



To whom it may concern

Stockholm 2004-01-01

FORK LIFT OPERATOR INSTRUCTIONS FOR AB STOCKHOLM GLOBE ARENA

Purpose

To clarify premises the rules and safety regulations for working and operating fork lifts that apply at AB Stockholm Globe Arena.

Instructions

Instructions are a supplement to Fork Lift AFS 1986:24, AFS 1993:1 and AFS 1993:59.

To be Informed

All personnel with fork lift operator training certificate including:

- AB Stockholm Globe Arena personnel
- Entrepreneurs (contractors)
- Other personnel

Scope

Fork lift operator instructions include:

- Premises fork lift operator instructions
- General fork lift operator information
- Instructions for fork lift operator training

I,.....this day..... have read and understand the Fork Lift Operators Instructions that apply when operating a fork lift in and around the premises of AB Stockholm Globe Arena.

AB STOCKHOLM GLOBE ARENA

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Ingår i koncernen
Stockholms Stadshuset AB



FORK LIFT OPERATOR INSTRUCTIONS

1. Only fork lift operators with the express permission of management are permitted to operate the company's forklifts.

Such permission is only given to fork lift operators with valid training certificates.

2. When operating a fork lift on our premises, always give the right-of-way to loaded fork lifts. Otherwise, the laws and regulations that you have learned during your fork lift operator training apply. Important! If you are driving a loaded fork lift, do not assume that all others will give you the right-of-way. Drive with care and consideration.
3. You shall ensure that the fork lift is safe to operate. Report any malfunctions to management immediately. Fork lifts with malfunctions that can lead to safety hazards may not be used. If a fork lift should malfunction, or is no longer safe to operate, make sure that you place the out of function sign on the fork lift so that it is clearly visible.
4. When working with material in pallet racks you must pay extra attention to nearby installations that can easily be damaged.
5. No fork lifts may be parked in front of the lifts in the Valhall loading area
6. No materials may be transported on the chassis of the fork lift.
7. Observe caution when in the ice machine hall and Stora Björn storage area, where line of vision may be blocked, or a large number of people may be present.
8. When driving on the ice machine entrance pay special attention to your speed and the ability to control the fork lift.
9. Goods that are transported with a fork lift shall be loaded so that there is no danger of them toppling, e.g. pallets for stacked chairs podium feet etc.
10. Materials in the storage area may not be stacked closer than one metre to the sprinkler heads and pipes.
11. When possible, the night shift shall charge all the fork lifts. When the yellow battery charge indicator comes on, the fork lift shall be charged immediately.



12. All transport of persons on fork lifts is prohibited.

GENERAL FORK LIFT OPERATOR INFORMATION

1. The goods that are loaded on the fork lift are the responsibility of the operator. If the load blocks your line of vision, drive with the load behind you (back up).
2. The vehicle shall be inspected before driven to ensure that it is safe to operate. You are responsible for checking the following items:
 - Brakes
 - Steering
 - Communication equipment
 - Wheel equipment
3. It is prohibited to operate a fork lift if you are under the influence of any type of drugs, or alcohol, or are taking medication.
4. Fork lifts equipped to elevate persons shall only use approved cages.
5. Protective foot wear shall always be worn when working with a fork lift.
6. Remember the five safety points when parking a fork lift.:
 - Forks shall be folded down
 - Keys must not be left in the fork lift
 - The fork lift gear shift shall be in the neutral position
 - Wheels shall be facing straight forward
 - The hand brake shall be engaged.



WORK INSTRUCTIONS FOR FORK LIFT OPERATOR PRACTICE DRIVING

1. Person who shall be trained to drive a fork lift shall be 18 years of age or older and have at least the lowest grade of driver's license for tractors and be in good health.
2. Driving practice shall be managed by the company under the supervision of a work leader.
3. Management is responsible for the students receiving necessary instructions concerning the handling and operation of the fork lifts. This will be carried out by an instructor with a valid training certificate who has the approval of AB Stockholm Globe Arena to operate a fork lift.
4. Instruction begins with training in daily inspection of the fork lift. After that functions and method of working. Do not forget to provide information about the control card and its importance.
5. Fork lifts used for practice driving shall have the sign "practice driving" (övningskörning) clearly visible.
6. The initial phase of the practice shall be carried out in an area containing sufficient space and is protected from other traffic.
7. Management is responsible for seeing that the student has received sufficient driving practice before he or she applies for the theoretical part of the training and practical drivers test.