



MISC EQUIPMENT

Fork Lift Truck

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ONLY TRAINED AND AUTHORISED PERSONS TO USE THIS MACHINE

- Use this equipment to manoeuvre items

SAFE USE PROCEDURES

- Ensure “PRE-SHIFT” checks are completed before use of equipment
- Report any machinery defects immediately to your supervisor
- Ensure the correct type of truck is used for the operation
- Ensure all loads are secure and stable before moving
- Ensure the truck is capable of lifting the load
- Ensure you carry loads as near to the ground as practicable
- Drive at a speed appropriate with conditions. Slow down for wet, slippery or loose surfaces
- Do not carry passengers
- Do not leave the equipment unattended whilst it is in motion or running
- Ensure keys are removed when the truck is not in use
- Ensure you follow guidance issued under training programme for the truck (e.g. RTITB, ITTSAR, CITB)

MACHINE MAINTENANCE & CLEANING

- Maintain the truck in accordance with your training and the manufacturer’s instructions

LIMITATIONS

- See manufacturer’s instructions for limitations of use

ABOUT THE BWF



The British Woodworking Federation is the leading representative body for the woodworking and joinery manufacturing industry in the UK. The BWF currently has over 500 members drawn from manufacturers, distributors and installers of timber doors, windows, conservatories, staircases, all forms of architectural joinery including shopfitting, timber frame buildings and engineered timber components, as well as suppliers to the industry. The total turnover of the BWF's membership in 2007 was approximately £552 million.

As well as representing and promoting the industry, the BWF offers its membership a range of free comprehensive and tailored services including specialist technical, legal, employment, health & safety, environmental and other business related advice, and a range of resources through our website. Members also receive heavily discounted rates for chain of custody, ISO9000 & ISO14000 certification, health & safety audits, insurance, technical consultancy, window energy ratings, product testing and other useful services.

If you would like more information on membership or how to join, please contact the BWF on 0844 209 2610 or visit our website: www.bwf.org.uk

ABOUT THE WITFORUM



The Woodworking Industry Training Forum is the BWF's campaign to improve training provision for the woodworking industry. The Forum has four simple aims:

- To provide for members to express their training needs and have a stake in their own future
- To increase the provision of woodworking and joinery skills training
- To help trainers provide their students with the skills the industry needs
- To promote woodworking as a career.

The WITForum offers a range of subsidised training opportunities for members including management & supervisory, health & safety, estimating, and many more. The Forum can also offer advice on funding and other training opportunities for you and your staff.

If you are a BWF member, you become part of the WITForum for free, or you can join separately for a minimal annual fee and take advantage of its courses and other resources. For more information on the WITForum or how to join, please call 0844 815 9981 or visit the website: www.bwf.org.uk/training