

## Never Leave Keys in Forklift Unattended

Leaving keys in an unattended **forklift is illegal** even without the actual occurrence of an accident. The truck should be turned off, and the key should be removed from the ignition and stored in its proper location.



## Leaving Keys in the Ignition Can Cost Lives!

**A local company was fined £20000 with £15000 costs after a worker was killed by an unauthorised person driving a forklift truck – they made the mistake of leaving keys in the ignition. Please do not risk it, people's lives could be in jeopardy.**

You might not be aware, but it is actually illegal to leave the keys in an unattended Forklift. This measure is to prevent unauthorised use of the Forklift.

Many companies get fined and face **expensive insurance problems** because an unauthorised driver (casual staff, truck drivers, contractors etc) has used their Forklift and had an accident.

If an unauthorised person has access to your Forklift, **they won't be covered under your insurance**, and you faced being fined. There is usually a reason why people leave the keys in the ignition, it may be that other keys have previously gone missing, or people have left them at home but nonetheless it is the law. Luckily there are some cost effective and practical solutions for overcoming the problem.

All forklifts and plant equipment can be fitted with low-cost **Driver Identification systems** which prevent unauthorised usage. These can be anything from a simple key fob or pin code unit to a more sophisticated 'credit card' and can be programmed in a number of ways – to prevent non authorised operators from using the equipment.

## Controlling the use of lift trucks

You should have a system in place to ensure that only authorised operators use lift trucks and that they are parked safely:

Keep keys, where used, in a secure place when the lift truck is not in use, such as the supervisor's or gatekeeper's office. They should be issued by a responsible person and retained by the operator(s) until the end of the work period. Authorised operators issued with keys that have a unique number that only relates to that employee, if a key is left in a truck management can identify which employee left the truck in an **illegal manor**.

Never leave lift trucks unattended with the keys in the ignition or the keypad energised. At the end of the shift, lift trucks should be parked safely on level ground with the parking brake applied, the forks or attachment fully lowered, the engine switched off and the keys returned to the responsible person or the keypad de-energised.