

FORKLIFT AND PALLET TRUCK OPERATION

ACTIVITY RAMS — ADAPT TO SITE BEFORE USE

Compounds and stores · masted and rough-terrain forklifts · pallet trucks · offloading · stacking

KD-RA-LG-001 Rev A0

Statutory basis: PUWER 1998 regs 4, 5, 6 and 9 for suitable, maintained and inspected trucks and trained operators; LOLER 1998 regs 8 and 9 for lifting with the truck and thorough examination of its lifting parts; HSE HSG144 (2nd edition, 2009) for traffic routes, segregation and reversing; DSEAR 2002 for LPG, fuel and battery charging; CDM 2015 regs 13 and 15. This document is the recorded safe system of work required by HSWA 1974 s.2(2)(a) and MHSWR 1999 regs 3 and 5.

1 DOCUMENT AND PROJECT IDENTIFICATION

RAMS REFERENCE	PROJECT / SITE REF	SITE NAME AND ADDRESS	DATE PREPARED	NEXT REVIEW DATE
CLIENT / PRINCIPAL CONTRACTOR	PLANNED START	DURATION	OPERATIVES	SUPERVISING THE WORK

2 SCOPE OF WORKS

Operation of counterbalance, rough-terrain masted and industrial forklift trucks and powered pallet trucks in site compounds, stores and loading areas: offloading and loading delivery vehicles, moving palletised materials, stacking, parking, and LPG cylinder changes, refuelling and battery charging.

This document does not cover: telehandler operations (KD-RAMS-PL-001), plot distribution on housing sites (KD-RAMS-SL-006), gate and site-road marshalling (KD-RAMS-SL-004), and lifting people on forks or pallets — never.

SITE-SPECIFIC SCOPE, LOCATIONS AND LIMITATIONS

3 RISK ASSESSMENT — SCORE EACH RISK FOR THIS SITE, THEN ADD WHAT IS MISSING

The hazards and controls below are the starting point for this activity, written by a working main contractor. They are not complete for your site until a competent person has scored each risk, added the site-specific hazards, and struck out anything that does not apply. Rate risks High / Medium / Low before and after controls.

1. Truck overturn — slopes, turning with a raised load, rough ground

At risk: Operator, those nearby

Controls: Loads carried low with the mast tilted back; laden trucks travel with the load uphill, unladen trucks with the forks facing downhill; no turning on or driving across a slope; powered pallet trucks used on slopes only as the manufacturer permits; operator restraint worn where fitted — in a tip-over the operator stays in the cab and holds on.

INITIAL (H/M/L)	RESIDUAL (H/M/L)	SITE-SPECIFIC ADDITIONAL CONTROLS, OR N/A	ACTION OWNER	BY WHEN

2. Pedestrians struck in compounds, stores and loading areas

At risk: Everyone in the area

Controls: Pedestrian routes separated by barriers, not paint alone, to the site traffic plan and HSE HSG144 (2nd edition, 2009); pedestrians kept out of the loading area while the truck works; reversing reduced by layout; horn, beacon and lights checked each shift; nobody walks beside or behind a moving truck.

INITIAL (H/M/L)	RESIDUAL (H/M/L)	SITE-SPECIFIC ADDITIONAL CONTROLS, OR N/A	ACTION OWNER	BY WHEN

3. Load falling from the forks or from stacks

At risk: Operator, others nearby

Controls: Load weight and load centre within the truck's capacity plate for the lift height; forks spread and fully under the pallet; damaged pallets not lifted; nobody under raised forks; stacks built square on level bearers and racking loaded only to its load notice.

INITIAL (H/M/L)	RESIDUAL (H/M/L)	SITE-SPECIFIC ADDITIONAL CONTROLS, OR N/A	ACTION OWNER	BY WHEN

4. Mast or load striking overhead obstructions and cables

At risk: Operator, others nearby

Controls: Headroom checked on routes, doorways and stores; overhead cables, pipework and racking beams marked; mast lowered before travel; no lifting under or near overhead cables.

INITIAL (H/M/L)	RESIDUAL (H/M/L)	SITE-SPECIFIC ADDITIONAL CONTROLS, OR N/A	ACTION OWNER	BY WHEN

5. Delivery vehicle moving while it is being offloaded

At risk: Operator, driver

Controls: Vehicle on level firm ground, engine off, brakes on and the driver out of the cab in a safe waiting area in view; the driver checks straps and curtains before the truck approaches; loads that have shifted in transit assessed before the forks go in.

INITIAL (H/M/L)	RESIDUAL (H/M/L)	SITE-SPECIFIC ADDITIONAL CONTROLS, OR N/A	ACTION OWNER	BY WHEN

6. Untrained drivers, passengers and mechanical failure

At risk: Operator, everyone nearby

Controls: Only operators with accredited training for that truck type, a site authorisation and recorded familiarisation on the model drive; no passengers, ever; pre-use checks each shift recorded — brakes, steering, horn, lights, tyres, mast chains, forks and hydraulics — with any defect taking the truck out of use; thorough examination of the lifting parts kept in date; keys held at the control point when not in use.

INITIAL (H/M/L)	RESIDUAL (H/M/L)	SITE-SPECIFIC ADDITIONAL CONTROLS, OR N/A	ACTION OWNER	BY WHEN

7. Fire or explosion at LPG changes, refuelling and battery charging

At risk: Operator, others nearby

Controls: LPG cylinders changed in the open by trained operators with valves checked for leaks; diesel refuelled only at the designated point with the engine off and a spill kit present; batteries charged in a ventilated area away from ignition sources; no smoking at any of these points.

INITIAL (H/M/L)	RESIDUAL (H/M/L)	SITE-SPECIFIC ADDITIONAL CONTROLS, OR N/A	ACTION OWNER	BY WHEN

8. Exhaust fume in enclosed stores

At risk: Operators, store staff

Controls: Engine-driven trucks not run in enclosed or poorly ventilated stores — electric trucks or pallet trucks are used there.

INITIAL (H/M/L)	RESIDUAL (H/M/L)	SITE-SPECIFIC ADDITIONAL CONTROLS, OR N/A	ACTION OWNER	BY WHEN

9. Poor compound ground — potholes, ruts, ice, soft spots and kerbs

At risk: Operator, others nearby

Controls: Routes and stacking areas kept level, drained and repaired — potholes and ruts filled, not driven round; ice gritted before the truck runs; soft ground after rain checked before loaded travel; kerbs, drainage covers and edges marked; truck type matched to the surface.

INITIAL (H/M/L)	RESIDUAL (H/M/L)	SITE-SPECIFIC ADDITIONAL CONTROLS, OR N/A	ACTION OWNER	BY WHEN

Site-specific hazards not listed above — every site has at least one:

HAZARD	WHO IS AT RISK	CONTROLS	INITIAL H/...	RESIDUAL...	ACTION OWNER	BY WHEN

4 METHOD — SEQUENCE OF WORK

- 01 Confirm the operator's accredited training for the truck type, site authorisation and familiarisation on the model.
- 02 Carry out and record the pre-use checks; any defect stops the truck with the key removed.
- 03 Check the working area: pedestrian routes barriered, loading area clear, ground firm, level and free of ice, headroom and lighting adequate.
- 04 When a vehicle arrives, the driver parks on level ground, switches off, applies the brakes and waits in the safe area.
- 05 Assess each load — weight, load centre, pallet condition and any load shift — against the capacity plate.
- 06 Lift with the forks fully under and the mast tilted back; travel with the load low at walking pace, mast lowered, no passengers.
- 07 On slopes, keep the load uphill when laden and the forks downhill when unladen; never turn on or cross a slope.
- 08 Where the load blocks the view, travel in reverse looking in the direction of travel, or use a banksman.
- 09 Stack squarely onto level bearers or racking within its load notice; lower the forks before leaving the load.
- 10 Park on level ground away from routes and exits: forks lowered to the ground, brake on, engine off, key removed. Change LPG, refuel or charge only at the designated point.
- 11 Stop work if the ground, headroom, lighting or weather make the operation unsafe, or anyone enters the working area.
- 12 Report every near miss the same day.

SITE-SPECIFIC AMENDMENTS TO THE SEQUENCE

5 PLANT, EQUIPMENT AND MATERIALS

Forklift or powered pallet truck with capacity plate and thorough examination in date Pre-use check sheet Pallets fit for lifting	Barriers for pedestrian segregation; headroom markers Grit, and materials for repairing route surfaces Spill kit at the refuelling point; fire extinguisher at LPG storage and charging areas
INSPECTION / THOROUGH EXAMINATION REFS	COSHH ASSESSMENT REFS

6 PPE — THE LAST LINE OF CONTROL, NOT THE FIRST

Head protection Safety footwear	High visibility Gloves — task-rated	Eye protection Hearing protection
RPE TYPE, FACE-FIT STATUS, AND ANY OTHER PPE REQUIRED		

7 PERMITS REQUIRED BEFORE THIS WORK STARTS

No permit is normally required for this activity. The site's own rules may still require one — check before starting, and record any permit issued below.
 PERMITS ISSUED FOR THIS WORK (OR NONE)

8 EMERGENCY ARRANGEMENTS — COMPLETE FOR THIS SITE

FIRST AIDER AND LOCATION	NEAREST A&E	ASSEMBLY POINT
HOW THE ALARM IS RAISED	EMERGENCY ACCESS FOR THIS WORK AREA	SPILL / ENVIRONMENTAL RESPONSE

9 BRIEFING RECORD — EVERYONE WORKING UNDER THIS RAMS SIGNS BEFORE STARTING

By signing you confirm the contents of this RAMS have been explained to you, you understand the hazards and controls, and you will work to the sequence stated. Tell the supervisor if the work or the site does not match this document — work stops until it does.

NAME	COMPANY	SIGNATURE	DATE

10 PREPARED AND ACCEPTED

Prepared / adapted for this site by — I confirm I have adapted this document to the site, scored the risks, and that it describes how the work will actually be done.

PRINTED NAME	ROLE / COMPETENCE	COMPANY	SIGNATURE	DATE	TIME

Accepted for the site by — principal contractor or site manager review.

PRINTED NAME	ROLE	COMPANY	SIGNATURE	DATE	TIME

Review this RAMS if the work, the site or the law changes, and at least before each new phase of the works. Flatten the completed PDF before filing so the record cannot be silently edited.

R REVISION HISTORY

Every revision of this document, and every review that found nothing to change. The revision on the front of this sheet is the one you are holding — check kubitdocs.com for the current one before use.

Rev	Date	Class	What changed	Authorised by
D0	2026-09-11	first-issue	First issue.	— not yet approved —
A0	2026-09-11	review	Approved for issue by the author. Content unchanged from the reviewed draft; the draft status strip is removed. No independent third-party review has been carried out.	Author — director, UK principal contractor, SMSTS. Not an independent review.

Class: first-issue · material (the law, a control, a field or the scope changed — past buyers are notified) · editorial (wording or layout only) · review (checked, nothing changed) · withdrawal. Revision prefix D = draft, not approved and not for sale; A = approved for issue by the person named, on the date shown.