



Australian Government

TLILIC2001 Licence to operate a forklift truck

Release: 1

TLILIC2001 Licence to operate a forklift truck

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 a forklift truck safely.

Forklift truck means a powered industrial truck equipped with lifting media made up of a mast and an elevating load carriage to which is attached a pair of fork arms or other arms that can be raised 900 mm or more above the ground, but does not include a pedestrian-operated truck or a pallet truck.

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

This unit requires a person operating a forklift truck to plan the work, conduct routine checks on a forklift truck, 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 consistent with regulatory requirements and the hierarchy of control
- 1.3 Appropriate forklift truck is selected in accordance with load and workplace conditions
- 1.4 Working area is inspected to determine appropriate paths for moving loads and forklift truck in accordance with 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, 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 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 forklift truck functions and safety devices are tested to their maximum in accordance with manufacturer specifications and workplace procedures
- 2.8 Issues, defects and damage identified during routine checks 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 forklift truck data plate specifications
- 3.2 Appropriate hazard prevention/control measures are implemented and communicated to personnel in the work area
- 3.3 Forklift truck is operated at a safe speed in accordance with manufacturer specifications and workplace procedures
- 3.4 Loads are moved and placed to ensure stability of material and avoidance of hazards
- 3.5 Load movement is monitored constantly to ensure safety of personnel and load, and structural stability
- 3.6 Unplanned and/or unsafe situations are responded to in accordance with workplace procedures and emergency plans

4 Shut down and secure forklift truck

- 4.1 Forklift truck is parked to avoid hazards
- 4.2 Forklift truck is shut down in accordance with manufacturer specifications and workplace procedures
- 4.3 Routine post-operational forklift truck checks are carried out in accordance with manufacturer specifications and workplace procedures
- 4.4 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.

Skill	Performance feature
Employment skills	• operate a forklift truck in different types of workplaces transferring key principles of safe operation to different contexts

Skill	Performance feature
to:	improve own performance in safely and efficiently operating a forklift truck by incorporating learnings from different workplaces and different conditions into current performance
Numeracy skills to:	- interpret numerical information including: - selecting appropriate forklift in accordance with load and workplace conditions - load weight assessment, to ensure compliance with forklift truck data plate specifications - controlling and monitoring instrument readings
Language skills to:	- use and interpret vocabulary specific to forklift truck operations and workplace procedures to communicate with other workplace personnel - use non-verbal feedback to support effective communication - use relevant communications conventions
Literacy (reading) skills to:	- interpret documentation that includes technical specificity including: - forklift truck data plate - plant operation manuals and manufacturer specifications - workplace procedures, including emergency plan - workplace signage and labels
Literacy (writing) skills to:	- accurately record and maintain information relating to operating a forklift truck, including: - incident reports - vehicle checking and maintenance records
Self-management skills	- 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 TLILIC2001A Licence to operate a forklift truck

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 TLILIC2001 Licence to operate a forklift truck

Modification History

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

Performance Evidence

A person who demonstrates competency in this unit must provide evidence of safely operating a forklift truck and satisfy all of the unit elements, performance criteria and foundations skills requirements on at least one occasion including:

- applying risk assessment and hazard control strategies, including hierarchy of control as applied to safely operating a forklift truck
- carrying out post-start operational checks, which must ensure:
 - attachment movements and control functions are smooth and comply with operating requirements
 - hazard warning systems (e.g. lights and horns) are functional
 - safety devices are checked, including
 - deadman's switch
 - emergency descent device (hydraulic)
 - reversing beepers
 - start-up is in accordance with procedures
 - steering, transmission and brake functions comply with operating requirements
- carrying out pre-start operational checks, which must include:
 - battery charge checks, as required
 - ensuring availability of logbook, records, handbook and/or operating manuals
 - fitting and interpreting forklift truck data plate
 - fluid checks
 - forklift truck attachment security checks
 - identifying approved modifications and/or attachments fitted, to manufacturer specifications in accordance with forklift truck or attachment data plate
 - locating, identifying and confirming all controls
 - safety equipment checks
 - signage and label visibility and legibility checks
 - updating records as required
- communicating with other workplace personnel through
 - using appropriate worksite protocols
 - listening
 - making and interpreting hand signals

- questioning to confirm understanding
- signage
- verbal and non-verbal language
- written instructions
- complying with Commonwealth, state and territory work health and safety (WHS)/occupational health and safety (OHS) legislation and regulations
- conducting and monitoring safe forklift truck operations that include moving loads safely, driving and manoeuvring, picking up and placing loads at various stack heights and carrying out all functions to the maximum height and load capacity
- driving a forklift truck with load in forward and reverse, while maintaining visibility
- planning and preparing for forklift truck operations including:
 - conducting a workplace risk assessment
 - identifying hazards associated with operating a forklift truck, which must include
 - forklift truck instability (e.g. due to overloading, poor load placement, irregular loads)
 - ground conditions (e.g. condition of pavement, slopes)
 - insufficient lighting
 - overhead hazards (e.g. electric lines, service pipes)
 - traffic (e.g. pedestrians, vehicles, other plant) and the risk of collision with people, moving plant and fixed structures
 - weather conditions (e.g. wind, lightning, rain)
 - selecting hazard prevention strategies in accordance with the hierarchy of control
 - putting in place effective controls for identified hazards
 - visually checking a forklift truck for any damage or defects prior to operation including
 - evidence of damage
 - leaks
 - structural weaknesses (including paint separation or stressed welds)
- receiving and interpreting workplace instructions, safety information and emergency procedures
- shutting down a forklift truck in accordance with manufacturer specifications and workplace procedures including
 - parking in a suitable location away from dangerous areas
 - correctly positioning fork arms (tips down, tilted forward, lowered to ground)
 - selecting appropriate transmission/gear for parking (relevant to transmission type)
 - applying hand/parking brake
 - turning off engine power
 - removing ignition key as required
 - shutting off LPG gas cylinder valve as required
 - securing equipment in accordance with manufacturer specifications and against unauthorised operation

- securing site
- ensuring access ways are clear
- identifying and segregating defective equipment and reporting to authorised personnel
- connecting batteries to charger as required
- verifying problems and equipment faults, and implementing appropriate response procedures to unplanned and/or unsafe situations including
 - environmental conditions (e.g. wind, lightning, storms)
 - failure/loss of control (e.g. brakes and steering)
 - failure of equipment (e.g. hydraulic system)
 - forklift truck instability (e.g. due to deterioration of ground condition, overloading, poor load placement, irregular loads).

Knowledge Evidence

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

- Australian and industry standards relevant to operating a forklift truck
- Commonwealth, state or territory WHS/OHS legislation and approved codes of practice in relation to one's own responsibilities
- forklift truck characteristics and capabilities (including use of load data plates)
- forklift truck operations and safe operating techniques
- hierarchy of control:
 - elimination
 - substitution
 - isolation
 - engineering controls
 - administrative controls
 - personal protective equipment (PPE)
- methodology to determine weight of a load including the estimation or determination from labels, markings or load paperwork such as:
 - control labels
 - forklift data plates/labels
 - forklift warning decals
- organisational and workplace standards, requirements, policies and procedures for operating a forklift truck
- procedures for recording, reporting and maintaining workplace records and information
- relevant Australian and industry standards, codes of practice and guidelines to safely operate a forklift truck
- risk control measures including:

- barricades and traffic control (e.g. traffic management plan)
- compliance with permit condition requirements from electrical supply authority, including
 - adequate illumination
 - disconnected power
 - excavation safeguards
 - insulated electric lines
 - maintaining safety observer zone
 - movement of obstructions
 - observing limits of approach
 - pedestrian control (barricades, signs, etc.)
 - power disconnection or compliance with electrical supply authority requirements
 - safety tags on electrical switches/isolators
 - using safety observer inside exclusion zone
 - using personal protective equipment
- selecting forklift truck to suit load and workplace conditions
- typical routine problems encountered operating a forklift truck and equipment, and adjustments required for correction.

Assessment Conditions

Assessments must be conducted by an assessor accredited for this high risk work (HRW) licence class in the Commonwealth/state/territory where the licence will be obtained (i.e. an assessor authorised by a Commonwealth/state/territory WHS/OHS regulator).

As a minimum, assessors must satisfy applicable regulatory requirements, which may include requirements in the Standards for *Registered Training Organisations* current at the time of assessment.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and all assessment must be conducted in the English language.

Assessment of performance must be undertaken in the workplace and/or under realistic workplace conditions which typically reflect:

- performing tasks/activities within timelines that would be expected in a workplace
- standard and authorised work practices, safety requirements and environmental constraints
- using full-scale equipment

Forklift truck operation assessment must be conducted in a working zone in accordance with state/territory arrangements.

If the working zone is located at a 'live' site, assessment should continue in all weather conditions unless the safety of the candidate or others could be compromised.

Simulators must **not** be used in the assessment of this unit of competency.

Accredited assessors are responsible for ensuring that candidates have access to:

- a suitable forklift truck that complies with AS 2359 Powered industrial trucks and is in a safe condition
- associated equipment appropriate to forklift truck operations
- suitable loads
- required personal protective equipment (PPE) for the purpose of Performance Assessment
- relevant workplace procedures and standards for operating a forklift truck, including:
 - approved codes of practice and guidance
 - relevant Australian and international technical standards
 - manufacturer guidelines (instructions, specifications or checklists) for the purpose of Performance Assessment
 - relevant industry standards and operating procedures (where applicable)
 - safe work method statements (SWMS), as required.

Links

Companion Volume implementation guides are found in VETNet -

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