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| **Date:** | 22.08.22 |  |  |  |  |  |  |  |  |  |  |
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| **Assessors Name:** |  | **Reference Number:** | HSMS RA 052 | **Review:** | Annually or sooner following an incident or significant change to the equipment/process. |
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| **Implemented By:** |  | **Signature:** |  | **Position:** |  | **Date:** |  |
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| **Description of task and assessment** |  Maintenance of Tele-Handlers  |  |
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| **Location Details** |  |

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| **Identified Hazards** | **Who may be affected** | **Initial Risk**  | **Control measures** | **Residual****Risk** | **Remarks** |
| Maintenance of the Tele-Handler  |  | **H** | * The manufacturer’s preventative maintenance instructions to be strictly complied with, if safety is to be maintained in use.
* The Site Manager of the person carrying out these checks should ensure that the machine is taken out of use for the period of time required to carry them out.
* Basic checks and inspections should be carried out in accordance with company instructions and the manufacturer's recommendations
* Daily Pre-use Checks - these are carried out at the start of every shift (or day) and include checks for damage and correct functioning of the tele handler
* Weekly Inspections - these are additional inspections to the pre-use checks.
* If there is a defect that affects the safe operation of the tele handler it must be reported to the Site Manager and the machine taken out of service immediately. If it does not affect the immediate safe operation of the tele handler the defect should be reported so that repairs can be carried out in a timely manner.
* It is the responsibility of the Site Management to ensure that the Operator maintains records in his Forklift Folder.
* If work has to be carried out under a raised boom suitable scotches or supports must be put in place before access is gained.
* Tele handlers should not be modified without the express written permission of the tele handler manufacturer. Unauthorised modifications will affect the warranty, invalidate the

CE marking and may compromise safety.* Operators may be required to carry out lubrication of certain items, such as the greasing of sliding parts, at specified intervals. They should only undertake such tasks if they are competent to do so and should be provided with the necessary equipment and instructions to carry this out safely.
* It is the responsibility of the site management to ensure that all tele handlers are adequately maintained in efficient working order and in a state of good repair. A record of maintenance should be kept for each telehandler.
* Operatives must wear chemical resistant nitrile gloves when undertaking maintenance and pre-use inspections.
* All inspections should be undertaken when the tele-handler is cold.
* Any hazardous products / waste should be stored and disposed of as per company and manufactures guidance’s.
* PPE must be worn by the operative specific to the products COSHH assessment / MSDS.
* Spill kits / Green Rhino EnviroPads must be readily available
* Any large spillages must be reported and company spill response procedures followed.
* All accidents/incidents must be reported to the site manager.
* It is the operative’s responsibility to ensure that the forklift is kept in good order/ clean and tidy, this includes insuring that windows and mirrors are kept clean.
* The foot well of the machine must be kept clean, operators to have access to a dust pad and brush.
* Operators that are not competent to do so must not under any circumstances perform maintained above basic level (Pre-use checks and greasing on the machine).
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| Tyres |  |  | * Tyres and tyre pressures should be checks as part of pre-use checks:
* Pressures should be checked daily when the tyres are cold
* Tyre pressures should be the same for all tyres on the telehandler and should be within +5% -0% of the manufacturers specified pressure, unless a different tolerance is specified by the manufacturer.
* Tyre pressure gauges should be of known accuracy.
* Where a tyre is found to be significantly under pressure, no attempt should be made to re-inflate it and return the machine to use. It is essential that the cause is investigated by a competent tyre specialist, as this may well be an indication of imminent tyre failure.
* Where tyres are frequently found to be under pressure the cause should be investigated by a competent tyre specialist, as this may well be an indication of potential tyre failure
* Tyre repairs are only to be carried out by a competent tyre specialist.
* When a tyre is being replaced, it is essential that the condition of the other tyres on the machine is assessed by a competent tyre specialist and appropriate action taken. This may include moving part worn tyres around to ensure that the telehandler is substantially level when standing on a flat level surface. If tyres on opposite sides of the telehandler are different sizes the boom will not be vertical when the machine is standing on level ground. This will cause the combined centre of gravity of the telehandler and load to move sideways, which may lead to instability.
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| Thorough Examination |  | **H** | * The Lifting Operations and Lifting Equipment Regulations 1998 (LOLER) require that all lifting equipment is thoroughly examined by a competent person at specified intervals. (Thorough examinations should be carried out by competent persons who are sufficiently independent and impartial)
* a period not exceeding 12 months if the telehandler is only used for lifting goods
* a period not exceeding 6 months if the telehandler is used for lifting persons
* After any major alteration or damage (event)
* Lifting accessories and lifting attachments are thoroughly examined at intervals not exceeding six months.
* In the case of a hired-in telehandler the actual undertaking of thorough examination is often delegated to the telehandler owner by the user. The user however, retains the legal responsibility for ensuring that thorough examinations are carried out.
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**Guidance Notes**

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| **LIKELIHOOD OF HARM** |
| **Highly likely** | **Possible** | **Unlikely** |
| **SEVERITY****OF****HARM** | **Fatal or major injury/ illness** | **High** | **High** | **Medium** |
| **Injury/ illness resulting in lost time** | **High** | **Medium** | **Low** |
| **Minor injury/ illness** | **Medium** | **Low** | **Low** |

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| **LOW** | **MEDIUM** | **HIGH** |
| **Continue with existing control measures and ensure all reasonably practicable measures to reduce the risk to as low as possible put in place. Monitor for changes. Implement any additional control measures required, within the timescales given in the****risk assessment.** | **May require additional reasonably practicable measures to reduce the risk to as low as possible. Must ensure regular ongoing monitoring of the task. Implement any additional control measures required, within the timescales given in the****risk assessment.** | **Requires attention to reduce the risk, implement reasonably practicable measures to reduce the risk as low as possible. Must ensure regular ongoing monitoring of the task. Implement any additional control measures required, within the timescales given in the****risk assessment.** |