



Australian Government

TLID0016 Operate a forklift

Release: 1

TLID0016 Operate a forklift

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 involves the skills and knowledge required to operate a forklift.

It includes checking forklift condition, driving forklift to fulfil operational requirements, and monitoring and maintaining forklift performance and site conditions in compliance with the relevant state/territory authority licence requirements and regulations, in a variety of operational contexts.

Operation of a forklift is performed under supervision, generally within a team environment.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

D – Load Handling.

Unit Sector

Not applicable.

Elements and Performance Criteria

Elements describe the essential outcomes.

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

1 Check forklift condition

1.1 Forklift pre-start is documented and completed prior to commencement of work and relevant to equipment

1.2 Forklift is checked for compliance in accordance with relevant legislation, manufacturer specifications and workplace procedures

- 1.3 Correct personal protective equipment (PPE) is selected and worn relevant to workplace procedures
- 1.4 Equipment attachments are selected, checked against data plate, secured correctly and appropriate to the task and terrain
- 1.5 Equipment faults and non-compliances are reported to relevant personnel
- 2 Drive forklift**
 - 2.1 Route is planned in accordance with traffic management plans for the worksite
 - 2.2 Forklift is accessed correctly, using three points of contact, seatbelt is correctly worn and fastened, and mirrors and seats are adjusted for safe operation by driver
 - 2.3 Forklift is started, steered, manoeuvred, positioned and stopped in accordance with regulations, manufacturer instructions and workplace procedures
 - 2.4 Engine power is managed to ensure efficiency and performance and to minimise engine and gear damage
 - 2.5 Operational hazards are identified and/or anticipated and avoided or controlled through defensive driving and appropriate hazard control techniques
 - 2.6 Forklift is driven in reverse, maintaining visibility and achieving accurate positioning
- 3 Operate forklift to handle loads**
 - 3.1 Lifting task to be undertaken is appropriately planned, and correct lifting truck and allowed attachments selected
 - 3.2 Load is lifted, carried, lowered and set down in accordance with WHS/OHS legislation, manufacturer specifications and workplace procedures
- 4 Monitor site conditions**
 - 4.1 Hazards and traffic flow are identified when selecting the most efficient route and appropriate adjustments are made
 - 4.2 Site conditions are continuously monitored to enable safe operations and to ensure no injury to people or damage to property, equipment, loads or facilities occurs
- 5 Monitor and maintain forklift performance**
 - 5.1 Performance and efficiency of vehicle operation is monitored during use
 - 5.2 Defective/irregular performance and malfunctions are reported to relevant personnel

- 5.3 Forklift records are maintained/updated in accordance with workplace procedures and legislative requirements
- 6 Perform shutdown**
 - 6.1 Forklift is parked, shut down, checklist completed and equipment secured in accordance with manufacturer specifications, regulations and workplace procedures
 - 6.2 Defective/irregular performance, malfunctions or maintenance are recorded and reported to relevant personnel
 - 6.3 PPE is stored correctly in accordance with workplace procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

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 TLI Transport and Logistics Training Package Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is not equivalent to TLID2010 Operate a forklift.

Links

Companion Volume Implementation Guides are found in VETNet -
<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851>

Assessment Requirements for TLID0016 Operate a forklift

Modification History

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Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all the requirements of the elements and performance criteria on at least one occasion and include:

- applying precautions and required action to minimise, control or eliminate identified hazards
- applying relevant legislation and workplace procedures
- communicating and working effectively with others
- completing relevant documentation
- conducting pre-start and shutdown procedures
- ensuring forklift and its equipment are maintained in terms of service schedule and standard operating procedures (SOPs)
- identifying points of balance and safe lifting positions on a range of loads when operating a forklift, including attachments
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring and prioritising work activities in terms of planned schedule
- monitoring performance of forklift and related equipment, and taking appropriate action, as required
- operating and adapting to differences in equipment in accordance with SOPs
- operating electronic communications equipment to required protocol
- reading, interpreting and following relevant instructions, procedures, information and signs
- reporting and/or rectifying identified problems, faults or malfunctions promptly in accordance with regulatory requirements and workplace procedures
- selecting and using required personal protective equipment (PPE) conforming to industry and work health and safety (WHS)/occupational health and safety (OHS) standards
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all the requirements of the elements and performance criteria and include knowledge of:

- correct lifting techniques to prevent excessive wear and tear on equipment
- efficient driving techniques
- engine power management and safe operating strategies
- forklift controls, instruments and indicators, and their use
- forklift handling procedures
- high-risk work licence requirements
- operating hazards and related defensive driving and hazard control techniques
- operational emergency procedures
- pre-operational and shutdown checks carried out on forklift and related actions
- principles of stress management when driving a forklift, including fatigue
- relevant duty of care requirements for operating a forklift
- relevant WHS/OHS and environmental procedures and regulations
- relevant workplace procedures
- site layout and obstacles.

Assessment Conditions

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and PPE currently used in industry
- applicable documentation, including legislation, regulations, codes of practice, workplace procedures and operation manuals.

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