

HAZARD and RISK ASSESSMENT		TOYOTA 8 SERIES 10, 15, 18, 20, 25, 30 and J35 FOUR WHEEL COUNTER-BALANCED SIT-DOWN RIDER FORKLIFT.		
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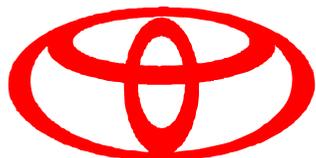
Model: _____ **Serial No.:** _____

Description: Toyota 8 Series Four Wheel Sit Down Counterbalanced Rider Forklift Truck for 8FG10, 8FG15, 8FG18, 8FG20, 8FG25, 8FG30, 8FGJ35, 8FD10, 8FD15, 8FD18, 8FD20, 8FD25, 8FD30, 8FDJ35, 8FGK20, 8FGK25, 8FGK30, 8FDK20, 8FDK25 and 8FDK30.

Material Structure: A steel framed rubber tyred, internal combustion engine powered / hydraulic fork lift truck which allows the driver to sit within an operator compartment and protected overhead by a fixed guard. Differences between models can be in transmissions, engine, fuel type and mast configuration. This risk assessment does not cover forklifts fitted with attachments, other than sideshift fitted with fork tynes to handle standard Australian pallets.

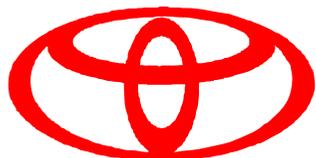
A risk ranking system based on AS/NZS 4360:2004 Risk Management.

	Potential Hazards	Control Methods:
1	Use by unauthorised or untrained personnel.	Ensure operator's manual has been read and understood by the operator. That the operator has also viewed the video on "Pro-Operator Pack, Forklift Safety – The Operators View". Only trained, licensed and authorised operators should use a sit-down counterbalanced forklift truck. Make sure daily safety and maintenance checks have been carried out at the beginning of each shift. Report any defects. When leaving the forklift unattended, always remove the key from the switch and apply the handbrake. Read and understand decals fitted to the forklift and ensure operator understands capacity plate.
2	Personnel injury, colliding with fixtures and damage to product.	Employers should ensure that a hazard & risk assessment is conducted for the operator's duties and that a "Safe System of Work" is in place. Have a speed limit policy in place for the site. Ensure all personnel are clear of forklifts when operating and where possible have clearly defined pedestrian exclusion zones where forklifts are operating. Never allow personnel to ride-on a forklift. Prior to moving off, check that the way is clear, also check in mirrors to ensure pedestrians are clear and take care if turning due to tail swing. Never travel with loads or fork tynes in an elevated position or with the mast/load tilted forward. Always lower load or fork tynes as close as possible to the ground and drive smoothly and avoid excessive braking. Ensure load is evenly distributed and is stable. Be aware of low heights created by doorways or racking and services such as pipes, beams, low lighting or power lines. Look where you are travelling and make use of rear view mirrors, use flashing lights if fitted and the horn. Fit and use end of aisle mirrors. Keep arms and limbs inside the confines of the operator's compartment. Have a policy in place for intersections and when entering and exiting doorways and buildings.



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3	Tip-over, lateral (sideways) and forward.	Many reasons exist as to why tip-overs occur. Always wear the seat belt, as tip-over is always a risk. Read the operator's manual and ensure it is understood and obey warning labels attached to the forklift. Do not exceed load rating on load rating label. Handle only stable loads. Never travel with loads or fork tynes in an elevated position or with mast tilted forward. If travel is required when fork tynes and or load is in an elevated position, do so at a very slow speed and keep braking to a minimum. Avoid travel on inclined surfaces and never turn on a gradient. If travel on a gradient is required, always travel with fork tynes and load pointing uphill. Always travel on smooth ground. Operators to follow the employers' Safe System of Work. Stay within the confines of the operator compartment if a tip-over occurs. Do not park on a slope or incline. If required due to an emergency chock the wheels.
4	Flammable fuels usage.	Always refuel or replace cylinders in an approved area. Outside of buildings is preferred but if fuelling inside ensure that area is well ventilated. Do not allow any sources of ignition into close proximity of fuels. Do not smoke or use naked flames when refuelling. Store fuels according to AS 1940 and display appropriate warning signs.
5	Slips, trips and falls when entering or leaving operator compartment.	Always enter and exit the operator's compartment from the left-hand side of the forklift. Ensure that footwear and entry foot areas are clean and free of oil, grease, dirt or debris. Never attempt to leave a forklift until it has stopped and the handbrake has been applied. Always use the grab handle and hand hold in the seat to provide body support when entering and exiting the forklift. Use two hands and one foot or one hand and two feet when entering and exiting the operator's compartment.
6	Exertion strain from LPG cylinder change (when fitted).	Provide written policy, procedures and training to operators, which address correct lifting, practices.
7	Scalding or burns.	Wait until engine and other components have cooled before attempting maintenance procedures. Never place hands or arms through the opening in the counterweight.
8	Hand or arm injury.	Always switch off the engine before opening the engine cover. Only trained technicians should work in the engine compartment if cover is lifted except for checking oil and water levels. Note, when checking oil level of the torque converter, the engine must be idling, on level ground and ensure handbrake is applied. Ensure hands and arms are kept clear of all moving parts. Never place hands or arms through mast section or outside the confines of the overhead guard.
9	Asphyxiation from exhaust fumes.	Always operate lift truck in an open area. If operator feels drowsy or nauseous they should stop the lift truck



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		and go to an area with fresh air and report the incident to management.
10	Personal injury when changing tyres fitted with a divided (split) rim or locking ring for bead.	Take care when removing the wheel from a forklift. Always deflate pneumatic tyres prior to removing the rim nuts from the forklift. Always ensure tyre is deflated prior to removing the locking ring or splitting the rim. When inflating pneumatic tyres fitted with a locking ring for the bead, place in a special cage to prevent injury. Note chock the wheel diagonal from the wheel to be changed. Take care when jacking up the forklift and always support the forklift prior to removing the wheel assembly.
11	Personal injury when adjusting the fork tynes	Take care when adjusting fork tyne spacing. Ensure pin is released prior to moving fork tynes and also pin is in place after adjusting the fork tynes.
12	Fall from height.	When lubricating lift chains on mast, do not climb on the forklift or put your hand on the mast or chain. Use a method that will prevent a fall.
13	Tip over from towing a forklift	Never use another forklift to tow a disabled forklift or for towing another vehicle. Refer to "Operator's Manual" for guidance.

Conclusion:

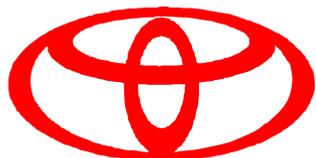
The Toyota series of four-wheel sit-down counterbalanced rider forklift trucks are manufactured to meet the stringent design and safety standards of Australian Standard AS 2359 *Powered Industrial Trucks* in all of its parts.

Safety features include:

- SAS (System of Active Stability) incorporates a swing lock cylinder. The SAS swing lock cylinder is based on the fact that the stability of a forklift changes constantly due to shifts in the balance of the load on the fork coupled with the speed and turning rate of the forklift. It changes the stability triangle to stability square by stopping the rear axle from swinging. This will provide more stability during turns.

Note: On forklifts fitted with dual wheels, the swing lock cylinder is not fitted.

- SAS active mast forward tilt angle control. This system detects the weight and height of the load and automatically controls mast forward tilt angle.
- SAS active mast rear tilt speed control. The rear tilt speed is limited when heavy loads are handled at high mast heights.
- Retractable seat belt.
- Active steering synchronizer. The operator can always tell the steer angle of the rear steer tires from the angle of the steering wheel.



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- Automatic fork leveling control. When the forks are tilted back, the operator simply presses a button on the tilt lever and the forks will automatically stop in a level position.
- Mast function controller. This system prevents the forks from being lowered when the engine is stopped.
- A digital multifunction display panel allows the operator at all times to understand the trucks essential information.
- Built in safety down valve is an integral part of the hydraulic system, which would reduce the rate of load decent should a failure (burst) occur in the hydraulic hoses or couplings.
- The truck is fitted with an overhead guard and load backrest, which prevents insecure loads from entering the operator's area. For small items additional protection maybe required.
- Audible alarm fitted (horn).
- Key switch for restricting use to authorised operators.
- Operator manual and video are provided with each forklift truck that gives warnings and safety instructions for the protection of the operator and those personnel around them.
- Stop lights, turn indicators, reversing light and headlights are fitted.

Refer to the following Australian Standards:

- AS2359-1-1995 Powered Industrial Trucks. Part 1 General Requirements.
- AS2359-2-1985 SAA Industrial Truck Code. Part 2 Operation.
- AS2359-6-1995 Powered Industrial Trucks. Part 6 Safety Code.
- AS1940-1993 The Storage and Handling of Flammable and Combustible Liquids.
- AS/NZS4360-2004 Risk Management.
- AS4973-2001 Industrial trucks - Inspection and repair of fork arms in service on fork-lift trucks
- AS4983-2003 Gas fuel systems for forklifts and industrial engines