Telescopic handlers (telehandlers) can be used for a number of different tasks with in the quarrying environment. The following procedures are aimed at ensuring that telehandlers are used in a safe manner in all of their various functions.

Outlined below are a number of common activities in which a telehandler can be used. Opportunities for other activities may occur and guidance for the safe use of the telehandler in the situations should always be sought from the manufacturer/ supplier.

This procedure should be followed by all staff and contractors operating or working with telehandlers.

**Operator Training and Competence**

A person shall only operate the type of telehandler on which their assessment was carried out, e.g if the assessment was carried out on a type with no outriggers then a model with outriggers cannot be operated.

Persons shall only operate the telehandler for activities/ attachments, which they have been assessed as competent for forklift operations, use of man access platforms etc and there is written evidence of this attachment.

The site management prior to a person operating a telehandler on site shall issue a written authorisation.

**Daily Checks/Maintenance**

The operator shall, prior to use carry out a daily safety check in line with the TQP Loose Plant Policy and the Operations Handbook. The finding of which shall be recorded in the yellow Daily Safety Check Book – Forklift Truck/Telehandlers.

Routine maintenance should be carried out in line with the manufacturer’s recommendations contained within the operator’s handbook.

**Operation**

**General Travel**

Always ensure the route to be taken is free from obstacles.

Always ensure that the outriggers (where fitted) are fully lifted and retracted before moving.

If the telehandler is unloaded when travelling, the boom should be retracted full and the forks should be kept at height of 100 -50 mm above the ground. \* when attachments are fitted, position the boom in the ‘low carry’ (low carry position only available on JCB models) position so that the right hand mirror is not hidden from the operators view.

Loaded – loads should be carried as low as possible whilst still allowing for adequate ground clearance.

The operator must wear the seat belt provided.

**Lifting Operations**

Items should only be lifted to heights which are within the capabilities of the machine. The load charts must be consulted prior to any lift. You must assess the weight of the load before attempting to move it.

Check that the loads centre of gravity will not be more than 500 mm in front of the fork uprights and that the swing of the load is kept to a minimum. Ensure that the outriggers are fully extended and set down before starting the lift.

Soft ground conditions may require the use of spreading plates positioned beneath the feet of the outriggers to prevent them from sinking. Ensure the machine is not used in excessive wind speeds ( see operators handbook).

**Using forks**

Ensure that you load and unload on firm, level ground.

Forks should only be used for the lifting/ moving of loads which have been secured to a pallet or other purpose designed frame.

Forks on their own are not to be used to lift items in conjunction with chains or slings.

When an item is being lifted/travelled by means of forks and a pallet the machine should be driven uphill forward and reversed downhill.

**Operation with a Man Access Platform**

Only persons who have been assessed in the use of a Man Access Platform shall use the telehandler when a platform is attached. Only an approved and tested platform is to be used for the telehandler.

Ensure the platform is fitted correctly and securely before use. Ensure the area where the machine is being used is firm flat and level. Ensure that the outriggers are fully extended and are set down correctly before starting.

Ensure that a safe area around the machines operational range is established before starting the activity and that unauthorised people are kept out of this area at all times.

**Do not** dive the machine whilst the platform is occupied.

**Fork Mounted Hook**

Only use an approved lifting point and hook (see manufacturers handbook) the SWL must not be exceeded.

Only persons who have been certified in lifting and slinging shall sling loads.

Do not exceed the machines stability limits whilst lifting.

Always ensure that the traveling paths is clear of obstructions and is not excessively uneven of sloping.

If the load needs to be steadied this should be done by use of a rope attached to the load and held by someone well to the side of the load and in view of the operator at all times.

**Towing**

Ensure that the trailer/load to be towed does not exceed the safe towing weight for the machine being used (see manufacturers handbook)

Ensure a suitable hitch is provided on the load/trailer, which is compatible with the towing hitch on the telehandler.

All operations in which telehandlers are used should be covered within the sites general risk assessment document.

Where a telehandler is used for a ‘one off’ activity then a specific risk assessment should be carried out prior to that activity taking place.

Approved by

Mr M Ketcher

Director

The following rules/ procedures will be enforced by the Site Managers and the Directors.