



Code of Practice: Safe Use of Industrial Trucks

**Information
webinar**

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Legislation



An tÚdarás Sláinte agus Sábháilteachta
Health and Safety Authority

SHWWA 2005

- Section 8 - Duties of employers
 - providing systems of work that are planned, organised, performed, maintained and revised as appropriate so as to be, so far as is reasonably practicable, safe and without risk to health;
 - providing the information, instruction, training and supervision necessary to ensure, so far as is reasonably practicable, the safety, health, and welfare at work of his or her employees;
- Section 10 - Instruction, training and supervision of employees.

General Application Regulations 2007, as amended

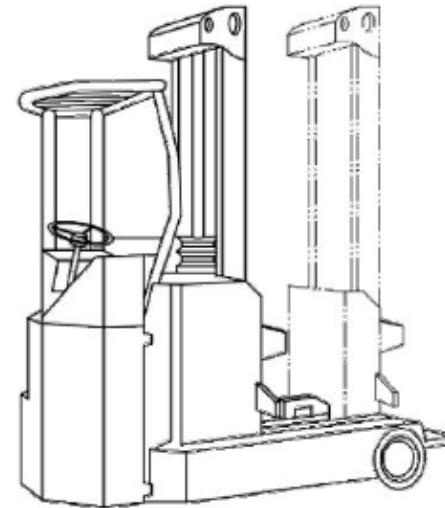
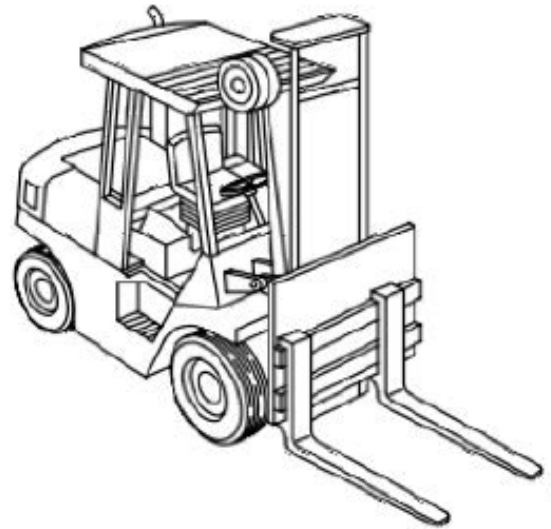
- Duties of employer, use of work equipment.
- Information and instruction.
- Inspection of work equipment.
- Forklift trucks
-etc, etc, etc

Use of a Code of Practice

- Published in accordance with Section 60 of the Safety, Health and Welfare at Work Act 2005 (No. 10 of 2005).
- Section 61.2.(a)
 - Where a code of practice ... appears to the court to give practical guidance as to the observance of the requirement or prohibition alleged to have been contravened, the code of practice shall be admissible in evidence.

Previous Code of Practice

- Only applied to the **training of operators of counterbalance and reach forklift trucks**



- Applied in all workplaces across all work sectors

Key differences between this and the previous CoP

New Code of Practice



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- Retains all the elements of the original CoP but **strengthens some aspects** and **increases its scope**
- Puts greater emphasis on the employers' responsibilities to ensure their workplace is safe, their operators are competent and to **provide adequate supervision**.
- Provides a **framework for managing all aspects of industrial truck operations** in a more holistic, safe, and sustainable way based on a **Safe Systems Approach** of:
 - **safe drivers/operators**, (incorporating training of operators)
 - **safe vehicles**,
 - **safe workplace**, and
 - **safe operations**.

Industrial trucks

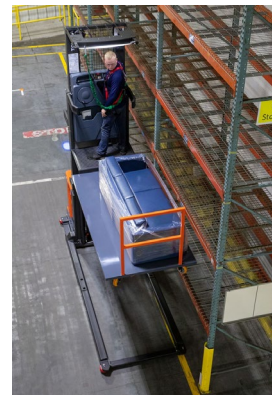
- Industrial trucks are wheeled vehicles having at least three wheels which are designed either to carry, tow, push, lift, stack or tier in racks, any kind of load.

ISO 5053-1:2020, Industrial trucks – Vocabulary — Part 1: Types of industrial trucks

- For the purpose of this CoP:
 - powered driving mechanism
 - controlled by a ride-on operator
- They can be powered by electric or combustion engines.
- Includes counterbalance and reach forklifts, narrow aisle trucks, teleporters/telehandlers, side loaders, order pickers / operator-up, lorry-mounted trucks, straddle carriers, container handlers, ride-on pallet trucks, etc.

Industrial trucks

- All shapes and sizes



Safe operators - incorporating Training

- Operator selection
 - **people under 18 years of age are not permitted**
- Authorisation of operators
 - **authorised in writing by the employer**
- Medical fitness
- Medication and intoxication
- Contractor management
- Specifics for operator training =>
 - 2.7 General training requirements
 - 2.8 Specific training requirements for counterbalance and reach

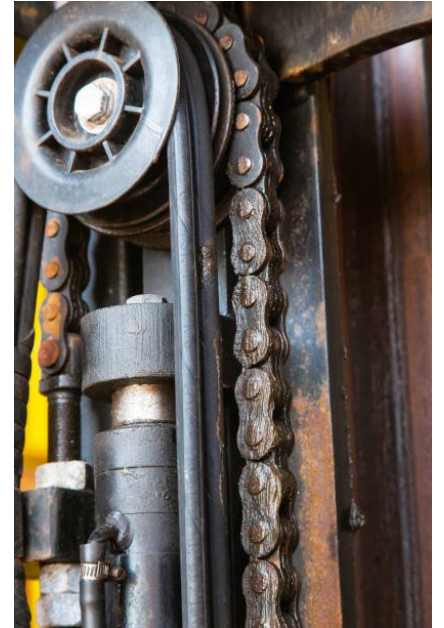
Safe vehicle

- Industrial truck selection and purpose
- Seat belts and restraints
 - No element of a protective/restraint system (e.g., cab doors) should ever be removed or tampered with, and the components should be carefully maintained
 - Seat belts and other restraint systems should be used when they are provided, unless a risk assessment indicates that it is not safe to do so and other risk controls that provide the same level of protection or higher are implemented.
 - The operator should be trained and adequate supervision
- Protection from falling objects and Tip-over protection
- Auxiliary vision aids and warning systems
 - may need to be fitted, depending on task specific and site-specific risk assessments
 - extra mirrors, reversing cameras, proximity sensors and parking sensors may help reduce blind spots
 - Warning devices such as horns, rotating beacons, light-emitting diode (LED) safety lights and reversing alarms will help warn pedestrians
- Service and parking brakes



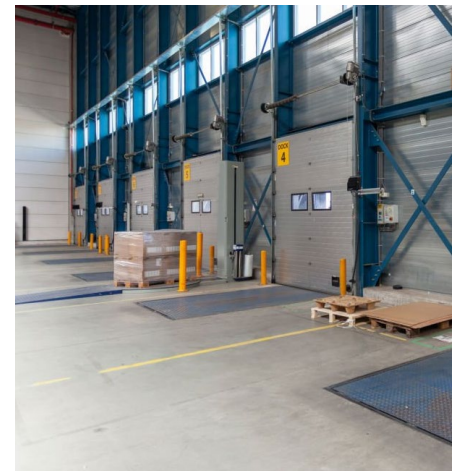
Safe vehicle ctd.

- Industrial truck authorisation and ignition control procedure
- Visibility
- pre-use safety checks
 - Safety critical components
- Preventive maintenance
- Inspection and testing of lifting equipment
 - Report of Thorough Examination
- Re-fueling
 - Combustion and battery
- load capacity – including attachments
 - fork extensions, booms, rotating heads, drum clamps, paper roll clamps, bale clamps, load stabilisers, concrete skips, personnel baskets, etc.
 - “non-integrated baskets” - Regulation 48 - other than in exceptional circumstances
 - fitting an attachment will reduce the truck’s rated capacity (‘derating’) and change how the truck behaves



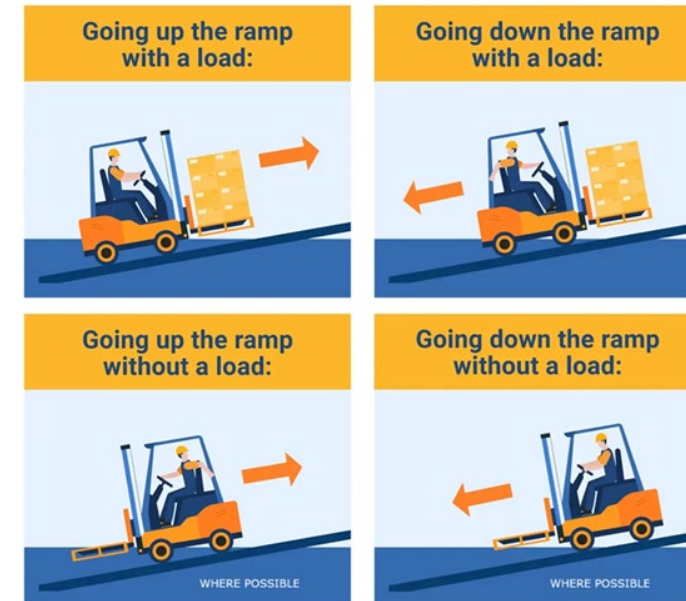
Safe workplace

- Pedestrian and industrial truck segregation – including physical barriers, pedestrian crossings, visibility and hazard warning
- Industrial truck routes, including surface maintenance, sufficient space, height clearances, lighting, obstruction free.
- Signage and safety features
- Vision aids, e.g., at sharp bends and blind spots
- Ventilation
- loading platforms, bridges and trailers
 - Protocols to prevent drive-aways
 - Capacity of platform or bridge
 - Stability of trailers
- Using industrial trucks on a public road



Safe operations

- Parking
- Lifting loads
 - determining whether loads of varying shapes and masses can be lifted
 - Placing on the carriage or back-rest, Restraints required?, Never suspended over persons
 - Low to the ground, No persons in or adjacent to the path of travel
 - handling a suspended load
- Instability
 - Operator tips: – speed, load height, load balance, turns, etc.
 - Operating on slopes
- Operating with attachments
 - advice from the supplier or manufacturer.
 - risk assessment should be carried out for the use of any attachments
 - operators should be suitably trained



Safe operations ctd.

- using a banksman/assistant
 - only trained and authorised persons used
 - operate from a location where they can be seen by the operator but where they cannot be struck
 - **never be expected or allowed to hold a load in position**
- Passengers
- Personal protective clothing
 - including high-visibility and challenging conditions
- Distraction risks – phones, headphones
- Training for supervisors
- Instruction and training for people working in the vicinity
- Controlling visitors and visiting drivers
- Use in accordance with procedures and rules
 - Supervisors and managers must **monitor** to ensure use in accordance with the procedures and rules

2.7 General aspects of training

The advice given in Paragraph 2.8 can be **used as the benchmark for training to be provided for all types of industrial truck operators.**

- Training for self-employed operators
- Selection of people for training
 - Selected for their ability to do the job in a responsible manner and the potential to become competent operators
- The **normal duration of a course for novice operators is 32.5 hours over 5 days** (based on an assumption of 6.5 contact hours per working day).
The duration of a training course may be reduced to 3 or 4 days justified in writing by the training provider, in consultation with the employer

2.7 General aspects of training ctd.

- The **desirable trainee:instructor:truck ratio is 3:1:1**, but should not exceed 4:1:1, except for lecture or theory sessions.
- Monitoring the performance of operators – training alone doesn't ensure competence
- Refresher and conversion training, and training for new risks
- **Training records** (Appendix 1 as template)
- Off site and shared workplaces
- **Trainer selection**
 - suitably competent individuals or organisations.
 - qualifications, knowledge, skills and experience of the instructor(s), and their ability to demonstrate these.
 - accredited by a relevant industry body?
 - duration of the course, the learning outcomes covered, the time spent on practical activities,, etc

2.8 Operator training – counterbalance and reach

- **Basic course syllabi** (Level 5 QQI) (can be adapted) and **minimum qualification requirements for trainers/instructors** (Level 6 QQI “Train the Trainer”) of these types of trucks
- 1)Basic, 2)Function specific, 3)On the job under supervision.
- Training area and facilities
- Training structure and content
- Operator assessment
- **Records** (Appendix 1 as template)
- **Authorisation**
 - to operate the type(s) of industrial truck(s) for which all three elements of training have been successfully completed
- Transitional arrangements – 18 months - **12 March 2027**

Counterbalance and Reach courses (QQI Level 5)

- list learning outcomes for basic training
- **can be adapted** to meet a client's requirements
- written record of training and the employee's training record should accurately reflect the actual content of the training delivered, the learning outcomes achieved and any restrictions which apply because of modifications
- **Certificate of Training issued**

“Train the Trainer” award (QQI Level 6)

To uphold professional training standards

- The purpose of this award is to equip the learner with the knowledge, skill and competence to:
 - identify training and development needs at an organisation and or individual level, to devise a training plan and to explore the scope of training and development design to meet those needs.
 - deliver, assess and evaluate a training and development intervention.

What inspectors will expect

- Certificate of Training
 - Qualifications of the training instructor (for counterbalance and reach)
- Employee training record
 - model of truck
 - attachment(s)
 - course description
 - content delivered
 - training materials used
 - duration
 - restrictions which apply because of modifications of the course
 - etc...
- Justification for duration reduction (in writing)
 - agreed with employer
- Authorisation of operators
 - **authorised in writing by the employer**

Appendix 1: Example of an employee training record

Company name:	
Company address:	
Employee's full name:	
Department:	
Employee number:	
Personal Public Service Number (PPSN):	

Basic training	
Industrial truck type(s) used for training:	
Model/capacity:	
Attachments:	
Organisation carrying out training:	
Course description, content delivered, training materials used, and location:	Hours per day: _____ Number of days: _____ from _____ to _____
Duration and dates of course:	
Name of instructor:	
Reference number:	
Date(s) of assessment(s):	
Name(s) of assessor(s):	
Reference number:	

Function-specific job training	
Industrial truck(s) used for training:	
Model/number:	
Operating height:	
Attachment type:	
Load types:	
Instructed by:	
Duration of training (hours):	
Date of training:	

Training on the job under supervision	
Industrial truck(s) used for training:	
Model/number:	
Site location:	
Activities supervised/competencies achieved:	
Supervised by:	
Duration of training (hours):	
Date of training:	

This template may be adapted into other formats to suit the specific course requirements. (2.7.9)

Transitional arrangements

- Where an operator has been trained and can demonstrate evidence of that training under the 2001 Code of Practice, *Code of Practice: Rider-operated lift trucks: operator training*, such training will continue to be recognised when this new Code of Practice comes into operation.
- Training providers operating under the terms of the 2001 Code of Practice can, if required, continue to operate under the requirements of that Code for a period of 18 months from the date this Code of Practice comes into operation, after which time all operator training should be in accordance with the requirements of this Code of Practice.

All other terms of the Code apply from 12 September 2025

e.g., duration of training, etc.

Role of industry accreditation bodies

- Provides reassurance to employers when choosing a training course and provider in satisfying themselves that the provider has the relevant competence and experience and that the course content and duration are sufficient to achieve the desired learning outcomes.
- By being **accredited by a relevant industry body**, training providers can **demonstrate**:
 - **their competence**
 - the quality of the courses they deliver and
 - the maintenance of their training standards
- Aid an employer of a new employee / potential industrial truck operator with verification checks of training (=> records)
- Contribute to the important objective of maintaining and raising training standards

Code of Practice: Safe Use of Industrial Trucks – 2025



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It will provide a
comprehensive resource
for
managing industrial
truck risks
in all workplaces



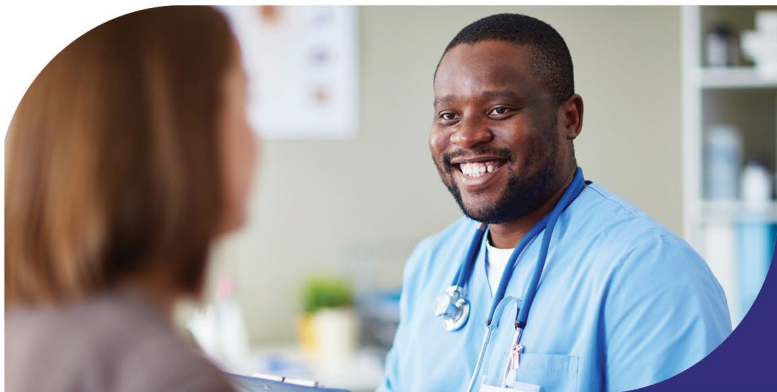
Caution
Fork-lift trucks
operating



HSA

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Go raibh maith agaibh
Thank you



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Questions

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