

BEST PRACTICE – SAFE TAIL LIFT OPERATION

This guide provides some basic information in the use and maintenance of Tail lifts / Pallet trucks in order to assist delivery drivers in making deliveries and collections safely. Over and above this, it is important that you refer to the relevant regulations and approved code of practices to familiarise yourself with your specific duties / requirements.



DELIVERY/COLLECTION HAZARDS TO CONSIDER

- Is there space to lower the tail lift safely?
- Can the vehicle be parked safely without causing an obstruction?
- Freight presentation – is the freight in a suitable condition to be moved?
- How heavy is the pallet, can it be manoeuvred without causing injury?
- Consider the ground surface including any slopes or inclines.
- Be aware of pedestrian activity and if possible restrict pedestrian access to the area.
- Consider other vehicles / vehicle movements in the delivery / collection area
- Plan and agree a suitable route to the point of the kerbside delivery
- Never let untrained persons assist with the delivery process!



TAIL LIFT CHECKS

- Check the platform (Damage etc)
- Check the operation (Functioning correctly)
- Check the power lead (Splits / fraying etc)
- Check the Safe Working Load (SWL)



PALLET TRUCK CHECKS

- Check the forks (Damage / excessive wear)
- Check the lift / lower function
- Check the Wheels (Damage / blockages)
- Check the manoeuvrability (Free moving)

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COLLECTION AND DELIVERY HAZARDS TO CONSIDER

- Collection and delivery hazards to consider
- Park vehicle in safe place
- Ensure enough space to lower tail lift
- Consider ground and camber
- Ensure the area is kept clear of vehicle and pedestrian movement
- Agree suitable route and point of delivery
- Assess weight and suitability of load for transit
- Check freight security, presentation, strapping/shrinkwrap
- Do not let untrained persons assist with delivery

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