

Date:

Forklift Booking Request Form

Available to Lismore staff only

Name:

Work Unit:

Email:

Phone:

Forklift required:

Return time:

Purpose:

Bookings are for one-hour and are subject to availability. Longer bookings require an explanatory email.

A minimum of 24 hours-notice is required.

Availability may be limited between 1.00pm and 2.30pm.

A current forklift license is required to operate.

Driver Details

Driver Required: Y N

If no: Please provide the driver's name and licence details.

Drivers Name:

Licence Number:

I confirm that I hold a current licence to operate a forklift.

As the operator of the vehicle:

I will ensure that both myself and any spotters will wear high visibility vests during operation.

Should accident, damage or injury occur during vehicle use, I will immediately report the incident **in Riskware and to Property Services.**

I verify that I will complete and sign the Toyota Safety Log book 'Equipment Pre-Operator Checklist' prior to vehicle use.

I confirm that I have read and agree to comply with, the conditions set out in the SCU Safe Work Procedure – Operating a Forklift as detailed here.

Signature:

SUBMIT

***A Risk Assessment may also be required prior to vehicle operation.**

Contact us at mail@scu.edu.au