



Australian Government

TLILIC2002 Licence to operate an order picking forklift truck

Release: 1

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Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit specifies the skills and knowledge required to operate an order picking forklift truck safely.

Order picking forklift truck means a forklift truck where the operator controls are incorporated with the lifting media and elevate with the lifting media.

A person performing this work is required to hold an order picking forklift truck high risk work (HRW) licence.

This unit requires a person operating an order picking forklift truck to plan the work, conduct routine checks on order-picking forklift trucks, shift loads in a safe manner, and safely shut down and secure equipment after completing operations.

Licensing/Regulatory Information

This unit is based on the licensing requirements of Part 4.5 of the Model Work Health and Safety (WHS) Regulations, HRW and meets Commonwealth, state and territory HRW licensing requirements.

Any alteration to this unit would result in a unit that would not be acceptable to work health and safety (WHS)/occupational health and safety (OHS) regulators for the purpose of licensing.

Pre-requisite Unit

Not applicable.

Competency Field

LIC – Licensing

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS

PERFORMANCE CRITERIA

Elements describe the essential outcomes.

Performance criteria describe the performance needed to demonstrate achievement of the element.

1 Plan work

- 1.1 Potential workplace hazards are identified
- 1.2 Risk control measures are identified to ensure the safety of personnel and equipment, consistent with regulatory requirements and the hierarchy of control
- 1.3 Order picking forklift truck is selected in accordance with load and workplace conditions
- 1.4 Working area is inspected to determine appropriate path of movement for loads and order picking forklift truck, for the workplace conditions
- 1.5 Methods for communicating are identified and confirmed in accordance with workplace procedures

2 Conduct routine checks

- 2.1 Prior to operation, order picking forklift truck is visually checked for any damage or defects
- 2.2 All signage and labels are checked to ensure they are visible and legible, in accordance with the appropriate standard
- 2.3 All controls are located, identified and confirmed
- 2.4 Pre-start operational checks are carried out in accordance with manufacturer specifications and workplace procedures
- 2.5 Order picking forklift truck is started in accordance with manufacturer specifications and workplace procedures, and is checked for any abnormal noise
- 2.6 Post-start operational checks are carried out in accordance with manufacturer specifications and workplace procedures
- 2.7 All order picking forklift truck functions and safety devices are tested to their maximum in accordance with manufacturer specifications and workplace procedures
- 2.8 Defects and damage are reported and recorded in accordance with workplace procedures, and appropriate action is taken

3 Shift load

- 3.1 Weight of load is assessed to ensure compliance with order picking forklift truck data plate

- 3.2 Hazard prevention/control measures are implemented and communicated with personnel in the work area, as required
- 3.3 Order picking forklift truck is operated at a safe speed in accordance with manufacturer specifications and workplace procedures
- 3.4 Work is conducted safely at heights and safety equipment is used safely and efficiently
- 3.5 Loads are moved and placed to ensure stability of material and avoidance of hazards
- 3.6 Load movement is monitored constantly, to ensure safety of personnel and load, and order picking forklift truck stability
- 3.7 Unplanned and/or unsafe situations are responded to in accordance with workplace procedures and emergency plans

4 Shut down and secure forklift

- 4.1 Order picking forklift truck is parked to avoid hazards
- 4.2 Order picking forklift truck is shut down in accordance with manufacturer specifications and workplace procedures
- 4.3 Routine post-operational order picking forklift truck checks are carried out in accordance with manufacturer specifications and workplace procedures
- 4.4 Order picking forklift truck is secured to prevent unauthorised access/use
- 4.5 All defects and damage are reported and recorded in accordance with manufacturer specifications and workplace procedures, and appropriate action is taken

Foundation Skills

The language, literacy, numeracy and employment skills that are essential to performance that are not explicit in the unit are listed below.

FOUNDATION SKILLS	
Skill	Performance feature
Employment skills	<ul style="list-style-type: none"> • operate an order picking forklift truck in different types of workplaces transferring key principles of safe operation to different

FOUNDATION SKILLS	
Skill	Performance feature
to:	<ul style="list-style-type: none"> • contexts • improve own performance in safely and efficiently operating an order picking forklift truck by incorporating learnings from different workplaces and different conditions into current performance
Numeracy skills to:	<ul style="list-style-type: none"> • interpret numerical information including: <ul style="list-style-type: none"> • selecting appropriate order picking forklift truck in accordance with load and workplace conditions • load weight assessment, to ensure compliance with order picking forklift truck data plate specifications • controlling and monitoring instrument readings
Language skills to:	<ul style="list-style-type: none"> • use and interpret vocabulary specific to order picking forklift truck operations and workplace procedures to communicate with other workplace personnel • use non-verbal feedback to support effective communication • use relevant two-way radios conventions
Literacy (Reading) skills to:	<ul style="list-style-type: none"> • interpret documentation that includes technical specificity including: <ul style="list-style-type: none"> • order picking forklift truck data plate • plant operation manuals and manufacturer specifications • workplace procedures, including emergency plan • workplace signage and labels
Literacy (Writing) skills to:	<ul style="list-style-type: none"> • accurately record and maintain information relating to operating an order picking forklift truck, including: <ul style="list-style-type: none"> • incident reports • vehicle checking and maintenance records
Self-Management skills	<ul style="list-style-type: none"> • implement risk control measures • initiate emergency management strategies

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit is equivalent to TLILIC2002A Licence to operate an order picking forklift truck.

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851>