WHS DOCUMENTS & TEMPLATES

DOC-FLT-SWI · Forklift Safe Work Instruction Template

Product Overview

For: Businesses that operate forklifts: owners, operations managers, supervisors, WHS advisers and workplace assessors

Version 1.0 · 9 November 2026

An editable forklift safe work instruction: what the worker does, step by step, the hazards and controls, and the points where the work stops.

The safe work instruction sets out the purpose and scope, who may do the work, the equipment, the hazards and their controls (most effective first), PPE, the steps with clear stop points, the stop-work points, emergencies, consultation and approval, and a signed acknowledgement.

It is the same safe work instruction as in the Forklift Safety & Competency Pack (DOC-FLT-PACK), word for word. The Forklift VOC Assessment Template (DOC-FLT-VOC) and the Forklift Field Verification Checklist (DOC-FLT-FV) are also sold on their own. The Forklift Safety & Competency Pack (DOC-FLT-PACK) contains them all: the safe work instruction, the forklift pre-start checklist, the VOC and the field verification, with a setup guide.

A verification of competency (VOC) supports your business's own check that a worker can do the work safely, on your equipment, at your site. It does not replace a high risk work licence. Where the work needs a high risk work licence, the operator must hold the licence of the right class before they operate, and before any VOC.

These documents support your business to manage risk and meet its WHS or OHS duties. They do not do that on their own. They are general templates: adapt them to your equipment, your site and your people, consult your workers, and check that the controls they describe are in place and working.

What is included

Item	File
Forklift safe work instruction: step by step, hazards, controls and stop-work points, with places for the make, model and manufacturer's instructions	02_SAFE_WORK_INSTRUCTION/Forklift Safe Work Instruction.docx and .pdf
Setup note: what to adapt before use, and every placeholder	01_START_HERE/Setup Note.pdf
Start here: Read Me First, Product Overview, Permitted Use Terms, Version Information	01_START_HERE/ (four PDFs)

Who it is for

- Businesses that operate forklifts
- Supervisors who brief workers on how the work is done at their site
- Businesses that already verify competency and need the safe work instruction the VOC checks against

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YOUR LOGO
Right-click > Change Picture

[Company name]

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Forklift Safe Work Instruction

How to operate [Forklift make and model] safely at [Site name]

Document number		**Version**	
Site		**Work area**	
Approved by		**Review date**	

1 Purpose and scope

This instruction sets out how to operate **[Forklift make and model]** safely at **[Site name]**: the checks before use, the hazards and controls, the steps for each part of the work, and the points where the operator must stop.

It applies to every person who operates the forklift at the site, including contractors and labour hire workers. It does not replace the manufacturer's operating instructions. Where they differ, follow the manufacturer and tell your supervisor, so this instruction can be corrected.

2 Who may operate

- Holds a high risk work licence of the right class, where the forklift needs one, and has it with them or on file as **[Company name]** requires
- Has a current verification of competency (VOC) for this forklift type and each attachment they use
- Has completed the site induction and been authorised by **[Supervisor name]** to operate at this site
- Is fit for work: not affected by fatigue, alcohol, drugs or medicines
- Has read this instruction, or had it explained, and signed the acknowledgement in section 10

Licence

A verification of competency (VOC) supports your business's own check that a worker can do the work safely, on your equipment, at your site. It does not replace a high risk work licence. Where the work needs a high risk work licence, the operator must hold the licence of the right class before they operate, and before any VOC.

3 The equipment

Fill in one copy for each forklift, or list each forklift this instruction covers.

Make and model: [Forklift make and model]	
Forklift ID: [Forklift ID]	
Rated capacity (from the data plate): [Rated capacity]	
Fuel or power type (LPG, diesel, petrol, electric)	
Attachments fitted: [Attachments fitted]	
Manufacturer's operating instructions kept at: [Operator's manual location]	

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Forklift Safe Work Instruction Template

END OF THE FREE SAMPLE

This sample shows a few pages, so you can judge the layout and the quality. An editable forklift safe work instruction: what the worker does, step by step, the hazards and controls, and the points where the work stops.

What the full product contains

- **Forklift safe work instruction: step by step, hazards, controls and stop-work points, with places for the make, model and manufacturer's instructions**
  02_SAFE_WORK_INSTRUCTION/Forklift Safe Work Instruction.docx and .pdf
- **Setup note: what to adapt before use, and every placeholder**
  01_START_HERE/Setup Note.pdf
- **Start here: Read Me First, Product Overview, Permitted Use Terms, Version Information**
  01_START_HERE/ (four PDFs)

Formats

- Word (.docx), editable, with your logo and business name in the header
- PDF copy of the Word document, for printing blank
- Delivered as a single ZIP download

Get the full editable documents

https://training.oranaskillscentre.com/documents/forklift-safe-work-instruction-template

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