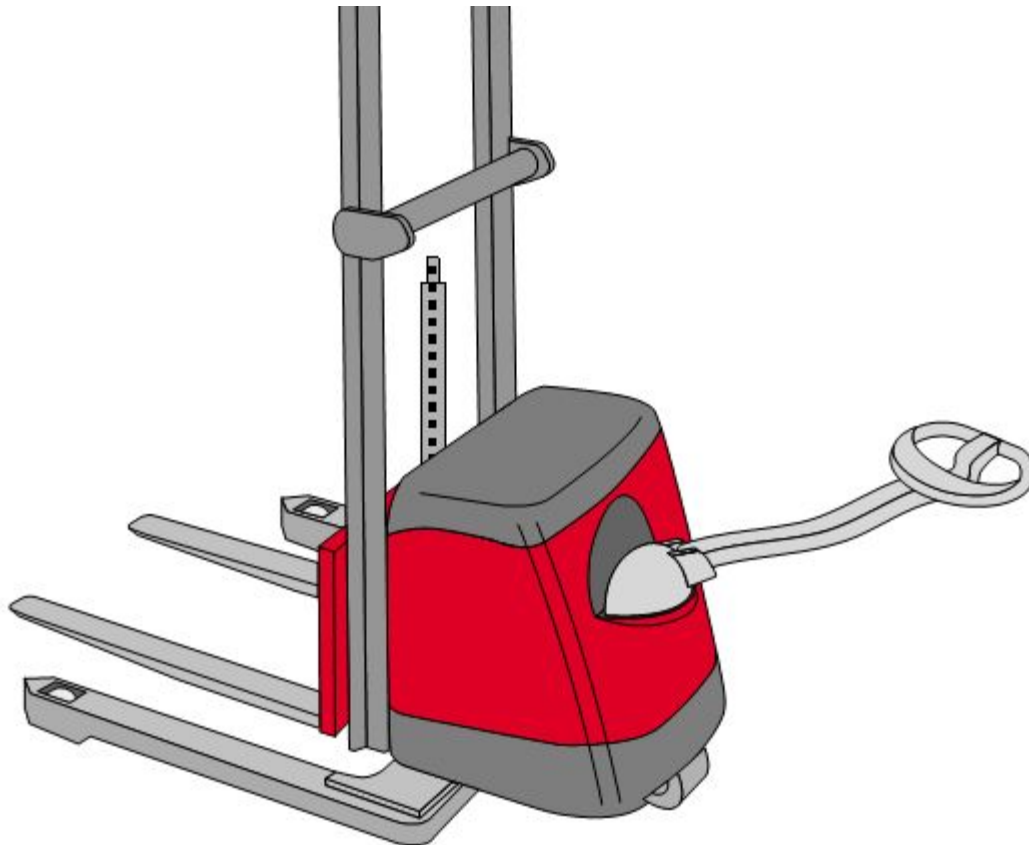


Main Components: Stacker Truck



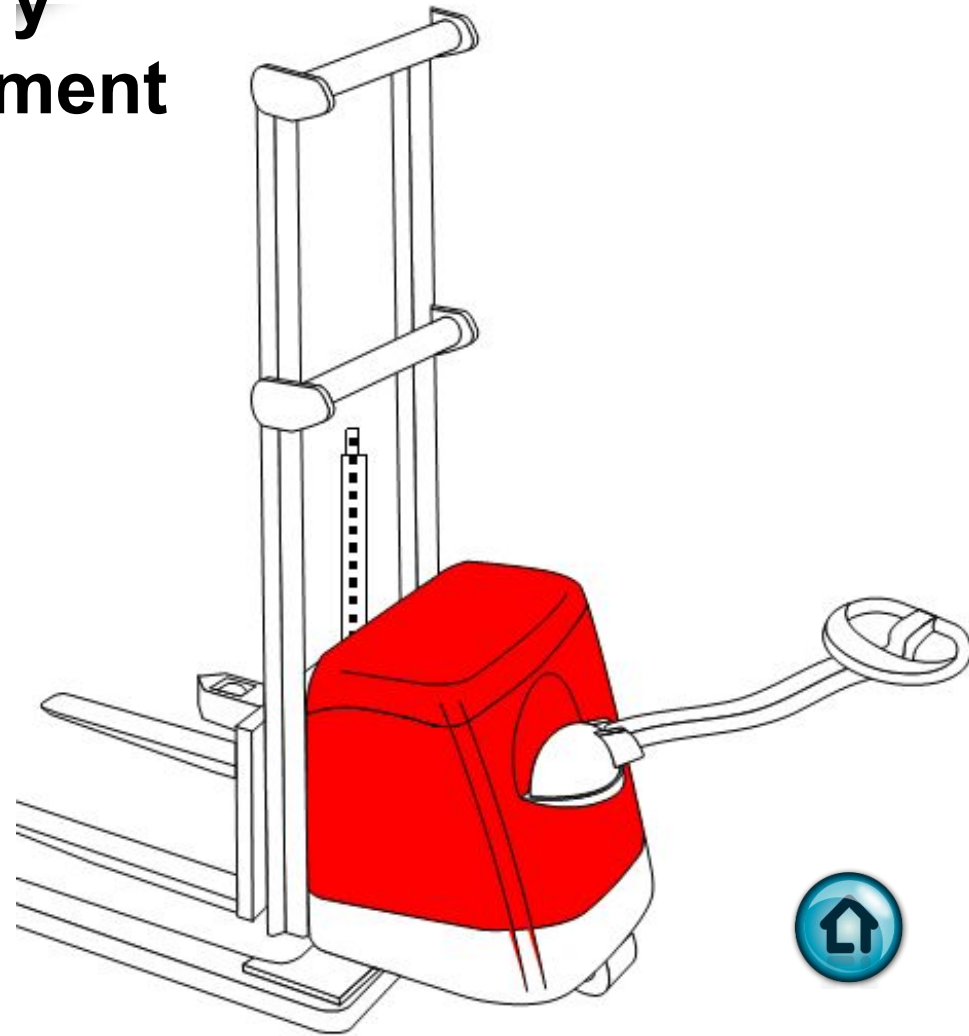
Main components of the truck

Pedestrian stacker truck



Main components of the truck

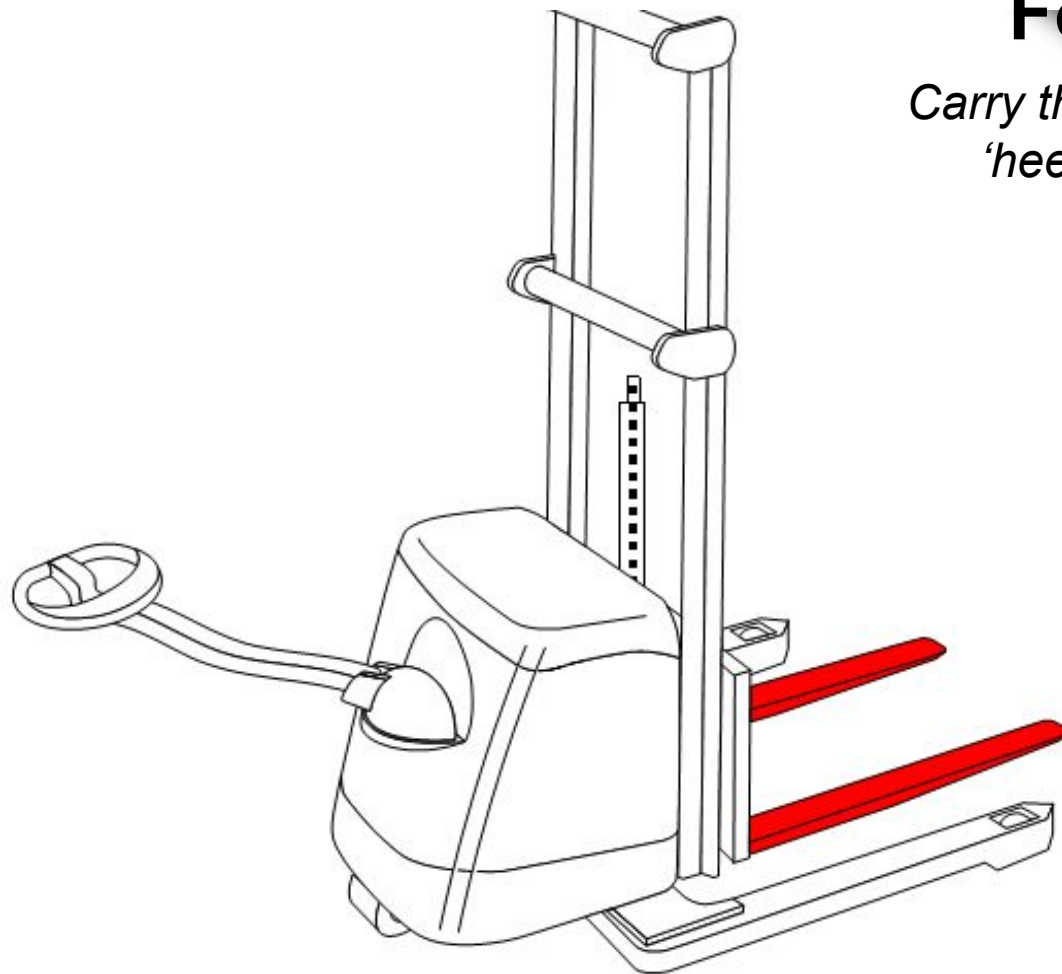
Battery Compartment



Main components of the truck

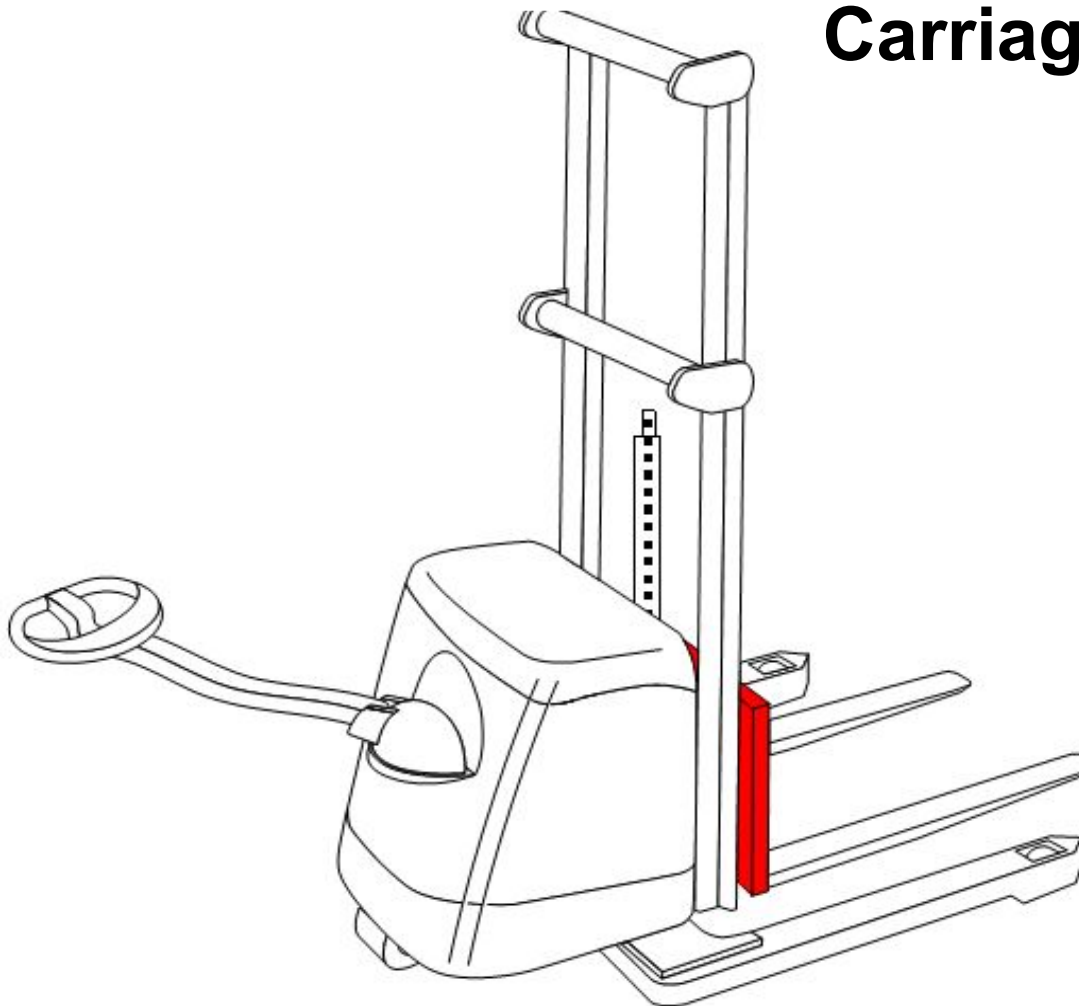
Forks

Carry the load, which should always be 'heeled' for safe lifting and travel

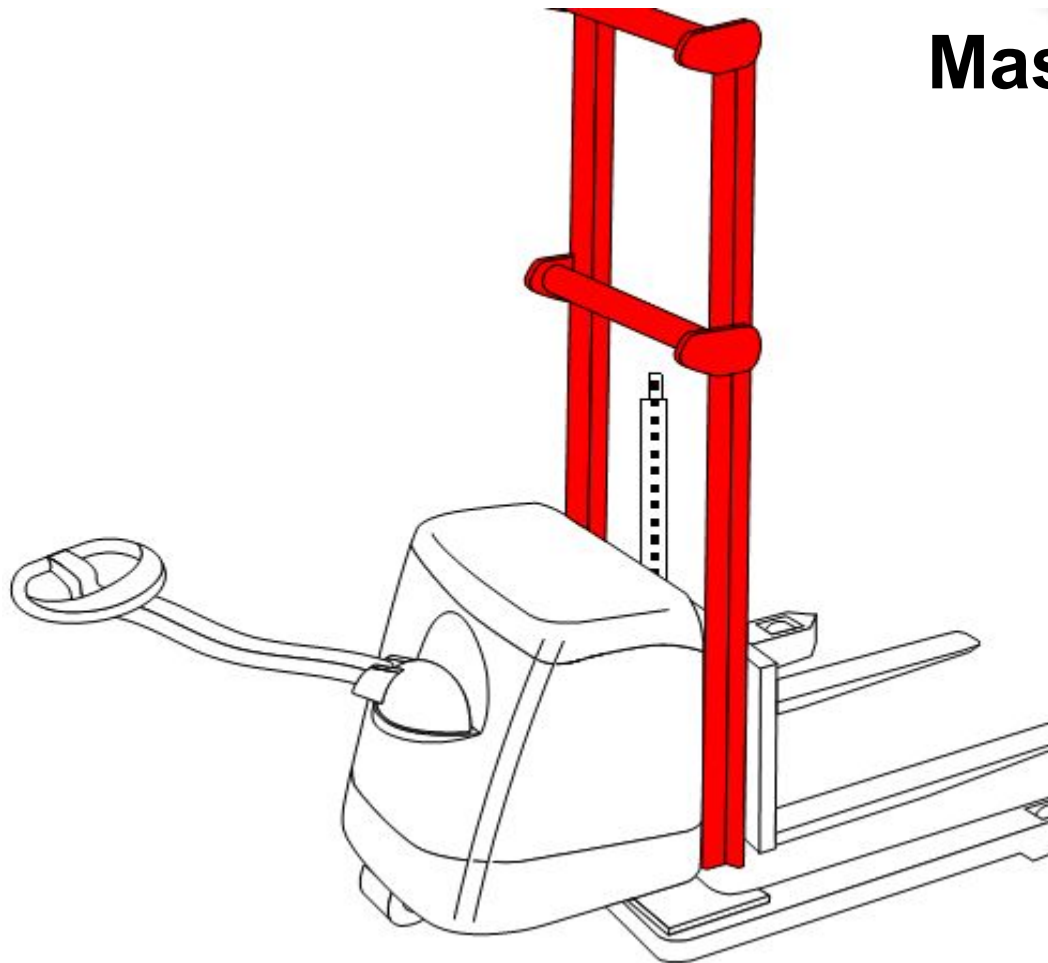


Main components of the truck

Carriage Plate



Main components of the truck

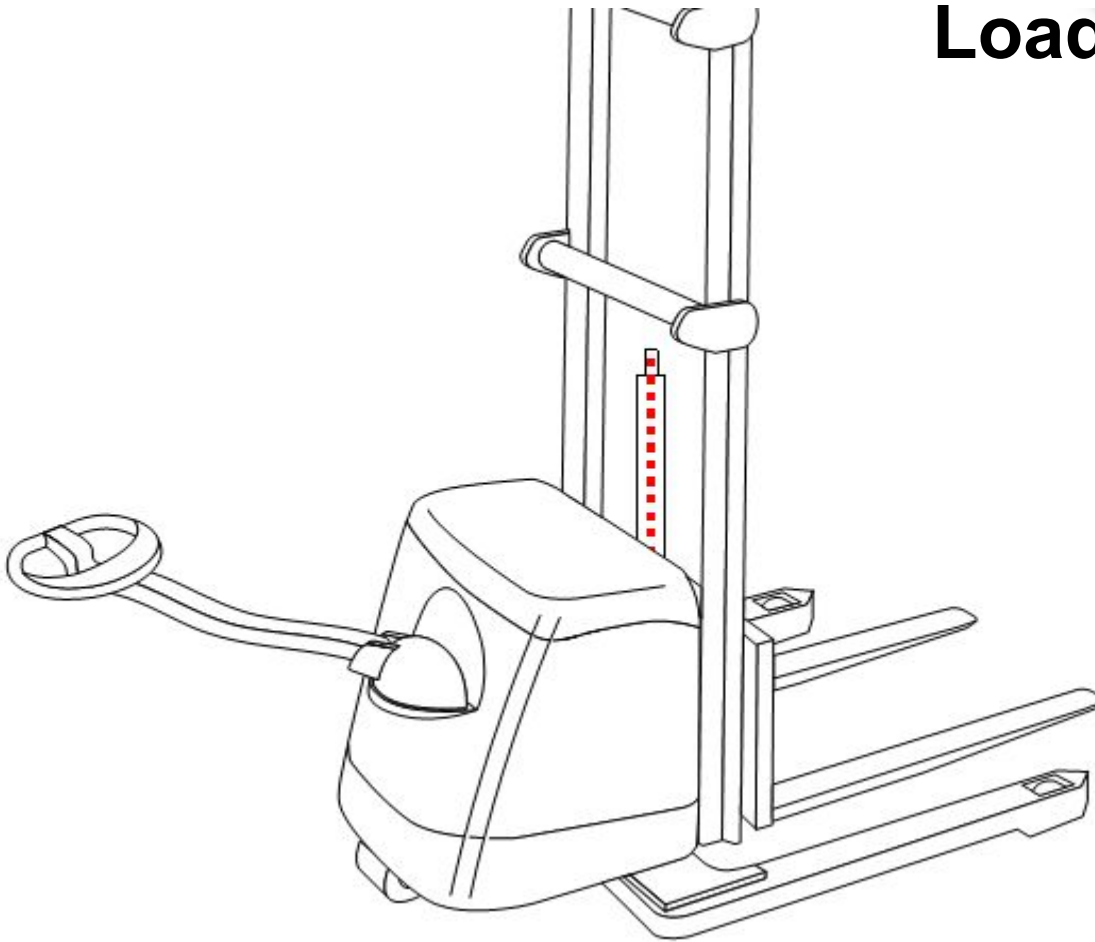


Mast/s



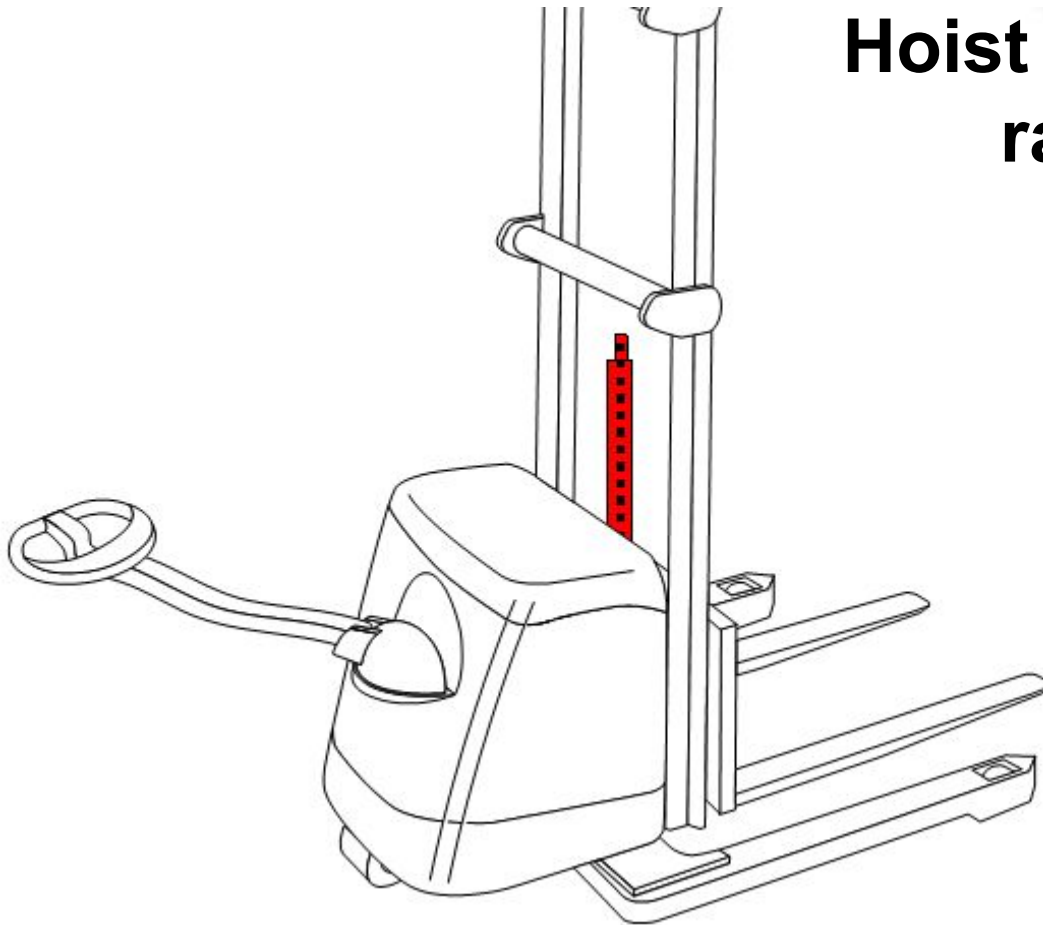
Main components of the truck

Load chain/s



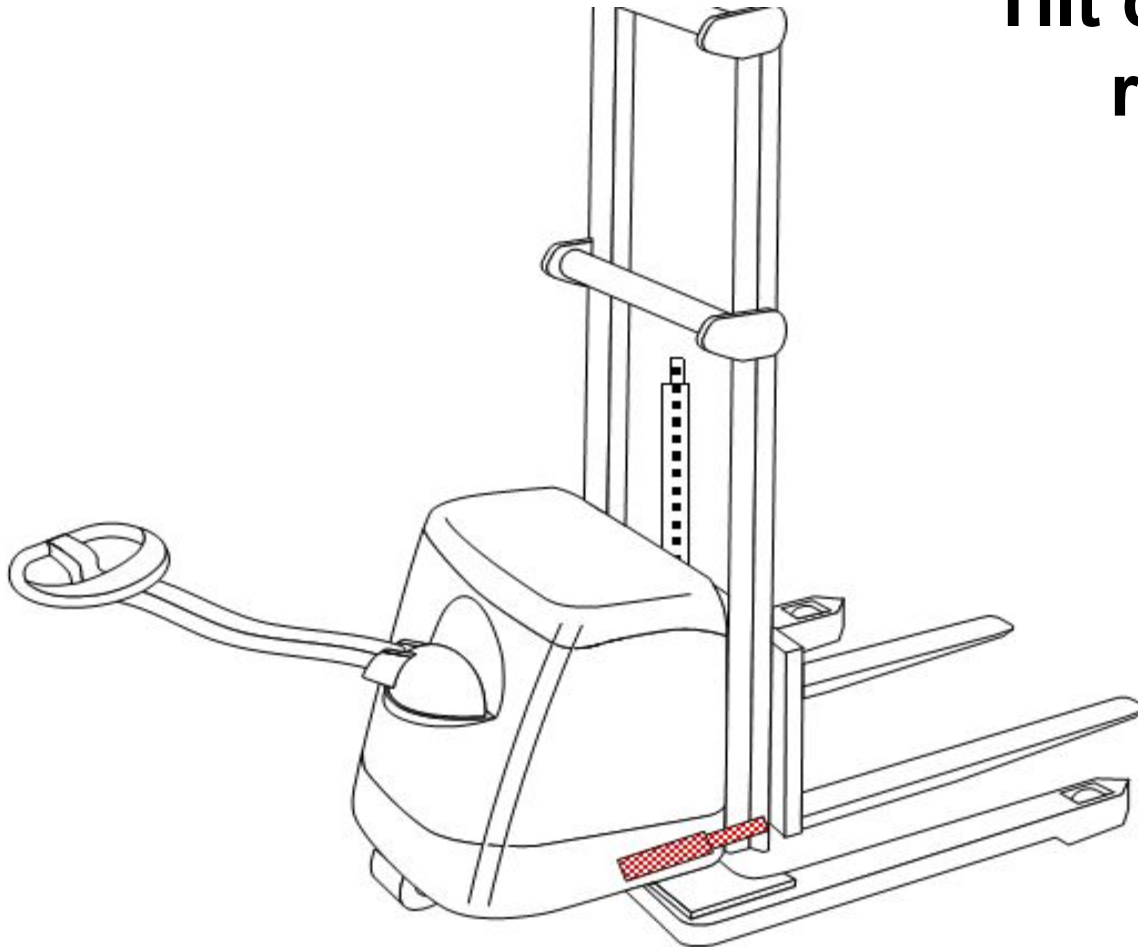
Main components of the truck

**Hoist cylinder
rams**



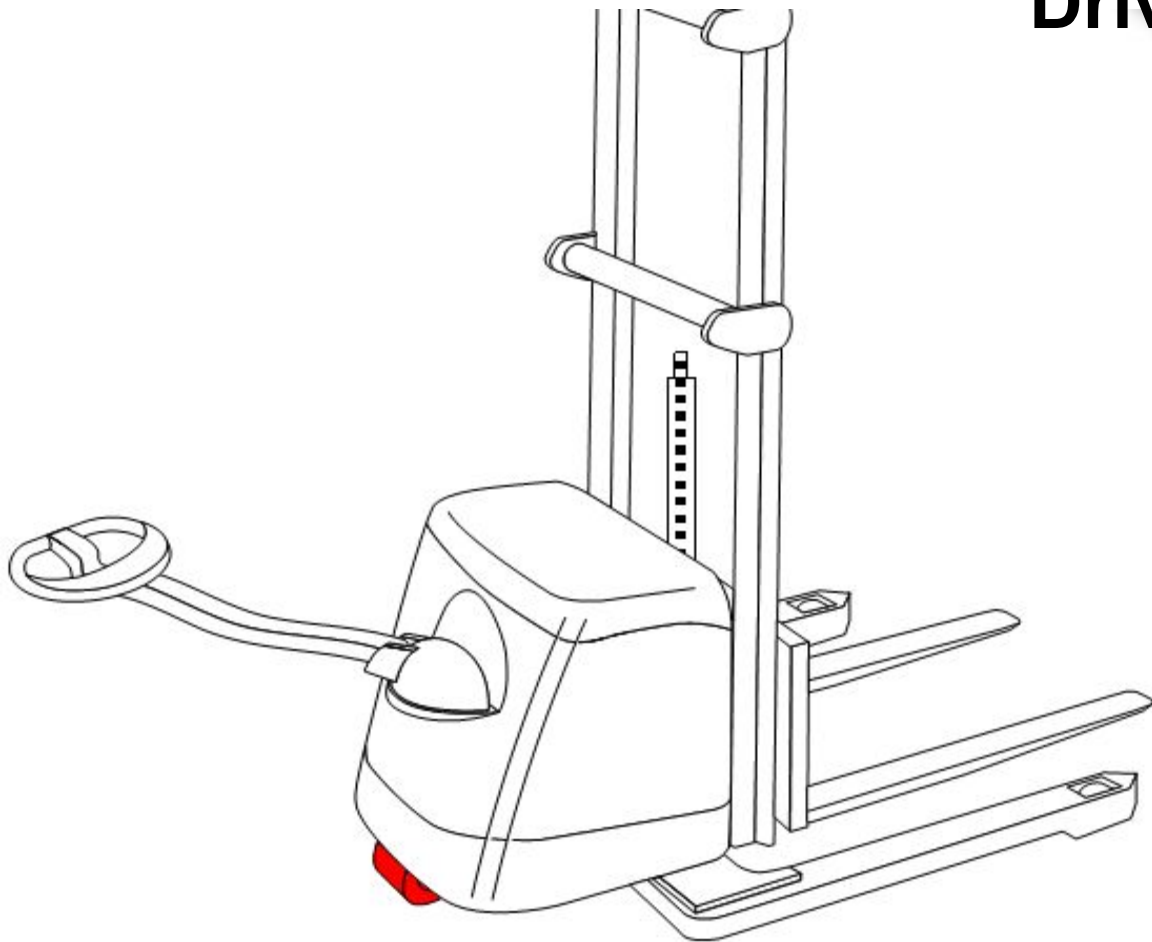
Main components of the truck

**Tilt cylinder
rams**



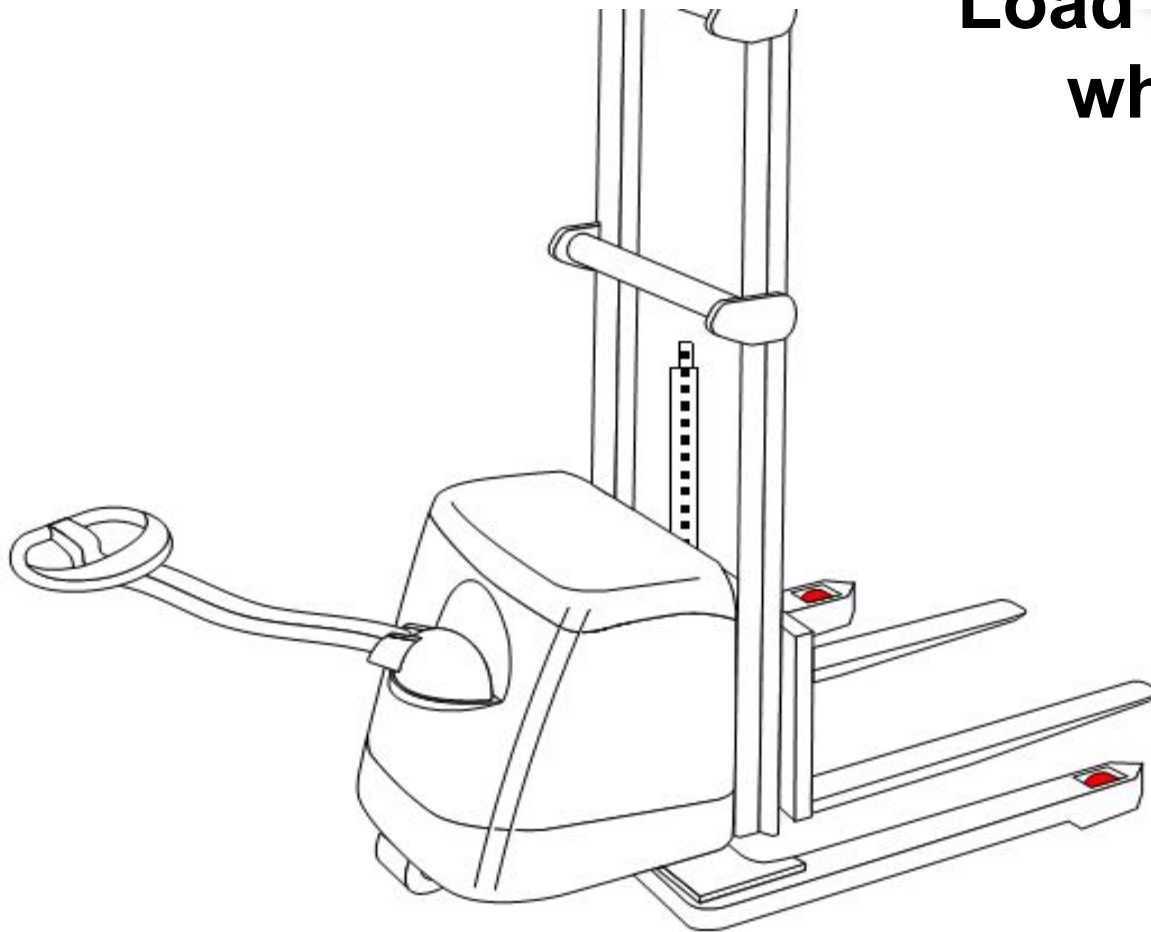
Main components of the truck

**Drive & steering
wheel**



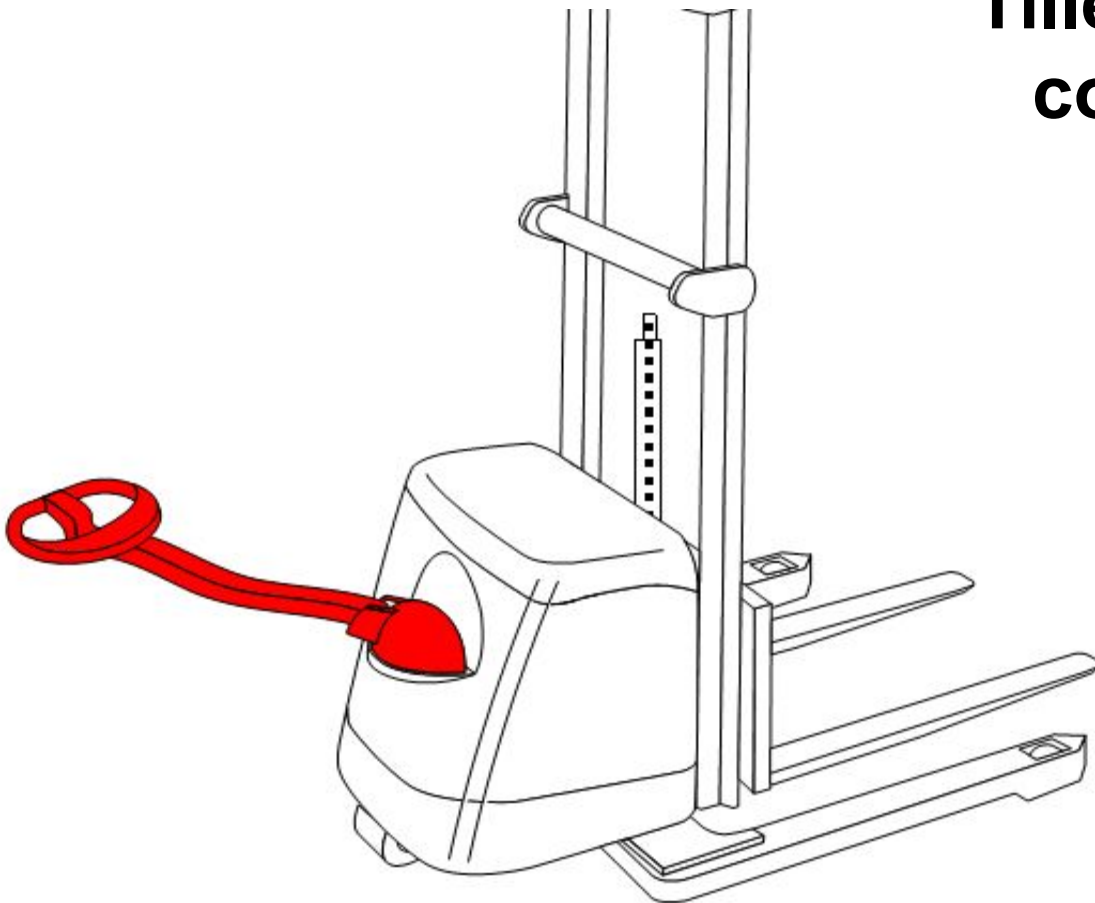
Main components of the truck

**Load bearing
wheels**



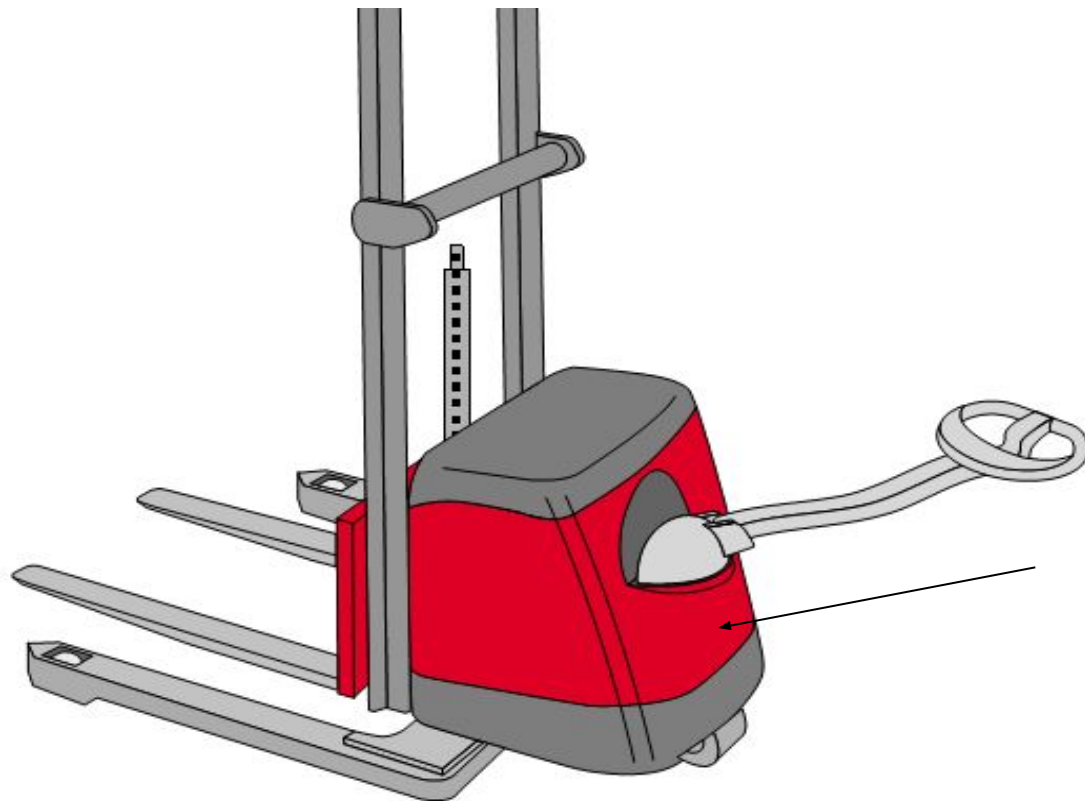
Main components of the truck

Tiller arm & controls



Main components of the truck

Ride on platform



General safe driving rules

■ Stay in control:

- Keep both hands on the steering controls at all times whilst the truck is moving
- Always travel at a speed suited to the load and conditions
- Avoid making sharp turns or sudden stops
- Ensure there is no manoeuvring of the truck while the forks are elevated
- Always apply the brake when operating the hydraulics



General safe driving rules

■ **Stay in control:**

- Always face the direction you are travelling. You may need to swap sides to aid vision in the turns.
- Keep limbs within the confines of the Truck.
- Drive in reverse where possible.
- Leave a minimum of 3 truck lengths when following a truck down an aisle
- Observe all Site specific distance rules.

General safe driving rules

■ **Mount / Dismount & Parking:**

- Ensure equipment has come to a complete stop before dismounting.
- Check for obstructions – do not twist body.
- Do not use Tiller arm for support.
- Ensure forks are lowered to the ground.
- Park where it will not cause obstruction or hazard.

