



# LIFTING GEAR & SAFETY

## SAFE USE OF FORKLIFT EXTENSION FORKS

**Applies to: Invicta, Eichinger, Conquip, and similar types of forklift tine extension sleeves**

### **Purpose**

Forklift extension forks are designed to temporarily extend the length of standard forklift tines to handle larger or longer loads safely.

They provide increased reach and stability for bulky loads when used correctly.

This leaflet provides guidance for safe selection, installation, and use to prevent overloading, tipping, or damage to the forklift.

### **Before Use**

- Inspect extensions – Check for cracks, bends, wear, weld damage, and corrosion along the sleeve and heel plate.
- Verify size compatibility – The extensions must match the forklift's original tine width, thickness, and length specifications.
- Confirm length ratio – The extension must not exceed 1.6 times the length of the truck's original forks (per industry standards).
- Verify SWL (Safe Working Load) – Ensure the combined load weight and load centre remain within the forklift's rated capacity when using extensions.
- Check certification – Ensure the forklift and extensions have valid inspection and certification records.
- Ensure secure fitment – Fully insert the forklift tines into the extensions until they contact the back plate, then secure heel pins or locking bolts.
- Check load and site – Verify ground conditions, aisle width, and clearances are suitable for extended load handling.
- Ensure operator competence – Only trained forklift operators should install and use fork extensions.

### **During Operation**

- Fit extensions fully and lock securely before lifting any load.
- Keep the load centred and evenly distributed across both extensions.
- Lift and lower slowly – avoid sudden movements, jerks, or abrupt stops.
- Maintain a low travel height when transporting loads.
- Keep loads as close to the mast as possible to maintain stability.
- Avoid turning or tilting sharply with elevated or long loads.
- Maintain clear visibility or use a banksman if vision is obstructed.
- Always travel with forks level and load secured.
- Ensure exclusion zones are established when handling long or awkward loads.

### **Do Not**

- Exceed the forklift's or extension's rated capacity.
- Use extensions that are too long, bent, cracked, or unmarked.
- Use without heel pins, safety locks, or securing devices in place.
- Carry loads that exceed the fork width or that are unevenly balanced.
- Use extensions for pushing, prying, or ramming operations.
- Lift people or allow anyone to stand beneath elevated loads.

- Operate on uneven or unstable surfaces with extended loads.
- Leave loads suspended or unattended.

### **After Use**

- Lower and remove the load completely before removing extensions.
- Clean dirt and debris from sleeves and tines.
- Inspect for cracks, bends, or missing pins.
- Tag out and report any damaged extensions immediately.
- Store securely on racks or designated holders when not in use.
- Keep extensions dry and free of rust or contamination.
- Maintain inspection and examination records as required by LOLER and PUWER.

### **Safety Reminders**

- Always follow the manufacturer's instructions and load chart.
- Conduct a pre-use inspection before every shift.
- Never exceed the forklift's original rated load capacity at extended load centres.
- Ensure proper exclusion zones and use tag lines when necessary.
- Use appropriate PPE: safety boots, gloves, helmet, and high-visibility clothing.
- Have all forklift attachments inspected periodically by a competent person.
- Only use approved extensions designed for the specific forklift type and capacity.

### **Support and Maintenance**

For service, inspection, and spare parts, contact your local Lifting Gear and Safety Depot

## **Depot List**

**Bristol:** 0117 9714883

**Avonmouth:** 0117 9550456

**Newport:** 01633 334450

**Port Talbot:** 01639 540007

**Pembroke:** 01646 574000

**Plymouth:** 01752 474488

**Fareham:** 01329 550988

**Redruth:** 01209 703990