

Answers to revision questions for NGC2 element 2

Answer 1 The following factors are at the forefront of the management of (fork)-lift truck operation:

- select suitable staff: they need to be at least 17 years old (other requirements apply in industry- specific regulations), medically fit and with the right disposition
- identify vehicles: different types of lift truck and attachments will require additional training
- identify work: the workplace environment, materials to be handled and work activities will impose additional training requirements
- identify training needs: by matching the individuals selected with the type of vehicle, work activity and workplace environment, a training programme can be developed in accordance with the Approved Code of Practice

(Remember that experienced operators may require conversion training.)

- provide training:
 - » either in-house or via a training centre
 - » ensure instructors are competent and adequate facilities are available
 - » training should cover: basic training, specific job training and familiarisation
- keep records: record the training undertaken by individual operators and certification awarded along with continuous assessment and test results
- authorisation: provide written authorisation to those allowed to operate lift trucks.
- monitor performance:
 - » keep an eye on operating procedures etc
- refresher training: provide as and when necessary
- health surveillance: provide routine medical checks for lift truck operators, particularly for those in middle age and above

Answer 2 Design and layout of vehicle traffic routes, checklist of key points:

- ensure roadways are wide enough for the largest vehicle likely to use them.
- take account of the maximum number of vehicles and pedestrians entering or leaving the premises at the beginning and end of each shift.
- design road systems to provide minimum travel distances between places where vehicles have to visit.
- where possible eliminate the need for vehicles to reverse by, for example, the introduction of one-way traffic systems.
- where possible eliminate sharp bends and blind corners; where this is not possible provide suitable warning signs and mirrors
- keep road junctions and rail crossings to a minimum
- ensure entrances and gangways are wide enough to provide sufficient space to accommodate vehicles stopped for checking from causing obstructions
- ensure there are clear direction signs and identification markings on doors and buildings to help avoid driver error and unnecessary traffic movement

... continued ...



Answer 3 Pedestrian routes need to be kept clear and unobstructed. The following key points are worth stressing with regard to pedestrian traffic routes:

- do not allow trailing leads to create tripping hazards
- do clear up spillages quickly
- do replace or repair torn floor coverings etc
- do provide handrails on stairways and ensure stairs are well lit
- do not block passageways or corridors

Obviously, the above precautions refer to 'in the office'; management must also ensure that risk assessments also extend to encompass:

- pedestrian routes into and out of the building: do doors 'suddenly' open on to pavements, or on to vehicle routes
- car parking arrangements, and so on

Answer 4 General requirements concerning the conditions of floors and traffic routes:

- sound construction
- sufficient strength and stability to meet the required demands
- surfaces should be even and free of faults
- special attention must be paid to surfaces which are liable to become slippery, for example in a machine shop with its oils and lubricants; in such an environment, floors should be non-slip and every effort should be made to contain the inevitable spills by mounting the machines in 'trays' and carefully designing the system of pipes and valves by which the machines can be drained of coolant oils and other fluids
- when any spills or a leakages do occur, they should be cleaned up immediately
- floors and traffic routes which are open to the elements should have 'non-skating rink' surfaces which may need to be gritted in spells of freezing weather

Answer 5 People and vehicles, requirements of The Workplace Regulations:

- separation of pedestrians and vehicles
- careful design of crossing places
- signposting and the use of floor markings to indicate routes to be followed by internal vehicles
- 'restraining' barriers at sites where pedestrian routes suddenly emerge onto vehicle routes
- doors and gates
 - » use of transparent viewing panels
 - » safety features with power-operated doors
 - » safe use of upward opening doors
- consideration to be given to disabled people
- suitability of routes used by vehicles

... continued ...



- signposting of restrictions (headroom, presence of pedestrians, slopes, blind bends and so on)
- shielding and marking of dangerous obstructions such as overhead electrical cables or pipework
- protection of pillars and pipework from impact by vehicles (fork-lift trucks are very heavy - the author once saw such a truck drive into a set of storage racking at a snail's pace, but still causing an amazing amount of damage)