



## **Work Safety Alert**

### **Knocked down by a Fork-lift Truck**

- 1. Date of Accident :** February 2017
- 2. Place of Accident :** A public open car park

### **3. Summary :**

A worker while handling goods in a public open car park was knocked down by a fork-lift truck. He sustained serious injury and passed away on the same day.

### **4. Work Safety Alert for Proprietors/ Employers :**

To ensure the safety of workers/ employees engaged in goods handling work by means of fork-lift trucks, the proprietor/ employer should provide and maintain a safe system of work which should include, but not limited to, the following:

- appointing a competent person to conduct task-specific risk assessments to identify all potential hazards associated with the operation of fork-lift trucks, taking into account of the workplace environment and the travelling routes;
- formulating safe work methods and procedures for goods handling work to eliminate all hazards indicated in the risk assessments results, particularly for the operation of fork-lift trucks;
- providing and maintaining safe walkways for pedestrians which should be kept apart from the travelling routes of the fork-lift trucks and other vehicles;



- demarcating and designating an operating zone for loading/ unloading of goods by fork-lift trucks and using suitable barriers to fence off the zone as far as practicable, and adopting control measures to avoid unauthorized entry into the operating zone where fork-lift trucks and vehicles operate or travel;
- imposing speed limit to fork-lift trucks and taking effective steps to prohibit overspeeding;
- ensuring that every worker/ employee involved in the goods handling work is wearing a high visibility or reflective jacket so that they could easily be seen;
- providing suitable parking area for all fork-lift trucks and taking necessary steps to prevent access by unauthorized persons;
- ensuring that fork-lift trucks are not operated by unauthorized persons and all ignition keys are kept under the safe custody of a responsible supervisor when the fork-lift trucks are not in use;
- ensuring that a fork-lift truck is only operated by a person who holds a valid certificate relevant to that type of fork-lift truck;
- conducting regular examinations and inspections of the fork-lift trucks to ensure its safe operation;
- providing the fork-lift truck operators, workers/ employees as well as vehicle drivers involved in the goods handling work with the necessary safety information, instruction and training, and ensuring that they are familiar with the safe work procedures and safety measures; and
- establishing and implementing an effective monitoring and control system to ensure all safety measures are strictly followed.



**Reference :**

- [Safe Systems of Work](#)<sup>1</sup>
- [Five Steps to Risk Assessment](#)<sup>1</sup>
- [Five Steps to Information, Instruction and Training](#)<sup>1</sup>
- [A Guide to the Factories and Industrial Undertakings \(Loadshifting Machinery\) Regulation](#)<sup>1</sup>
- [Guidance Notes for Safe Use of Fork-lift Trucks](#)<sup>1</sup>

\*\*\*\*\*

**DISCLAIMER**

This Work Safety Alert (“the Alert”) is issued at the earliest possible opportunity after a serious accident with a view to drawing the attention of interested parties to the general safety precautionary measures necessary to protect people engaging in similar work activities. The material contained in the Alert constitutes general guidance only. It does not reduce, limit, or replace, any legal obligations upon any person to comply with any statutory duties under relevant legislation. Users such as Managers and Supervisors should make their own evaluation of the information contained in the Alert to determine if it can be applied to their own situations and practices. The Labour Department does NOT accept any responsibilities for any loss or damage resulting from the use of or failure to use of the information on the Alert.

Note: The material contained in the Alert is not exhaustive, and will be supplemented/ adjusted where necessary if more relevant information comes to light.

---

<sup>1</sup> Click to view document