



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	• 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:	- 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:	- interpret numerical information including: - 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:	- 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:	- interpret documentation that includes technical specificity including: - 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:	- accurately record and maintain information relating to operating an order picking 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 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>

Assessment Requirements for TLILIC2002 Licence to operate an order picking forklift truck

Modification History

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Performance Evidence

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

- applying risk assessment and hazard control strategies, including hierarchy of control as applied to safely operating an order picking 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
 - safety gates and interlocks
 - reversing beepers
 - emergency descent device (hydraulic)
 - deadman's switch
 - 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:
 - all controls are located, identified and confirmed
 - all signage and labels are visible and legible
 - identifying approved modifications and/or attachments fitted to manufacturer specifications in accordance with order picking forklift data plate
 - battery charge checks
 - checks for adaptations or modifications outside manufacturer specifications (i.e. not listed on the order picking forklift data plate)
 - fluid checks
 - ensuring availability of logbook, handbook or operating manuals
 - ensuring safety devices/alarms are fitted and operational
 - fitting and interpreting order picking forklift data plate
 - order picking forklift truck attachment security checks
 - updating records as required
 - safety equipment checks

- communicating with other workplace personnel through:
 - using appropriate worksite protocol
 - 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 order picking forklift truck operations that includes picking and placing loads safely at various heights, driving, manoeuvring and placing loads in a safe manner, and carrying out all functions to the maximum height and load capacity
- driving order picking forklift truck with load in forward and reverse, while maintaining visibility
- planning and preparing for order picking forklift truck operations including:
 - conducting a workplace risk assessment
 - identifying hazards associated with operating an order picking forklift truck, which must include :
 - ground conditions (e.g. condition of surface, slopes)
 - insufficient lighting
 - overhead hazards (e.g. electric lines, service pipes)
 - risk of collision with people, moving plant and fixed structures
 - order picking forklift instability (e.g. overloading, poor load placement, irregular loads)
 - other specific hazards (e.g. falling from platform, dangerous materials)
 - traffic (e.g. pedestrians, vehicles, other plant)
 - weather conditions (e.g. wind, lightning, rain)
- putting in place effective hazard controls for those hazards identified
- receiving and interpreting workplace instructions, safety information and emergency procedures
- selecting hazard prevention strategies, in accordance with the hierarchy of control
- shutting down order picking forklift truck and equipment in accordance with manufacturer specifications and workplace procedures including:
 - parking in a suitable location away from dangerous areas
 - lowering forks to the ground
 - ensuring brakes and motion locks are applied
 - turning off engine power
 - securing equipment in accordance with manufacturer specifications and against unauthorised movement
 - securing site

- ensuring access ways are clear
- removing ignition key as required
- 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)
 - order picking forklift truck instability (e.g. due to deterioration of ground condition, overloading, poor load placement, irregular loads)
- visually checking order picker forklift truck for any damage or defects prior to operation including:
 - evidence of damage
 - leaks
 - structural weaknesses (including paint separation or stressed welds)
- working safely at heights using safety equipment safely and efficiently.

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 an order picking forklift truck
- Commonwealth, state or territory WHS/OHS legislation and approved codes of practice in relation to one's own responsibilities
- 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
- order picking forklift truck operations and safe operating techniques

- order picking forklift truck characteristics and capabilities, (including use of load data plates)
- organisational and workplace standards, requirements, policies and procedures for operating an order picker forklift truck
- procedures for recording, reporting and maintaining workplace records and information
- rated capacity and working load limits identification
- relevant Australian and industry standards, codes of practice and guidelines to safely operate an order picking 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
 - bridging plates
 - 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 order picking forklift truck to suit load and workplace conditions
- typical routine problems encountered operating an order picker 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

Order picking 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 candidates have access to:

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

Links

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