



Australian Government

Department of Education, Employment and Workplace Relations

TLID1107C Conduct specialised forklift operations

Release: 1

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Modification History

Not applicable.

Unit Descriptor

This unit involves the skills and knowledge required to operate a forklift with specialised attachments or all-terrain equipment, including checking attachments and worksite for suitability, selecting the type of forklift and accessories for required load shifting tasks, and shifting load and completing work in accordance with operational requirements. 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

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

Specialised operation of a forklift is performed under some supervision, generally within a team environment. It involves the application of equipment operation principles and procedures to maintain the safety and specialised operation of a forklift in a wide 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 attachments and worksite for suitability	1.1 Suitable work site is selected for operations 1.2 Work area is checked for overhead obstructions and proximity to service delivery lines 1.3 Barriers or warning signs are erected in areas subject to passing traffic 1.4 Attachments and platforms are securely fixed to carriage or tines 1.5 Personnel support platforms are inspected to ensure compliance with the relevant Australian Standard
2 Select type of forklift and accessories for the required workplace task	2.1 Special equipment, accessories or attachments are identified to match load characteristics and work requirements 2.2 Appropriate specialised equipment is selected 2.3 Existing attachments are removed and stored according to workplace procedures 2.4 Specialised equipment is fitted according to manufacturers instructions and workplace procedures 2.5 Designated staff are notified regarding specialist operations
3 Shift load and complete work	3.1 Equipment is operated within safe working limits and to maximise efficiency of operations 3.2 Load is lifted, carried and set down in accordance with workplace and manufacturers procedures and regulatory requirements 3.3 Documentation is completed reporting any damage or faults to goods or equipment 3.4 Specialist equipment and forklift are returned to appropriate storage/parking area

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 specialised operation of a forklift

Relevant OH&S and environmental procedures and regulations

Workplace operating procedures

Forklift controls, instruments and indicators and their use

Types of forklift accessories and ancillary equipment, their purposes and procedures for their use

Handling procedures for forklifts involved in specialised operations

Procedures to be followed in the event of an operational emergency

Operating hazards and related defensive driving and hazard control techniques

Engine power management and safe operating strategies

Efficient driving techniques

Pre-operational checks carried out on forklift and accessories and related action

Site layout and obstacles

Principles of stress management when driving a forklift

Required skills:

Communicate effectively with others when conducting specialised forklift operations

Read and interpret instructions, procedures, information and signs relevant to specialised forklift operations

Interpret and follow operational instructions and prioritise work

Complete documentation related to specialised forklift operations

Operate electronic communication equipment to required protocol

Work collaboratively with others when conducting specialised forklift operations

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 that may arise when conducting specialised forklift operations in accordance with regulatory requirements and workplace procedures

Implement contingency plans for unexpected events that may occur when conducting specialised forklift operations

Apply precautions and required action to minimise, control or eliminate hazards that may exist during specialised forklift operations

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 equipment

Service equipment in terms of maintenance 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
- container-handling heavy forklifts
- vacuum
- top frame

Specialised forklift 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

Specialised forklift may be used to assist in a range of workplace tasks, including:

- stock/goods/container handling
- loading and unloading vehicles
- stacking stock and goods
- lifting and moving equipment
- transporting materials and goods in a workplace

Work may be conducted in:

- restricted spaces
- exposed conditions
- controlled or open environments

Loads to be shifted may require:

- special precautions

Specialised forklift operations may involve the use of a range of attachments and accessories, including:

- spikes
- drum carriers
- bale carriers
- tines

	personnel carriers
	high reaching
	pantograph
	jibs
	paper clamps
	hooks
	side lifters
Loads to be shifted may be:	irregularly shaped
	packaged or unpackaged
	labelled or unlabelled
	palletted or unpalletted
	containerised
Personnel in the work area may include:	workplace personnel
	site visitors
	contractors
	official representatives
Forklift operational procedures may include:	starting a forklift (including pre-start checks)
	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 but are not limited to:	visual checking of forklift and its associated accessories and equipment
	checking and topping up of fluid levels
	checks of tyres
	checks of operation of forklift lights and indicators
	checks of brakes
Post-operational checks may include but are	parking in a safe place

not limited to:	shutting down forklift lowering all equipment visually checking for faults or damage
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 protective 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 accessories and equipment operations and service record book or log workplace procedures and policies for the operation of forklifts supplier and/or client instructions 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