Manufacturer	**TMHA**
Applicable Models	**LHE130** **LHE150**
Model Type	**ELECTRIC PALLET TRUCK**
Serial Number	
Model	



Description	A light duty, pedestrian controlled electric pallet truck.
Material Structure	A steel framed battery powered walkie controlled low level pallet mover truck with a walk behind steering tiller control.
Intended Use	The truck is designed to be used for handling palletised goods in a weather protected environment. For use in cold store, the truck should be specially modified for this.
NOTE	

Reviewed		**Authorisation**	
Full Name	Aaron Middleton	**Full Name**	Stan Palmer
Position Title	Engineering Coordinator	**Position Title**	Product Safety, Standards and Engineering Manager

Item	Potential Hazards	Control Methods
1.	Use by Unauthorised or Untrained Personnel	• Always switch off the ignition (press red '0' button on keypad) when leaving the pallet truck unattended. • Ensure only competent and authorised persons who have been appropriately trained to use the pallet truck. • Ensure the Operation Manual has been read and understood by the operator and must be stored on the pallet truck. • Ensure all affixed warning labels have been read and understood by the operator.
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. • Ensure operators can read and understand the rating / capacity plate on the pallet truck and the truck is rated appropriately for the job tasks. • Have a speed limit policy in place for the site. • Ensure all personnel are clear of the pallet truck when they are operating and have clearly defined pedestrian exclusion zones where trucks are operating. • Never allow passengers to ride on the pallet truck. • Prior to moving off, check that the way is clear. See the "Operator's Manual" for information on driving / operating. • Always look in the direction of travel, drive smoothly, avoid excessive braking or sudden steering movements and slow down for turns, wet or slippery surfaces. • Be aware of low heights created by doorways or racking and services such as pipes, beams or low lighting. • When operating the pallet truck in the "walkie position" (standing beside the truck with forks / load trailing), ensure there is adequate room so that the operator is not trapped between the truck and objects and keep feet well away from the truck. • Have a traffic management policy in place for pedestrians, forklift traffic, intersections and when entering and exiting doorways and buildings. The "Operator's Manual" also gives additional information as well as warnings and cautions. • Fit and use end of aisle devices such as mirrors or blue light systems. • Ensure any guards or covers are in place prior to operation.
3.	Operating Environment	• Do not use the pallet truck on gravel or soft surfaces. • Avoid depressions, grates, manholes or other items which may risk the pallet truck becoming unstable. • Do not operate in a cool / freezer room or hazardous area unless specifically designed to do so.

Item	Potential Hazards	Control Methods
4.	Instability/Tipover	• Ensure battery weight is within requirements stated on the nameplate. • Always travel on level ground and ensure that the floor or surface is not damaged and free of debris which can affect truck stability. • Ensure the floor or surface has sufficient load bearing capacity for the total weight of the truck including load. • Ensure the load is evenly distributed and consideration must be given to the height, width and length of the load as this impact on the centre of gravity and make the pallet truck unstable. • Allow additional stopping distance when the pallet truck is loaded. Distribute the maximum capacity of the pallet truck over two pallets (if double pallet handler). • Avoid travel on a ramp or grade and never turn on a gradient. If travel on a grade or ramp is required, always travel with forks facing up the ramp when unloaded or loaded. See "Operator's Manual" for additional details for ramp operation. • When picking up or depositing the load, ensure the truck is stopped prior to lifting and the forks are under the load or in the pallet. • Do not use the pallet truck to tow trailers or other trucks.
5.	Hand, Foot or Arm Injury	• Special care needs to be taken when operating the steering tiller to prevent hand and body crush injury when manoeuvring the pallet truck. • The brake can be overridden if the 'turtle mode' button is pressed whilst simultaneously activating the travel control. • Travel in 'turtle mode' (slow speed) when manoeuvring around obstacles. • Wear steel capped shoes. • Ensure hands or the steering tiller are not slippery. • When changing the battery keep hands and fingers away from the battery or steel frame of the pallet truck.
6.	Personnel Injury from Falling Objects	• Use caution and reduce speed when travelling or turning with a load to reduce the possibility of loads falling onto pedestrians.

Item	Potential Hazards	Control Methods
7.	Operating around Docks and Tailgates	• Take special care when operating around docks and dock levellers. Ensure that pallet trucks do not operate around elevated docks unless there is guarding in place to prevent the truck going over the side of the dock. • When operating on docks, ensure special precautions are in place and the vehicle is locked to the dock, brakes applied and wheel chocks in place to prevent the truck or trailer moving off. • Do not manoeuvre the pallet truck around on a tailgate lifter. Only travel directly in or out of the transporter; manoeuvre the pallet truck once in the transporter or on the dock.
8.	Slips, Trips and Falls when Operating	• Ensure that clothing is appropriate for operation including footwear and area is clean and free of oil, grease, dirt or debris.
9.	Mechanical or Control Failure	• Conduct pre-operational checks as outlined in the operation manual out at the beginning of each shift. • Follow hourly/time-time based service intervals. Rectify any reported issues or faults. • Do not modify the truck without the approval of Toyota Material Handling Australia Pty Ltd (TMHA)
10.	Flammable Battery Gases during Charge Process	• Restrict access to personnel trained in battery maintenance and charging procedures to reduce the hazards associated with hydrogen gases. • Display signage in charge areas stipulating *No Smoking, No Sources of Ignition*. • Only charge in areas adequately ventilated and designated for that purpose and if fitted that battery cover is open during charging. • Ensure the charger is switched off prior to disconnecting the charger plug from the battery plug.
11.	Acid Burns when Maintaining or Charging the Battery	Provide policy and procedures which address: (i) Personal Protective Equipment (PPE); which complies with minimum standards of protection such as, PVC or rubberised gauntlets, face shield, apron, eye wash boots etc. (ii) Spill containment, mop up and disposal procedure.
12.	Exertion Strain from Battery Placement or Removal	• Provide battery pullers, lifting equipment and instruction in the correct removal and replacement of batteries. • Use caution when fitted with side rollers for battery removal when pushing in or pushing out the battery.

Safety Features	• Battery disconnect provided for battery isolation. • Emergency stop switch to cut power. • Audible alarm fitted (horn). • Key pad fitted for restricting use to authorised operators. • Two castor wheels to aid stability • Operator's manual. • Switch (safety reversing) for when the pallet truck is used in "walking position" • Park brake provided (automatically applied when control tiller is released). • Braking achieved by two (2) methods: (a) reversing travel direction (plugging this is the preferred method of slowing or braking) and (b) applying an electro-mechanical brake by either moving the tiller arm up or down.
References	• AS2359.1:2019 Powered Industrial trucks Part 1: General requirements • AS2359.2:2013 Powered Industrial Trucks Part 2 Operation. • AS2359.6:2013 Powered Industrial Trucks. Part 6 Self-propelled industrial trucks, other than driverless trucks, variable-reach trucks and burden-carrier trucks (ISO 3691-1:2011, MOD). • ISO3691-1 -5 Industrial trucks- safety requirements and verification, part 1; part 5 Note: Standards may vary due to date of manufacture.