



Australian Government

Department of Education, Employment and Workplace Relations

TLID1007C Operate a forklift

Release: 1

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Modification History

Not applicable.

Unit Descriptor

This unit involves the skills and knowledge required to operate a forklift, including checking forklift condition, driving the forklift to fulfil operational requirements, monitoring site conditions, and monitoring and maintaining forklift performance. 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.

Application of the Unit

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

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

Licensing/Regulatory Information

Refer to Unit Descriptor

Pre-Requisites

Not applicable.

Employability Skills Information

The required outcomes described in this unit of competency contain applicable facets of Employability Skills. The Employability Skills Summary of the qualification in which this competency is packaged will assist in identifying employability skill requirements.

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

Elements and Performance Criteria

Element	Performance Criteria
1 Check forklift condition	1.1 Condition of forklift is checked for compliance with OH&S and workplace requirements for warning devices, manufacturers specifications and the nature of the load shifting task 1.2 Attachments are checked to ensure appropriate adjustment and operation 1.3 Mirrors and seats are adjusted for safe operation by the driver 1.4 Log books are checked and appropriate workplace documentation is completed in accordance with workplace requirements
2 Drive the forklift	2.1 Forklift is started, steered, manoeuvred, positioned and stopped in accordance with regulations and manufacturers instructions 2.2 Engine power is managed to ensure efficiency and performance and to minimise engine and gear damage 2.3 Operational hazards are identified and/or anticipated and avoided or controlled through defensive driving and appropriate hazard control techniques 2.4 Forklift is driven in reverse, maintaining visibility and achieving accurate positioning 2.5 The forklift is parked, shut down and secured in accordance with manufacturers specifications, regulations and workplace procedures
3 Operate a forklift to handle loads	3.1 The lifting task to be undertaken is appropriately planned and the correct lifting truck and attachments are selected 3.2 The load is lifted, carried, lowered and set down in accordance with OH&S legislation, manufacturers specifications and company procedures

- 4 **Monitor site conditions**
 - 4.1 When selecting the most efficient route, hazards and traffic flow are identified and appropriate adjustments are made
 - 4.2 Site conditions are assessed 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 reported to relevant personnel
 - 5.3 Forklift records are maintained/updated in accordance with workplace procedures and legislative requirements

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 operation of a forklift

Relevant OH&S and environmental procedures and regulations

Workplace operating procedures

Forklift controls, instruments and indicators and their use

Forklift handling procedures

Procedures to be followed in the event of an operational emergency

Engine power management and safe operating strategies

Efficient driving techniques

Operating hazards and related defensive driving and hazard control techniques

Pre-operational checks carried out on forklift and related action

Principles of stress management when driving a forklift

Site layout and obstacles

Required skills:

Communicate effectively with others when operating a forklift

Read and interpret instructions, procedures, information and signs relevant to the operation of a forklift

Interpret and follow operational instructions and prioritise work

Complete documentation related to the operation of a forklift

Operate electronic communication equipment to required protocol

Work collaboratively with others when operating a forklift

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 in accordance with regulatory requirements and workplace procedures

Implement contingency plans for unexpected events when operating a forklift

Apply precautions and required action to minimise, control or eliminate hazards that may exist during the operation of a forklift

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 standards

Identify points of balance and safe lifting positions on a range of loads when operating a forklift (including accessories)

Monitor performance of forklift and its equipment and take appropriate action where required

Ensure that a forklift and its equipment are maintained in terms of service schedule and standard operating procedures

Check and replenish fluids and carry out lubrication processes in the course of work activities

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 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/or equipment, and/or

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 conducted through appropriate written/oral tests

Practical assessment must occur:

through appropriately simulated activities 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
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
Work may be conducted in:	restricted spaces exposed conditions controlled or open environments
Loads to be shifted may require:	special precautions
Loads to be shifted may be:	irregularly shaped packaged or unpackaged labelled or unlabelled palletted or unpalletted
Hazards in the work area may include exposure to:	chemicals dangerous or hazardous substances movements of equipment, goods and materials
Personnel in the work area may include:	workplace personnel site visitors contractors official representatives

Forklift handling procedures may include:	- starting a forklift - 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:	- visual check of forklift - checking and topping up of fluid levels - checks of tyres - checks of operation of forklift lights and indicators - checks of brakes
Hazards may include (examples only):	- wet and iced operating surfaces - oil on operating surface - faulty brakes - workplace obstacles and other operational equipment and vehicles - damaged loads and pallets - other personnel in work area
Depending on the type of organisation concerned and the local terminology used, workplace procedures may include:	- company procedures - enterprise procedures - organisational procedures - established procedures
Personal protection equipment may include:	- gloves - safety headwear and footwear - safety glasses - two-way radios - high visibility clothing
Information/documents may include:	goods identification numbers and codes, including IMDG markings and HAZCHEM

signs

manifests, bar codes, picking slips,
merchandise transfers, stock requisitions,
goods and container identification

Australian Standard 2359 - Industrial Truck
Code

manufacturers specifications for forklift and
associated equipment

operations and service record book or log

workplace procedures and policies for the
operation of forklifts

supplier and/or client instructions

ADG Code and material safety data sheets

regulatory requirements concerning the use
of forklifts

award, enterprise bargaining agreement,
other industrial arrangements

standards and certification requirements

quality assurance procedures

emergency procedures

Applicable procedures and codes may
include:

relevant state/territory regulations pertaining
to the operation of forklifts

relevant codes and standards, including
Australian Standard 2359 - Industrial Truck
Code

relevant state/territory OH&S legislation

relevant state/territory fatigue management
regulations

relevant state/territory environmental
protection legislation

Unit Sector(s)

Not applicable.

Competency Field

D - Load Handling