

Safe System of Work
OPERATING AND SAFETY INSTRUCTIONS FOR
COVER REMOVAL FROM COVERS

Name: Training Date:.....

	Instruction	Understands ✓ or X
1	When bringing down a cover which is too big for the cage and too small for the hoist it should be done following these instructions.	
2	The fork lift truck should place the forks on the loading bay underneath the safety gate with the safety gate closed.	
3	The cover should be rolled onto the forks and the driver is to tilt the forks back.	
4	The safety gate should then be opened and the driver moves the cover clear of the loading bay and lowers to the floor.	
5	No-one should be inside the loading bay when the gate is open.	

I have received the above training and fully understand every point that was explained to me. I confirm that I will wear the required PPE equipment when using the above machinery and take all steps to ensure my own safety. I will ask for further training if I need to and will immediately inform the Supervisor or Manager if there are any issues with the machinery.

Name:

Signed: Date:.....

I confirm that I have trained the aforementioned person and that they fully understand how to use the above machinery, have received the required PPE equipment and know to inform me immediately of any issues with the machinery or if they require further training. I authorise this person to use the machinery detailed above.

Name:(Authorised Trainer)

Signed Date: