



Code of Practice: Safe Use of Industrial Trucks

**Information
webinar**

11 December 2025



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Legislation

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.
 - 10 (4) - Where, in respect of any particular work, competency requirements are prescribed,

General Application Regulations 2007, as amended

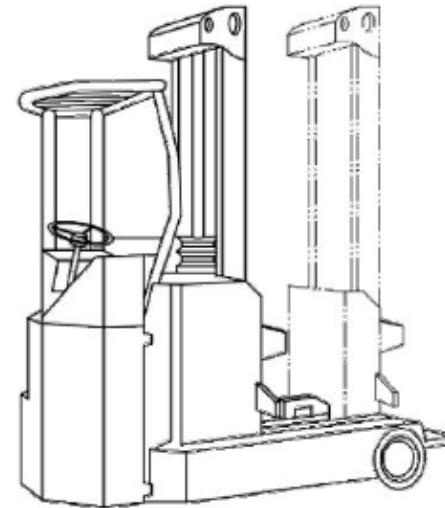
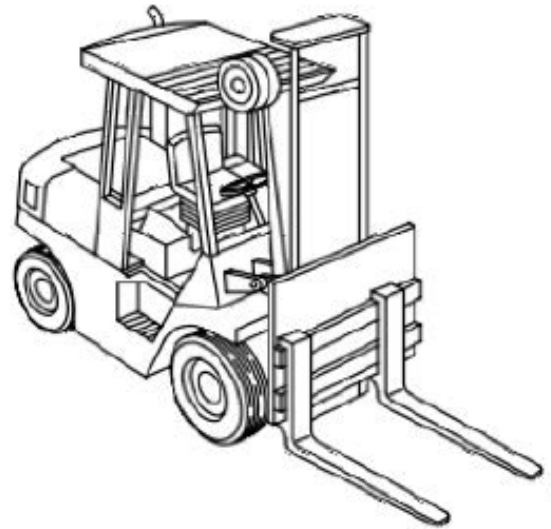
- Duties of employer, use of work equipment.
- Information and instruction.
- Inspection of work equipment.
- Forklift trucks
-etc, etc, etc

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

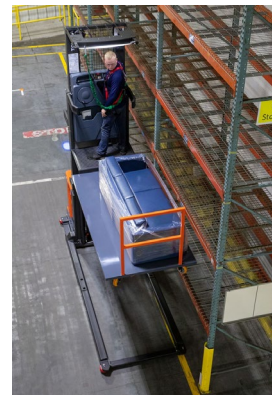
- Industrial trucks are wheeled vehicles having at least three wheels which are designed either to carry, tow, push, lift, stack or tier in racks, any kind of load.

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 operators

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



Safe operators

2.7 General aspects of training

- 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

Safe operators

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**

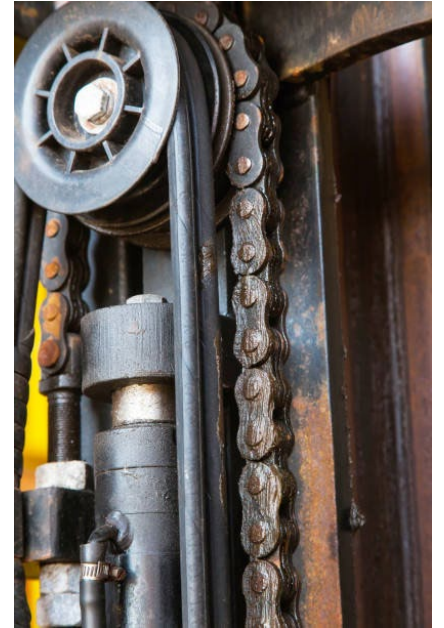
Safe vehicle

- 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



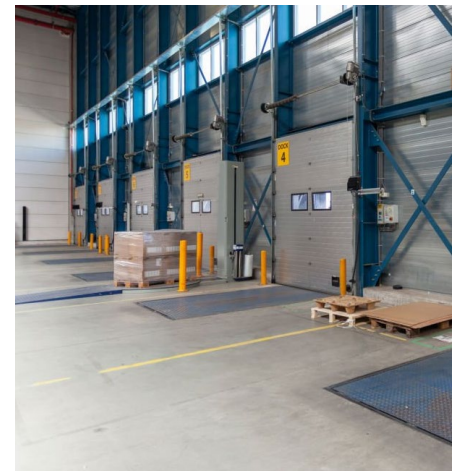
Safe vehicle ctd.

- 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

Employer obligations under the new Code of Practice

- Risk assessment for industrial truck operations - review wrt this CoP
- The duty to provide **proper training** falls on the employer under occupational safety and health legislation
 - CoP details the employer's duty to provide training to operators of all types of industrial trucks
 - **Must satisfy themselves of the competence of a training provider**
 - qualifications, knowledge, skills and experience of the instructor(s)
 - Minimum requirements (for counterbalance and reach trucks)
 - Train the trainer qualification (Level 6 QQI)
 - Instructors themselves have been trained and successfully assessed as operators on the types of industrial trucks and attachments
 - Additional qualifications
 - Accreditation by a relevant industry body - 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
 - The advice given for counterbalance and reach trucks can be used as the benchmark for training to be provided for all (other) types of industrial truck operators.
 - **Training is carried out in accordance with the terms of the CoP**

Employer obligations under the new Code of Practice ctd.



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- Selection of people for training
 - Selected for their ability to do the job in a responsible manner and the potential to become competent operators
- **Third stage of training – on-the-job-under-supervision**
- **Authorisation of operators and keeping of records**
- Assessment of the need for refresher training and conversion training
- Provide a safety management system that requires supervisors and managers to monitor industrial truck activities to ensure that industrial trucks are used in accordance with the procedures and rules

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)

Recent Circuit Court prosecution - October 2025

- Employer fined €650,000 - Section 8(2)(g) Safety, Health and Welfare at Work Act, 2005
- Forklift overturned and fell on top of the operator
- The operator was thrown from the driver's seat of the forklift truck and suffered extensive injuries and subsequently died.
- Novice forklift driver - had received a maximum of 3.5 hours training on the operation of a forklift
- the manager and supervisor were on leave - no supervision
 - not wearing his seat belt at the time of the accident. The seat belt of the forklift truck was fastened around the back of the driver's seat of the forklift truck, - as was with other forklifts on the premises

What inspectors will expect of Employers

- Risk assessment – reviewed to be compatible with the CoP
- Safe systems of work - in accordance with the terms of the CoP
 - Safe operators, safe workplace, safe vehicle, safe operations
 - Supervision
 - Seat belts
 - Speed
 - Loads
 - Environment
 - Traffic / pedestrian management
 - Etc...

What inspectors will expect of Employers ctd.

- **Proper training**
 - Certificate of Training
 - Qualifications of the training instructor (for counterbalance and reach)
 - Competence of the training instructor
 - 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 the training instructor
- **Authorisation of operators**
 - **authorised in writing by the employer**

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



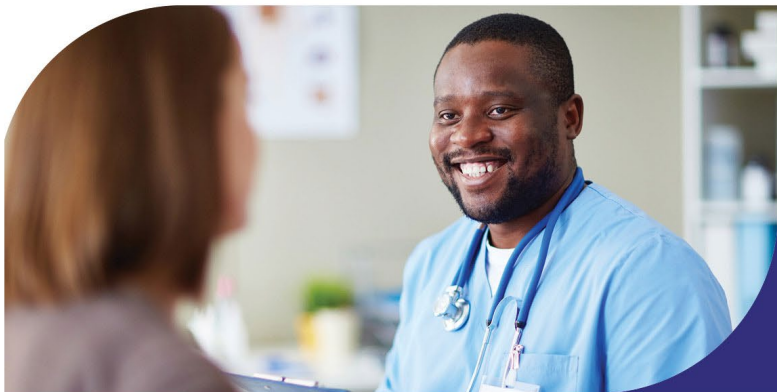
If your business operates an industrial truck
you need to read it



HSA

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Go raibh maith agaibh
Thank you



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Questions