



Australian Government

RIIHAN201E Operate a forklift

Release: 1

RIIHAN201E Operate a forklift

Modification History

Release	Comments
Release 1	This version first released with RII Resources and Infrastructure Industry Training Package Version 3.0.

Application

This unit describes the skills and knowledge required to operate a forklift to shift, lift, transfer and place loads. It includes using forklift attachments safely and effectively.

This unit applies to those working in site-based roles.

The work required in this unit relates to the National Standard for High Risk Work but this unit does not provide the licence. Licensing, legislative, regulatory or certification requirements that may apply to this unit can vary between states, territories and industry sectors, and must be sourced from state jurisdictions prior to applying this unit.

Unit Sector

Coal mining

Metalliferous mining

Drilling

Extractive

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Prepare for forklift operations	1.1 Access, interpret and apply forklift and load handling documentation for allocated job, and ensure the work activity is compliant 1.2 Obtain, interpret, and clarify and confirm work requirements and briefings 1.3 Identify hazards and environmental issues, assess potential risks, and implement control measures in line with workplace policies 1.4 Select and wear personal protective equipment required for work

ELEMENT	PERFORMANCE CRITERIA
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
	activities 1.5 Identify approved forklift attachments and comply with operating capacities of the allocated equipment 1.6 Coordinate and communicate planned activities with others at the site prior to commencing work activity
2. Operate forklift in line with established requirements to complete work activity	2.1 Carry out pre-start and start-up checks for equipment in line with workplace procedures 2.2 Identify faults and rectify any faults within scope of own responsibilities, according to workplace procedures 2.3 Fit, use and remove approved forklift attachments in line with workplace procedures and original manufacturer guidelines, engineering specifications and organisational policies and procedures 2.4 Operate forklift to perform activity, including securing, lifting, transferring and placing loads in line with workplace procedures and equipment specifications 2.5 Monitor traffic flow and work area conditions, facilitate safe operations and ensure the most efficient travel route is selected and used 2.6 Secure, lift, transfer and place load in line with workplace procedure and work activity 2.7 Monitor hazards and risks, and ensure safety of self, other personnel, plant and equipment 2.8 Respond accordingly to equipment monitoring systems and alarms 2.9 Park up, shut down, secure and carry out post operational inspection of equipment in line with workplace procedures
3. Conduct housekeeping activities	3.1 Clear work area and dispose or recycle materials according to workplace procedures 3.2 Manage and/or report hazards to maintain a safe working environment 3.3 Complete and file or distribute documentation in a manner that complies with workplace practices

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance.

Skill	Description
Reading	Identifies and interprets information from workplace procedures, documentation, legislation and regulations
Numeracy	Uses equipment operating capacity schedule to confirm safe weight load limits

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
RIIHAN201E Operate a forklift (Release 1)	RIIHAN201D Operate a forklift (Release 3)	Minor updates to reflect changes to operator maintenance activities.	Equivalent

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=88a61002-9a21-4386-aaf8-69c76e675272>

Assessment Requirements for RIIHAN201E Operate a forklift

Modification History

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Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements and performance criteria of this unit.

The candidate must demonstrate evidence of completion of operating a forklift that safely, effectively and efficiently follows workplace procedures to carry out work activity on at least two occasions. This includes:

- conducting prestart checks prior to commencing operations and shutdown procedures on completion of operations
- manoeuvring and positioning forklift, and adjusting techniques to suit site conditions
- securing, lifting, transferring and placing load
- parking and securing equipment
- selecting, fitting and removing at least two forklift attachments, which must be certified and approved in line with workplace procedures and could include, but is not limited to, the following:
 - tyre handler
 - lifting device
 - slipper forks.

In the course of the above work, the candidate must also:

- locate and apply required documentation, policies and procedures
- select and wear personal protective equipment required for work activities
- maintain awareness of surrounding environment and location of others when operating forklift
- act on or report monitoring system alerts and alarms
- identify common equipment faults
- monitor and anticipate traffic flow and area conditions, and use this to select the most safe and efficient travel route
- complete documentation for work activity
- coordinate work activities with others to complete work instruction.

Knowledge Evidence

The candidate must demonstrate the following knowledge to effectively complete the tasks outlined in the elements and performance criteria of this unit. This includes:

Key policies, procedures and standards for forklift operations described in the performance evidence above, including:

- National Standard for high risk work
- hazard identification and relevant control measure implementation
- personal protective equipment
- environmental requirements
- housekeeping activities

Key site information, including:

- basic geological and survey data

Key features associated with equipment performance, including:

- equipment characteristics, technical capabilities and limitations
- common fault identification and basic diagnostics
- scheduled basic maintenance procedures and activities

Assessment Conditions

Mandatory conditions for assessment of this unit are stipulated below.

The assessment must:

- include access to:
 - a forklift
 - materials to be shifted
 - personal protective equipment required for the activities described in the performance evidence
- be conducted in a safe environment
- be assessed in context of this sector's work environment
- be assessed in compliance with relevant legislation and regulations and using policies, procedures, processes and operational manuals directly related to the industry sector for which it is being assessed
- confirm consistent performance can be applied in a range of relevant workplace circumstances.

Where personal safety or environmental damage are limiting factors, assessment may occur in a simulated work environment* provided it is realistic and sufficiently rigorous to cover all aspects of this sector's workplace performance, including environment, task skills, task management skills, contingency management skills and job role environment skills.

- **Assessor requirements**

Assessors must be able to clearly demonstrate current and relevant industry knowledge and experience to satisfy the mandatory regulatory standards as set out in the Standards for Registered Training Organisations (RTOs) 2015/AQTF mandatory requirements for assessors current at the time of assessment and any relevant licensing and certification requirements. This includes:

- vocational competencies at least to the level being delivered and assessed
- current industry skills directly relevant to the training and assessment being provided
- current knowledge and skills in vocational training and learning that informs their training and assessment
- formal relevant qualifications in training and assessment
- having knowledge of and/or experience using the latest techniques and processes
- possessing a high level of RII training product knowledge
- having an understanding and knowledge of legislation and regulations relevant to the industry and to employment and workplaces
- demonstrating the performance evidence, and knowledge evidence outlined in this unit of competency, and
- the minimum years of current** work experience after competency has been obtained as specified below in an industry sector relevant to the outcomes of the unit.

It is also acceptable for the appropriately qualified assessor to work with an industry expert to conduct assessment together and for the industry expert to be involved in the assessment judgement. The industry expert must hold the relevant vocational competencies and have current industry skills directly relevant to the training and assessment being provided and must work alongside a trainer and/or assessor to conduct the assessment. This means the industry subject matter expert should hold the unit being assessed (or an equivalent unit), and must also demonstrate skills and knowledge from the minimum years of current work experience after competency has been obtained as specified below, including time spent in roles related to the unit being assessed:

Industry sector	AQF indicator level***	Required assessor or industry subject matter expert experience
Drilling, Metalliferous Mining, Coal Mining, Extractive (Quarrying) and Civil Infrastructure	1	1 Year
	2	2 Years
Drilling, Coal Mining, Extractive (Quarrying), Metalliferous Mining and Civil Infrastructure	3-6	3 Years
Other sectors	Where this unit is being assessed outside of the resources and infrastructure sectors assessor and/or industry subject matter expert experience should be in-line with industry standards for the sector in which it is being assessed and where no industry standard is	

	specified should comply with any relevant regulation.
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*Guidance on simulated environments has been stipulated in the RII implementation guide located on VETNet.

**Assessors can demonstrate current work experience through employment within industry in a role relevant to the outcomes of the unit; or, for external assessors this can be demonstrated through exposure to industry by conducting a minimum number of site assessments as determined by the relevant industry sector, across various locations.

*** While a Unit of Competency does not have an AQF level, where a unit is being delivered outside of a qualification the first numeric character in the unit code should be considered as the AQF indicator level for assessment purposes.

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