



Australian Government

Department of Education, Employment and Workplace Relations

TLILIC108A Licence to operate a forklift truck

Release: 1

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Modification History

Not applicable.

Unit Descriptor

This unit specifies the outcomes required for the operation of a powered industrial truck equipped with a mast and an elevating load carriage to which is attached a pair of fork arms or other attachment, for licensing purposes. This definition also includes a truck on which the operator is raised with the attachment for order-picking.

Application of the Unit

This unit requires the operator to be able plan the work, conduct routine checks on the forklift, shift loads in a safe manner, and shut down and secure the equipment after the completion of operations.

This unit is based on the National Standard for Licensing Persons Performing High Risk Work.

This unit in its current form meets state and territory licensing requirements. Any alteration will result in a unit which is not acceptable to regulators for the purpose of licensing.

Licensing/Regulatory Information

Refer to Application of the Unit

Pre-Requisites

Not applicable.

Employability Skills Information

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Not applicable.

Elements and Performance Criteria

Elements and Performance Criteria

Element	Performance Criteria
1 Plan work	1.1 Potential workplace hazards are identified 1.2 Hazard control measures are identified consistent with appropriate standards to ensure the safety of personnel and equipment 1.3 Appropriate forklift truck is selected according to the load and workplace conditions 1.4 Working area is inspected to determine appropriate path of movement for loads and forklift truck 1.5 Communication methods are identified according to procedures
2 Conduct routine checks	2.1 Forklift is visually checked for any damage or defects 2.2 All signage and labels are visible and legible according to the appropriate standard 2.3 All controls are located and identified 2.4 Pre-start operational checks are carried out according to procedures 2.5 Forklift is started according to procedures and checked for any abnormal noise 2.6 Post-start operational checks are carried out according to procedures 2.7 All forklift functions and safety devices are tested to their maximum according to procedures 2.8 Defects and damage are reported and recorded according to procedures, and appropriate action is taken

- 3 Shift load
 - 3.1 The 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 with personnel in the work area
 - 3.3 **Forklift** is operated at a safe speed and according to **procedures**
 - 3.4 **Loads are moved and placed to ensure stability of material and avoidance of hazards**
 - 3.5 **Load movement is monitored constantly ensuring safety to personnel and load, and structural stability**
 - 3.6 **Unplanned and/or unsafe situations** are responded to in line with **procedures**
- 4 Shut down and secure forklift truck
 - 4.1 **Forklift** truck is parked to avoid hazards
 - 4.2 Forklift is **shut down** according to **procedures**
 - 4.3 **Routine post-operational forklift checks are carried out according to procedures**
 - 4.4 **Forklift is secured to prevent unauthorised access/use**
 - 4.5 **All defects and damage are reported and recorded according to procedures, and appropriate action is taken**

Required Skills and Knowledge

This describes the essential skills and knowledge and their level required for this unit.

Required skills:

Accurately interpret information relating to conducting forklift truck operations (e.g. procedures)

Safely conduct forklift truck operations including all functions to the maximum height and load capacity

Identify hazards associated with the operation of the forklift truck, assess risks and put into place effective hazard prevention/control measures for those hazards identified

Use communication skills at a level sufficient to communicate with other site personnel (e.g. receive and interpret work instructions, safety information, emergency procedures)

Drive forklift with load in forward and reverse, maintaining visibility

Verify problems and equipment faults and demonstrate appropriate response procedures

Required knowledge:

Methodology of determining the weight of a load

Commonwealth, state or territory OH&S legislation, standards relevant to the safe operation for the forklift trucks

Understanding of forklift characteristics and capabilities (including use of load data plates)

Understanding of the hierarchy of hazard identification and control

Organisational and workplace standards, requirements, policies and procedures for conducting operations for the crane class

Procedures for the recording, reporting and maintenance of workplace records and information

Forklift truck operations and safe operating techniques

Typical routine problems encountered in the operation of the crane and equipment and adjustments required for correction

Evidence Guide

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, the range statement and the assessment guidelines for the Training Package.

Overview of assessment

Successful assessment of this unit meets the competency requirement of the National Standard for Licensing Persons Performing High Risk Work.

State/territory OH&S regulators have mandated the use of Assessment Instruments and Instructions for Assessment for this unit which have been endorsed by the national body responsible for OH&S matters.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Compliance with OH&S licensing legislation.

Communicate and work safely with others in the work area.

Identify hazards associated with the operation of the forklift truck and put in place effective hazard controls for those hazards identified.

Conduct pre-start-up, operational, moving loads and shut down and secure checks of the forklift truck according to procedures.

Operate the forklift truck and move loads safely, including driving and manoeuvring, picking up and placing of loads at various stack heights.

Drive forklift truck with load in forward and reverse, maintaining visibility.

Context of and specific resources for assessment

Assessment of the safe application of knowledge and skills to workplace tasks (performance) must be undertaken using the endorsed Assessment Instrument.

Assessment of performance must be undertaken either in the workplace or in a realistically simulated workplace setting.

Assessment must occur under standard and authorised work practices, safety

requirements and environmental constraints.

Applicants must have access to:

Personal Protective Equipment (PPE) for the purpose of the Performance Assessment

associated equipment appropriate to forklift truck operations

suitable loads as described by the endorsed Assessment Instrument

manufacturers specifications

appropriate forklift truck in a safe condition.

Method of assessment

Assessment must be conducted using the endorsed Assessment Instrument. These Instruments provide instruction on their application.

The use of '**simulators**' in the assessment of this unit of competency is **not acceptable**.

Assessment may be in conjunction with the assessment of other units of competency.

Assessment methods must confirm consistency and accuracy of performance together with application of underpinning knowledge.

Assessment must confirm a reasonable inference that competency is not only able to be satisfied under the particular circumstance, but is able to be transferred to other circumstances.

Guidance information for assessment

Further information about endorsed Assessment Instruments may be obtained from state/territory OH&S regulators.

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. Bold italicised wording, if used in the performance criteria, is detailed below.

Hazards

May include but not limited to:

ground conditions (e.g. condition of pavement, slopes)
overhead hazards (e.g. powerlines, service pipes)
insufficient lighting
traffic (e.g. pedestrians, vehicles, other plant)
weather (e.g. wind, lightning, rain)
forklift instability (e.g. overloading, poor load placement, irregular loads)
other hazards (e.g. dangerous materials)

Hazard control measures

Refers to the systematic process of eliminating or reducing the risk to personnel and property through the application of controls

It includes the application of the hierarchy of control, the six-step preference of control measures to manage and control risk:

- 1 elimination
- 2 substitution
- 3 isolation
- 4 engineering control measures
- 5 using safe work practices
- 6 personal protective equipment

Appropriate standards

May include but not limited to:

legislation
Australian standards
manufacturer's specifications
industry standards (where applicable)

Forklift truck

May include but not be limited to:

counterbalanced

reach trucks
rough terrain
internal combustion petrol, diesel, gas
electric

Communications methods

May include but not limited to:
verbal and non-verbal language
written instructions
signage
hand signals
listening
questioning to confirm understanding
appropriate worksite protocol

Procedures

May include but not limited to:
manufacturer's guidelines (instructions, specifications or checklists)
industry operating procedures
workplace procedures (work instructions, operating procedures, checklists)

Pre-start operational checks

May include but not limited to:
safety devices fitted where appropriate
forklift data plate fitted and interpreted
logbook, handbook or operating manuals available
external visual check including, evidence of damage, leaks, visual evidence of structural weaknesses (including paint separation or stressed welds) is carried out
forklift attachment is checked for security
approved modifications and/or attachments fitted to manufacturer's specifications (e.g. as per forklift or attachment data plate) are identified
checks for adaptations or modifications outside manufacturer's specifications (e.g. not listed on the forklift or attachment data plate) are carried out

Post-start operational checks

maintenance logbook/records checked

May include checks of the forklift truck and equipment after start-up to ensure:

hazard warning systems (for example lights and horns), are functional

attachment movements and control functions are smooth and comply with operating requirements

steering, transmission and brake functions comply with operating requirements

Hazard prevention/control measures

May include but not limited to:

barricades and traffic control

safety tags on electrical switches/isolators

insulated powerlines

safety observer used inside exclusion zone

disconnected power

pedestrian control (barricades, signs, etc.)

excavation safeguards

movement of obstructions

personal protective equipment

adequate illumination

Unplanned and/or unsafe situations

May include but not limited:

failure/loss of control (e.g. brakes and steering)

failure of equipment (e.g. hydraulic system)

environmental condition

Shut down

May include, but is not limited to:

parking in a suitable location away from dangerous areas

fork arms are correctly positioned (tips down, tilted forward, lowered to ground)

appropriate transmission/gear is selected for parking (relevant to transmission type)

hand/parking brake is applied

engine power is turned off

ignition key is removed (if applicable)
LPG gas cylinder valve is shut off (where fitted)
securing equipment against unauthorised operation
securing the site
ensuring access ways are clear
identifying and segregating defective equipment and reporting to authorised personnel
batteries are connected to the charger (if applicable)

Unit Sector(s)

Not applicable.