



**Australian Government**

# **TLILIC2001 Licence to operate a 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 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 to:	<ul style="list-style-type: none"> <li>• operate a forklift truck in different types of workplaces transferring key principles of safe operation to different contexts</li> <li>• improve own performance in safely and efficiently operating a forklift truck by incorporating learnings from different workplaces and different conditions into current performance</li> </ul>
Numeracy skills to:	<ul style="list-style-type: none"> <li>• interpret numerical information including:               <ul style="list-style-type: none"> <li>• selecting appropriate forklift in accordance with load and workplace conditions</li> <li>• load weight assessment, to ensure compliance with forklift truck data plate specifications</li> <li>• controlling and monitoring instrument readings</li> </ul> </li> </ul>
Language skills to:	<ul style="list-style-type: none"> <li>• use and interpret vocabulary specific to forklift truck operations and workplace procedures to communicate with other workplace personnel</li> <li>• use non-verbal feedback to support effective communication</li> <li>• use relevant communications conventions</li> </ul>
Literacy (reading ) skills to:	<ul style="list-style-type: none"> <li>• interpret documentation that includes technical specificity including:               <ul style="list-style-type: none"> <li>• forklift truck data plate</li> <li>• plant operation manuals and manufacturer specifications</li> <li>• workplace procedures, including emergency plan</li> <li>• workplace signage and labels</li> </ul> </li> </ul>
Literacy (writing) skills to:	<ul style="list-style-type: none"> <li>• accurately record and maintain information relating to operating a forklift truck, including:               <ul style="list-style-type: none"> <li>• incident reports</li> <li>• vehicle checking and maintenance records</li> </ul> </li> </ul>
Self-management skills	<ul style="list-style-type: none"> <li>• implement risk control measures</li> <li>• initiate emergency management strategies</li> </ul>

## 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.education.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851>