

2H. Fork Lift Truck (FLT), Mobile Elevated Work Platforms (MEWP), battery operated buggies, bicycles and motor vehicles.

See STFC [SHE Code 2: Safe movement of vehicles on STFC sites](#)

Scope

FLTs and MEWPs operate within storage areas, construction areas and on site roads on STFC sites. They are used for manoeuvring equipment/providing temporary access to elevated work areas.

Battery operated buggies (“golf buggies” etc.) and bicycles are used for deliveries and occasional travel between areas of site. The basic requirements for the safe use of these two types of vehicle on the roads of STFC sites are given in STFC [SHE Code 2: Safe movement of vehicles on STFC sites, Appendix 1](#). Battery operated buggies and bicycles **are** items of work equipment.

Selection, Maintenance, Use and Inspection of FLTs and MEWPs

Fork Lift Trucks and Mobile Elevated Work Platforms must:

- Be suitable for the environments in which they are operating. Consideration should be given to:
 - Where the FLT/MEWP will be used. Gas/diesel powered FPTs should only be employed in open ventilated work environments. Where electric FLTs are required consideration should be given to where they will be re-charged. Re-charging should only be undertaken in open ventilated environments to guard against the generation of explosive atmospheres;
 - What loads/personnel will be carried; and
 - How often and for how long the FLT/MEWP will be used;
- Only be operated by qualified staff. Training must be relevant for the type of FLT/MEWP operated, see Appendix 4. All FLT/MEWP drivers must have an STFC “Permit to Drive” for insurance purposes;
- Be subject to an inspection and maintenance regime – carried out by the operator - in line with the guidance given in the table at the end of this section; and Undergo a regular statutory inspection – as required under the Lifting operations and Lifting Equipment Regulations 1998 (See also STFC [SHE Code 26: Safe use of lifting equipment and lifting accessories](#))

Additionally staff operating FLTs and MEWPs:

- Must have an adequate level of fitness. If necessary following illness or injury, occupational health medical opinion should be sought regarding fitness to operate.

Operators should be medically screened for fitness before employment, see [SHE code 24 “Occupational health surveillance and health screening medicals” Appendix 1](#)

To help ensure the safety of others:

- Pedestrians should be excluded from areas where FLTs/MEWPs operate, so far as is practicable; and
- Keys must always be removed from FLTs/MEWPs when they are not in use to prevent inadvertent usage.

- MEWPs should not be used as a crane to lift equipment/materials through the use of slings or other lifting accessories. MEWPs can be employed to lift people, materials and tools located on the working platform/carrier provided the Safe Working Load (SWL) is not exceeded.

Frequency of Check	Items to be Checked/Maintained
Every shift or start of days use	Tyre pressures: Pneumatic tyres should be inflated to the proper pressure. Tyres should also be checked for damage, for embedded material and cuts and bubbles.
Every shift or start of days use	Parking brake, service brakes, and steering gear to ensure they are working efficiently.
Every shift or start of days use	Fuel, water and oil in internal combustion engine powered vehicles for leaks and correct levels.
Every shift or start of days use	Batteries of battery-operated lift trucks to check that they are adequately charged and leak free, that the charger is switched off, the charge lead disconnected and properly stored, and the battery retention device is in place.
Every shift or start of days use	Systems for lifting, tilting and manipulation, including attachments. These should be working properly. Hydraulic systems should be free from leaks and hydraulic fluid levels should be correct when the fork arms are in the parked position.
Every shift or start of days use	Audible warning signal.
Every shift or start of days use	Lights.
Every shift or start of days use	Mirrors, if fitted.
Weekly	An operational check of the steering gear, lifting gear, condition of the battery and other working parts.
Weekly	The condition of the mast, fork arms, attachments, tyres and any chains or ropes used in the lifting mechanisms, and , if fitted, the operator restraint.
Weekly	Security of the overhead guard and load back-rest extension.

Selection, Maintenance, Use and Inspection of battery operated buggies and bicycles

All battery operated buggy drivers must have an STFC “Permit to Drive” for insurance purposes.

Battery operated buggies and bicycles should undergo regular pre-use checks by their users.

Checks should ensure that:

- Tyres are correctly inflated and in good condition; and
- Brake, reversing and indicator lights are working for battery operated buggies and front and rear lights are working on bicycles.

Any maintenance carried out on battery operated buggies and bicycles - with the exception of pumping up the tyres or replacing light batteries – should be recorded, and those records maintained for the life of the vehicle. This includes records of when the vehicle is charged for battery operated vehicles.

Selection, Maintenance, Use and Inspection of motor vehicles

All drivers of motorised vehicles, including but not limited to: cars; vans; delivery vehicles; cranes; passenger vehicles; must have an STFC "Permit to Drive" for insurance purposes, and by implication a valid driver's license.

As any car, motor vehicles should undergo regular pre-use checks by their drivers, including but not limited to ensuring that:

- Tyres are correctly inflated and in good condition;
- Rear and wing mirrors in place and adjustable; and
- Front, brake, reversing and indicator lights are working.

Any maintenance and MOT test carried out on motor vehicles – should be recorded, and those records maintained for the life of the vehicle.