



**Australian Government**

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

# **TLID3011A Conduct specialised forklift operations**

**Release: 1**

## **TLID3011A Conduct specialised forklift operations**

### **Modification History**

Not Applicable

### **Unit Descriptor**

#### **Unit Descriptor**

This unit involves the skills and knowledge required to operate a forklift with specialised attachments or all-terrain equipment, including checking attachments and worksite for suitability, selecting the type of forklift and accessories for required load shifting tasks, and shifting load and completing work in accordance with operational requirements. Assessment of this unit will usually be undertaken within a licensing examination conducted by, or under the authority of, the relevant state/territory OH&S authority. Licensing, legislative, regulatory or certification requirements are applicable to this unit.

### **Application of the Unit**

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Specialised operation of a forklift must be carried out in compliance with the licence requirements and regulations of the relevant state/territory authority.

Specialised operation of a forklift is performed under some supervision, generally within a team environment. It involves the application of equipment operation principles and procedures to maintain the safety and specialised operation of a forklift in a wide variety of operational contexts.

### **Licensing/Regulatory Information**

Refer to Unit Descriptor

### **Pre-Requisites**

Not Applicable

## **Employability Skills Information**

**Employability Skills**                      This unit contains employability skills.

## **Elements and Performance Criteria Pre-Content**

Elements describe the essential outcomes of a unit of competency.

Performance criteria describe the required performance needed to demonstrate achievement of the element. Assessment of performance is to be consistent with the evidence guide.

## Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
<b>1 Check attachments and worksite for suitability</b>	<ul style="list-style-type: none"><li>1.1 Suitable work site is selected for operations</li><li>1.2 Work area is checked for overhead obstructions and proximity to service delivery lines</li><li>1.3 Barriers or warning signs are erected in areas subject to passing traffic</li><li>1.4 Attachments and platforms are securely fixed to carriage or tines</li><li>1.5 Personnel support platforms are inspected to ensure compliance with the relevant Australian Standard</li></ul>
<b>2 Select type of forklift and accessories for the required workplace task</b>	<ul style="list-style-type: none"><li>2.1 Special equipment, accessories or attachments are identified to match load characteristics and work requirements</li><li>2.2 Appropriate specialised equipment is selected</li><li>2.3 Existing attachments are removed and stored according to workplace procedures</li><li>2.4 Specialised equipment is fitted according to manufacturers instructions and workplace procedures</li><li>2.5 Designated staff are notified regarding specialist operations</li></ul>
<b>3 Shift load and complete work</b>	<ul style="list-style-type: none"><li>3.1 Equipment is operated within safe working limits and to maximise efficiency of operations</li><li>3.2 Load is lifted, carried and set down in accordance with workplace and manufacturers procedures and regulatory requirements</li><li>3.3 Documentation is completed reporting any damage or faults to goods or equipment</li><li>3.4 Specialist equipment and forklift are returned to appropriate storage/parking area</li></ul>

## Required Skills and Knowledge

### REQUIRED KNOWLEDGE AND SKILLS

This describes the essential knowledge and skills and their level required for this unit.

#### Required knowledge:

- Relevant duty of care requirements pertaining to the specialised operation of a forklift
- Relevant OH&S and environmental procedures and regulations
- Workplace operating procedures

## REQUIRED KNOWLEDGE AND SKILLS

- Forklift controls, instruments and indicators and their use
- Types of forklift accessories and ancillary equipment, their purposes and procedures for their use
- Handling procedures for forklifts involved in specialised operations
- Procedures to be followed in the event of an operational emergency
- Operating hazards and related defensive driving and hazard control techniques
- Engine power management and safe operating strategies
- Efficient driving techniques
- Pre-operational checks carried out on forklift and accessories and related action
- Site layout and obstacles
- Principles of stress management when driving a forklift

### Required skills:

- Communicate effectively with others when conducting specialised forklift operations
- Read and interpret instructions, procedures, information and signs relevant to specialised forklift operations
- Interpret and follow operational instructions and prioritise work
- Complete documentation related to specialised forklift operations
- Operate electronic communication equipment to required protocol
- Work collaboratively with others when conducting specialised forklift operations
- Adapt appropriately to cultural differences in the workplace, including modes of behaviour and interactions with others
- Promptly report and/or rectify any identified problems, faults or malfunctions that may arise when conducting specialised forklift operations in accordance with regulatory requirements and workplace procedures
- Implement contingency plans for unexpected events that may occur when conducting specialised forklift operations
- Apply precautions and required action to minimise, control or eliminate hazards that may exist during specialised forklift operations
- Monitor work activities in terms of planned schedule
- Modify activities depending on differing operational contingencies, risk situations and environments
- Apply fatigue management knowledge and techniques
- Work systematically with required attention to detail without injury to self or others, or damage to goods or equipment
- Operate and adapt to differences in equipment in accordance with standard operating procedures
- Select and use required personal protective equipment conforming to industry and OH&S

**Required skills:**

standards

- Identify points of balance and safe lifting positions on a range of loads when operating a forklift (including accessories)
- Monitor performance of equipment
- Service equipment in terms of maintenance schedule and standard operating procedures
- Check and replenish fluids and carry out lubrication processes in the course of work activities

**Evidence Guide****EVIDENCE GUIDE**

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

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

- The evidence required to demonstrate competency in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria of this unit and include demonstration of applying:
  - the underpinning knowledge and skills
  - relevant legislation and workplace procedures
  - other relevant aspects of the range statement

**Context of and specific resources for assessment**

- Performance is demonstrated consistently over a period of time and in a suitable range of contexts
- Resources for assessment include:
  - a range of relevant exercises, case studies and/or other simulated practical and knowledge assessment, and/or
  - access to an appropriate range of relevant operational situations in the workplace
- In both real and simulated environments, access is required to:
  - relevant and appropriate materials and equipment, and
  - applicable documentation including workplace procedures, regulations, codes of practice and operation manuals

**Method of assessment**

- Assessment of this unit must be undertaken by a registered training organisation
- As a minimum, assessment of knowledge must be

## EVIDENCE GUIDE

conducted through appropriate written/oral tests

- Practical assessment must occur:
  - through activities in an appropriately simulated environment at the registered training organisation, and/or
  - in an appropriate range of situations in the workplace

## Range Statement

### RANGE STATEMENT

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance.

Types of forklift may include:

- counterbalance trucks
- reach trucks
- pallet trucks
- container-handling heavy forklifts
- vacuum
- top frame

Specialised forklift operations may be carried out in typical forklift operational situations, including:

- operations conducted at day or night
- typical weather conditions
- on the open road
- on a private road or worksite
- while at a workplace

Customers may be:

- internal or external

Workplaces may comprise:

- large, medium or small worksites

Specialised forklift may be used to assist in a range of workplace tasks, including:

- stock/goods/container handling
- loading and unloading vehicles
- stacking stock and goods
- lifting and moving equipment
- transporting materials and goods in a workplace

Work may be conducted in:

- restricted spaces
- exposed conditions
- controlled or open environments

Loads to be shifted may require:

- special precautions

Specialised forklift operations

- spikes

## RANGE STATEMENT

may involve the use of a range of attachments and accessories, including:

- drum carriers
- bale carriers
- tines
- personnel carriers
- high reaching
- pantograph
- jibs
- paper clamps
- hooks
- side lifters

Loads to be shifted may be:

- irregularly shaped
- packaged or unpackaged
- labelled or unlabelled
- palletted or unpalletted
- containerised

Personnel in the work area may include:

- workplace personnel
- site visitors
- contractors
- official representatives

Forklift operational procedures may include:

- starting a forklift (including pre-start checks)
- steering and manoeuvring a forklift
- accelerating and braking
- positioning and stopping a forklift
- reversing a forklift
- operating forklift controls, instruments and indicators
- using defensive driving techniques
- managing engine performance

Pre-operational checks may include but are not limited to:

- visual checking of forklift and its associated accessories and equipment
- checking and topping up of fluid levels
- checks of tyres
- checks of operation of forklift lights and indicators
- checks of brakes

Post-operational checks may include but are not limited to:

- parking in a safe place
- shutting down forklift
- lowering all equipment
- visually checking for faults or damage

Hazards may include (examples only):

- wet and iced operating surfaces
- oil on operating surface
- faulty brakes



## RANGE STATEMENT

	<ul style="list-style-type: none"> <li>• workplace obstacles and other operational equipment and vehicles</li> <li>• damaged loads and pallets</li> <li>• other personnel in work area</li> </ul>
Depending on the type of organisation concerned and the local terminology used, workplace procedures may include:	<ul style="list-style-type: none"> <li>• company procedures</li> <li>• enterprise procedures</li> <li>• organisational procedures</li> <li>• established procedures</li> </ul>
Personal protective equipment may include:	<ul style="list-style-type: none"> <li>• gloves</li> <li>• safety headwear and footwear</li> <li>• safety glasses</li> <li>• two-way radios</li> <li>• high visibility clothing</li> </ul>
Information/documents may include:	<ul style="list-style-type: none"> <li>• goods identification numbers and codes, including IMDG markings and HAZCHEM signs</li> <li>• manifests, bar codes, picking slips, merchandise transfers, stock requisitions, goods and container identification</li> <li>• Australian Standard 2359 - Industrial Truck Code</li> <li>• manufacturers specifications for forklift and associated accessories and equipment</li> <li>• operations and service record book or log</li> <li>• workplace procedures and policies for the operation of forklifts</li> <li>• supplier and/or client instructions</li> <li>• material safety data sheets</li> <li>• regulatory requirements concerning the use of forklifts</li> <li>• award, enterprise bargaining agreement, other industrial arrangements</li> <li>• standards and certification requirements</li> <li>• quality assurance procedures</li> <li>• emergency procedures</li> </ul>
Applicable procedures and codes may include:	<ul style="list-style-type: none"> <li>• relevant state/territory regulations pertaining to the operation of forklifts</li> <li>• relevant codes and standards, including Australian Standard 2359 - Industrial Truck Code</li> <li>• relevant state/territory OH&amp;S legislation</li> <li>• relevant state/territory fatigue management regulations</li> <li>• relevant state/territory environmental protection legislation</li> </ul>

## **Unit Sector(s)**

Not Applicable

## **Competency Field**

**Competency Field**                      D - Load Handling