

Stackers Training

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PEDESTRIAN STACKER COURSE MANUAL

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STACKERS TRAINING LTD

OPERATORS SAFETY GUIDE – Pedestrian Stacker

➤ H.A.S.A.W. 1974

- **The Employer has a responsibility to provide:**
 - Information
 - Instruction
 - Training
 - Supervision
- The Employer under the H.A.S.A.W. 1974 is responsible for the unsafe actions of the employee during the operation of a pallet truck.
- **The Employee has a responsibility to:**
 - Take a reasonable amount of care of themselves and others who may be affected by their acts or omissions.
 - To co-operate fully with management and other persons in all matters relating to health, safety and welfare.
 - To correctly use all work items and not to interfere with or recklessly misuse anything.

➤ **The Provision and Use of Work Equipment Regulations 1998 (PUWER)** requires that adequate health and safety information and written instructions are provided.

➤ A pedestrian stacker may only be used/operated by a trained operator.

➤ The employer and the operator are responsible for the safe use and operation of a pedestrian stacker.

Types of truck

Low level: moves pallets at ground level.

Medium level: stacks pallets to eye level.

High level: stacks pallets to above eye level.

Main duties of the Operator

Only operate the truck if you are trained and authorised to do so.

- Operate machine safely and without risk.
- Operate machine in compliance with manufacturer's instructions.
- Do not operate the truck if it requires repair or is in any way unsafe.
- Ensure machine remains stable and safe when in use.
- Never abuse, ignore or override any limit switches/safety switches.

Safety Instructions

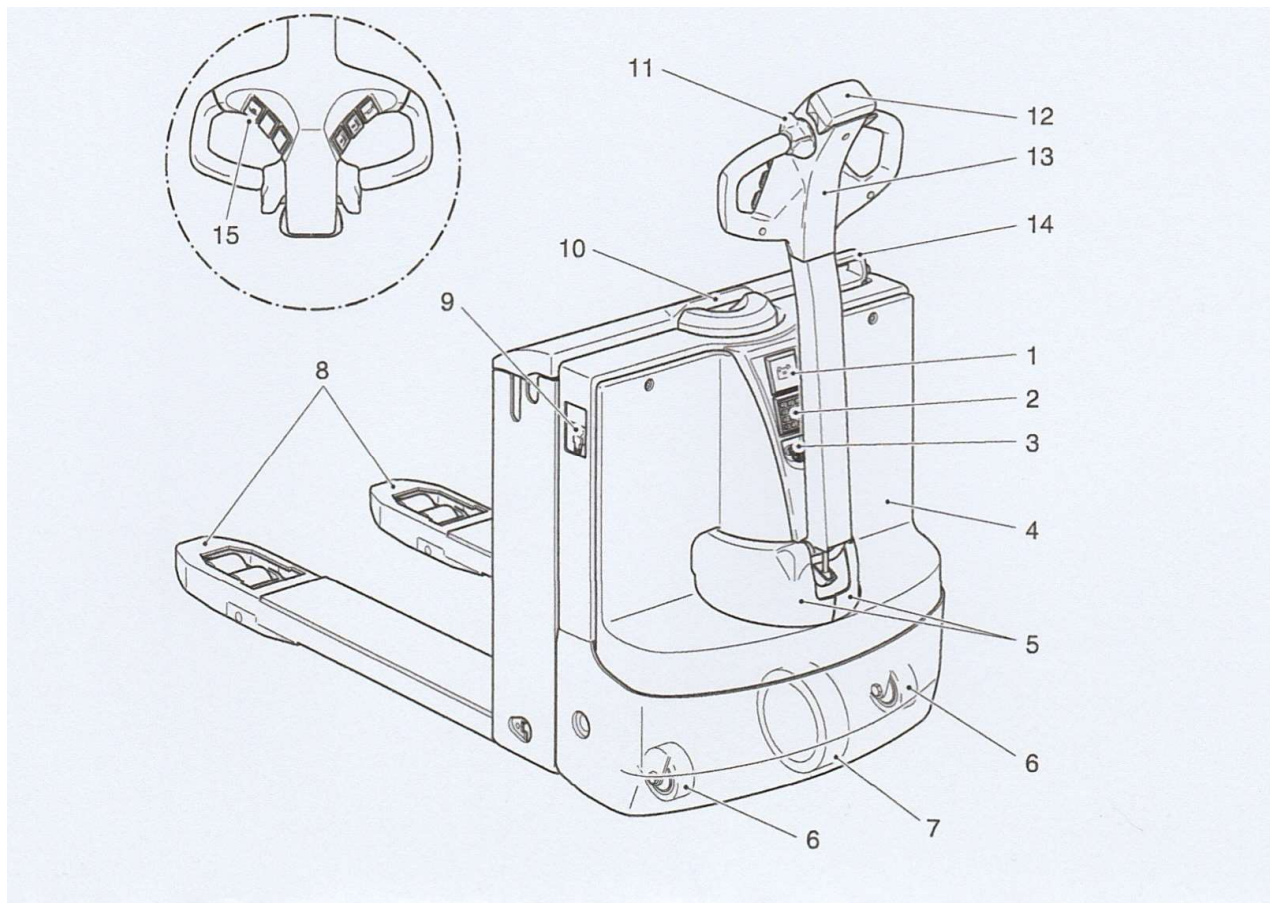
Do not:

- Put your foot or hand under or into the lifting mechanism.
- Allow anyone to stand in front of or behind the truck when it is moving or lifting/lowering.
- Overload the truck – check the maximum capacity.
- Put your foot in front of the wheels.
- Lift people. People could fall down and suffer severe injury
- Use the truck on side sloping ground.
- Use the truck with an unstable or unbalanced load.
- Park the truck on inclined surfaces.
- Use an open flame near the truck.

Always:

- Watch for differences in floor levels when operating. The load could fall down or the truck could become unstable.
- When travelling on inclines, keep the load facing uphill. Do not travel on inclines more than specified in the technical data.
- Keep watching the condition of the load. Stop operating the truck if the load becomes unstable.
- Clean up any hydraulic fluid, oil, or grease that has leaked or spilled on the floor
- When operating an electric pallet truck, the operator should wear safety shoes.
- Switch off the truck when not in operation.

Component Parts of Pedestrian Stacker



- 1 Battery condition indicator
- 2 Keypad
- 3 Key switch
- 4 Front cover
- 5 Drive cover (2 sections)
- 6 Supporting Wheels
- 7 Drive Wheel
- 8 Forks
- 9 Charging Point
- 10 Battery Cover
- 11 Tiller arm/control column
- 12 Dead man button
- 13 Control Shaft
- 14 Battery plug (emergency stop)
- 15 Variable speed control/direction

Daily Inspection for the Operator.

Do not use truck if any malfunction is found. Report to your manager/supervisor

Check for the following:

- 1 Tyre/wheel condition
- 2 Battery Charge Indicator – indicates amount of charge in battery
- 3 Emergency Battery Disconnect/cut out switch
- 4 Lift/lower system
- 5 Tiller Arm (controls steering of truck).
- 6 Guards and Covers
- 7 Warning Signage/Capacity plate (will show maximum lifting capacity)
- 8 Check floor for leaks – clean up any leaked hydraulic fluid and report fault to appropriate person.
- 9 Horn
- 10 Steering
- 11 Direction/speed control (speed control usually variable and operates in both directions)
- 12 Lift/lower
- 13 Control Buttons
- 14 Hour meter
- 15 Brake – brake should operate with tiller arm in upright position and fully down position.
- 16 Dead man button – operates forward direction.
- 17 Fault reporting procedure (there should be a fault reporting procedure in place, please familiarise yourself with it).

Operation of the truck

Driving lanes and work areas:

Only such lanes and routes that are specially allocated for truck traffic must be used. Unauthorized persons must stay away from work areas. Loads must only be stored at places specially provided for this purpose.

Driving conduct:

The travelling speed must be adapted to the prevailing local conditions. The truck must be driven at slow speed when negotiating bends or narrow passages, when passing through swing doors and at blind spots. The driver must always observe an adequate braking distance between the fork lift truck and the vehicle in front and he must be in control of his truck at all times. Sudden stopping (except in emergencies), rapid U-turns and overtaking at dangerous or blind spots is not permitted.

Visibility:

The driver must look in the direction of travel and must always have a clear view of the route ahead. When loads blocking the view are carried, the fork lift truck must be driven with the load at the rear. If this is not possible, a second person must walk in front of the truck to give suitable warnings.

Negotiating slopes and inclines:

Negotiating of slopes and inclines is permitted only when they are recognised lanes, when they are clean and non-slipping, and when the technical specification of the truck permits safe driving on such slopes or inclines. Loads must always be carried facing uphill. U-turns, cutting obliquely over slopes or inclines and parking of the truck on slopes or inclines is not permitted. Inclines must only be negotiated at slow speed, with the driver ready to brake at any moment.

Use of lifts and driving on loading platforms:

Lifts and loading platforms must only be used if they are of adequate load bearing capacity, if suitable for driving on, and if authorised by the employer to do so.

The truck operator has to satisfy himself accordingly before driving into lifts or on to loading platforms. The truck must enter lifts with the load in front and must take up a position which does not allow it to come into contact with the walls of the lift shaft.

Persons riding in the lift together with the truck must only enter the lift after the fork lift truck has come safely to a standstill, and must leave the lift before the fork lift truck.

Nature of loads to be carried:

The operator must make sure that the load is in a satisfactory condition. Only carry loads that are positioned safely and securely. Use suitable precautions, e.g. shrink wrap or tape to prevent parts of the load from tipping or falling down.