



**Australian Government**

**Department of Education, Employment and Workplace Relations**

# **MTMPS206C Operate forklift in a specific workplace**

**Release: 1**

## MTMPS206C Operate forklift in a specific workplace

### Modification History

Not applicable.

### Unit Descriptor

<b>Unit descriptor</b>	This unit covers the skills and knowledge required to operate forklifts in specific work areas such as freezers, cold stores, loadout, skin sheds, smallgoods and rendering plants which may require fitting forklifts with specialised lifting attachments or shifting hazardous materials.
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### Application of the Unit

<b>Application of the unit</b>	This unit is applicable to workers in meat processing plants and smallgoods enterprises operating forklifts in environments where specific competencies are required. Prior to undertaking this unit, individuals should have gained the necessary licence or permit to operate a forklift.
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### Licensing/Regulatory Information

Not Applicable

### Pre-Requisites

<b>Prerequisite units</b>	Nil	

## Employability Skills Information

<b>Employability skills</b>	This unit contains employability skills.
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## Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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## Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Identify load characteristics	<p>1.1. Characteristics of the load are taken into account and appropriate attachments are employed.</p> <p>1.2. Hazardous materials are identified and <b>workplace</b>, industry and <b>regulatory requirements</b> are taken into account when operating a forklift carrying hazardous materials.</p>
2. Consider specific features of workplace in transporting product	<p>2.1. Product is transported and loaded, taking into consideration specific features of the <b>workplace environment</b>.</p>
3. Transport and store product	<p>3.1. Specific Occupational Health and Safety (<b>OH&amp;S</b>) <b>requirements</b> for work area are identified and followed.</p> <p>3.2. Forklift and pallets are handled in accordance with the requirements of specific work locations.</p> <p>3.3. Product is transported in accordance with workplace, Quality Assurance (QA), and hygiene and sanitation requirements.</p> <p>3.4. Product is stored in accordance with workplace, QA, and hygiene and sanitation requirements.</p> <p>3.5. Products and pallets are racked or stored in accordance with work instructions.</p>
4. Maintain equipment records	<p>4.1. Equipment records are maintained in accordance with workplace requirements.</p>

## Required Skills and Knowledge

### REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

#### Required skills

Ability to:

- gain a licence and satisfy traffic authority examiner, where required by government regulation
- **explain** operational safety requirements including OH&S requirements
- operate a forklift in a specific workplace to requirements of that workplace

**REQUIRED SKILLS AND KNOWLEDGE**

- operate a forklift in accordance with workplace requirements, and OH&S and manufacturer's specifications
- transport and store a variety of products to meet production requirements
- maintain equipment records
- apply hand-eye coordination
- apply relevant *communication* and *mathematical skills*
- assess, interpret and apply technical information
- work effectively as an individual and in a team
- take action to improve work performance as a result of self-evaluation, feedback from others, or in response to changed work practices or technology

**Required knowledge**

Knowledge of:

- characteristics, capabilities and limitations of the forklift
- operational safety requirements including OH&S requirements
- QA considerations for transporting product within the plant
- critical aspects of:
  - identification of damage or leaks which may compromise operational capability or safety
  - operational safety.
- specific features of the workplace that impact on the operation of the forklift (eg operating in a cold environment)
- workplace operating procedures

## Evidence Guide

### EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

#### Overview of assessment

The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.

These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.

Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.

All assessment must be conducted against Australian meat industry standards and regulations.

#### Critical aspects for assessment and evidence required to demonstrate competency in this unit

Competency must be demonstrated in specific meat processing plant environments such as freezers and under normal operating conditions.

#### Context of, and specific resources for assessment

Assessment must be conducted in an operating meat processing plant and assessment tools must be customised to the workplace-specific OH&S procedures and work instructions.

#### Method of assessment

Recommended methods of assessment include:

- quiz of underpinning knowledge
- workplace demonstration
- workplace referee or third-party report of performance over time.

Assessment practices should take into account any relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be

EVIDENCE GUIDE	
	higher than those of the work role.
<b>Guidance information for assessment</b>	A current list of resources for this Unit of Competency is available from MINTRAC <a href="http://www.mintrac.com.au">www.mintrac.com.au</a> or telephone 1800 817 462.

## Range Statement

RANGE STATEMENT	
<p>The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.</p>	
<b><i>Workplace</i></b> requirements may include:	<ul style="list-style-type: none"> <li>• enterprise-specific requirements</li> <li>• OH&amp;S requirements</li> <li>• QA requirements</li> <li>• Standard Operating Procedures (SOPs)</li> <li>• the ability to perform the task to production requirements</li> <li>• work instructions.</li> </ul>
<b><i>Regulatory requirements</i></b> may include:	<ul style="list-style-type: none"> <li>• Export Control Act</li> <li>• hygiene and sanitation requirements</li> <li>• relevant regulations and Australian Standards</li> <li>• federal, state and territory regulations regarding meat processing.</li> </ul>
<b><i>Workplace environment</i></b> may include:	<ul style="list-style-type: none"> <li>• chillers</li> <li>• cold stores</li> <li>• freezers</li> <li>• loadout areas</li> <li>• overall workplace</li> <li>• rendering plant</li> <li>• skin sheds.</li> </ul>
<b><i>OH&amp;S requirements</i></b> may include:	<ul style="list-style-type: none"> <li>• enterprise OH&amp;S policies, procedures and programs</li> <li>• OH&amp;S legal requirements</li> <li>• Personal Protective Equipment (PPE) which</li> </ul>

<b>RANGE STATEMENT</b>	
	<p>may include:</p> <ul style="list-style-type: none"> <li>• coats and aprons</li> <li>• ear plugs or muffs</li> <li>• eye and facial protection</li> <li>• head-wear</li> <li>• lifting assistance</li> <li>• protective boot covers</li> <li>• protective hand and arm covering</li> <li>• protective head and hair covering</li> <li>• uniforms</li> <li>• waterproof clothing</li> <li>• work, safety or waterproof footwear</li> <li>• requirements set out in standards and codes of practice.</li> </ul>
<i>Communication</i> skills may include:	<ul style="list-style-type: none"> <li>• communicating and working with diverse individuals and groups</li> <li>• listening and understanding</li> <li>• reading and interpreting workplace-related documentation</li> <li>• sharing information</li> <li>• speaking clearly and directly.</li> </ul>
<i>Mathematical skills</i> may include:	<ul style="list-style-type: none"> <li>• acceptable limits, tolerances</li> <li>• calculation</li> <li>• estimation</li> <li>• measurement and interpretation relating to time, temperature, moisture, humidity, ratios, percentages, weight, mass and volume.</li> </ul>

## Unit Sector(s)

<b>Unit sector</b>	
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## Co-requisite units

<b>Co-requisite units</b>	
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<b>Co-requisite units</b>		

## Competency field

<b>Competency field</b>	
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