WHS DOCUMENTS & TEMPLATES

DOC-TLH-SWI · Telehandler Safe Work Instruction Template

# Product Overview

For: Businesses that operate telehandlers: owners, supervisors, WHS advisers and workplace assessors

Version 1.0 · 9 November 2026

SAMPLE

**An editable telehandler 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 Telehandler Safety & Competency Pack (DOC-TLH-PACK), word for word. The Telehandler VOC Assessment Template (DOC-TLH-VOC) and the Telehandler Field Verification Checklist (DOC-TLH-FV) are also sold on their own. The Telehandler Safety & Competency Pack (DOC-TLH-PACK) contains them all: the safe work instruction, the telehandler pre-start checklist, the VOC and the field verification, with a setup guide.

Used with forks or a bucket, a telehandler generally needs no high risk work licence, but the operator must be trained and competent. Used as a crane, lifting freely suspended loads with a jib or hook, it may need a crane licence depending on its capacity and configuration: for example, a non-slewing mobile crane licence (class CN) for a telehandler with a capacity of more than 3 tonnes, or a slewing mobile crane class for a slewing telehandler. With a work platform fitted, check whether a boom-type EWP licence (class WP) applies. Confirm with your regulator which licence each telehandler and task needs. A VOC supports the business's own check that an operator can work safely on its telehandler, at its site. It does not replace a high risk work licence, and it is not a nationally recognised qualification.

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 |
|---|---|
| Telehandler safe work instruction: step by step, hazards, controls and stop-work points | 02_SAFE_WORK_INSTRUCTION/Telehandler 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) |


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Right-click > Change Picture

[Company name]

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# Telehandler Safe Work Instruction

How to operate [Telehandler 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 **[Telehandler make and model]** at **[Site name]**: the checks before use, the hazards and controls, the steps, and the points where the operator must stop.

It applies to every operator, including contractors and hire users. It does not replace the manufacturer's operating instructions or the load charts. Where they differ, follow the manufacturer and tell your supervisor.

## 2 Who may operate

- Has telehandler training and a current VOC for this telehandler and the attachments used
- Holds any high risk work licence the task needs (for example, for lifting suspended loads or using a work platform)
- Has been authorised by **[Supervisor name]** to operate at this site
- Is fit for work, and has read this instruction and signed the acknowledgement at the end

**Licence**

Used with forks or a bucket, a telehandler generally needs no high risk work licence, but the operator must be trained and competent. Used as a crane, lifting freely suspended loads with a jib or hook, it may need a crane licence depending on its capacity and configuration: for example, a non-slewing mobile crane licence (class CN) for a telehandler with a capacity of more than 3 tonnes, or a slewing mobile crane class for a slewing telehandler. With a work platform fitted, check whether a boom-type EWP licence (class WP) applies. Confirm with your regulator which licence each telehandler and task needs. A VOC supports the business's own check that an operator can work safely on its telehandler, at its site. It does not replace a high risk work licence, and it is not a nationally recognised qualification.

## 3 The equipment

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

| | |
|---|---|
| **Make and model: [Telehandler make and model]** | |
| **Plant ID: [Plant ID]** | |
| **Attachments and load charts in the cab** | |
| **Maximum lift height and reach** | |
| **Load management system type** | |
| **Manufacturer's operating instructions kept at: [Operator's manual location]** | |


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# Telehandler 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 telehandler 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

- **Telehandler safe work instruction: step by step, hazards, controls and stop-work points**
  02_SAFE_WORK_INSTRUCTION/Telehandler 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**

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