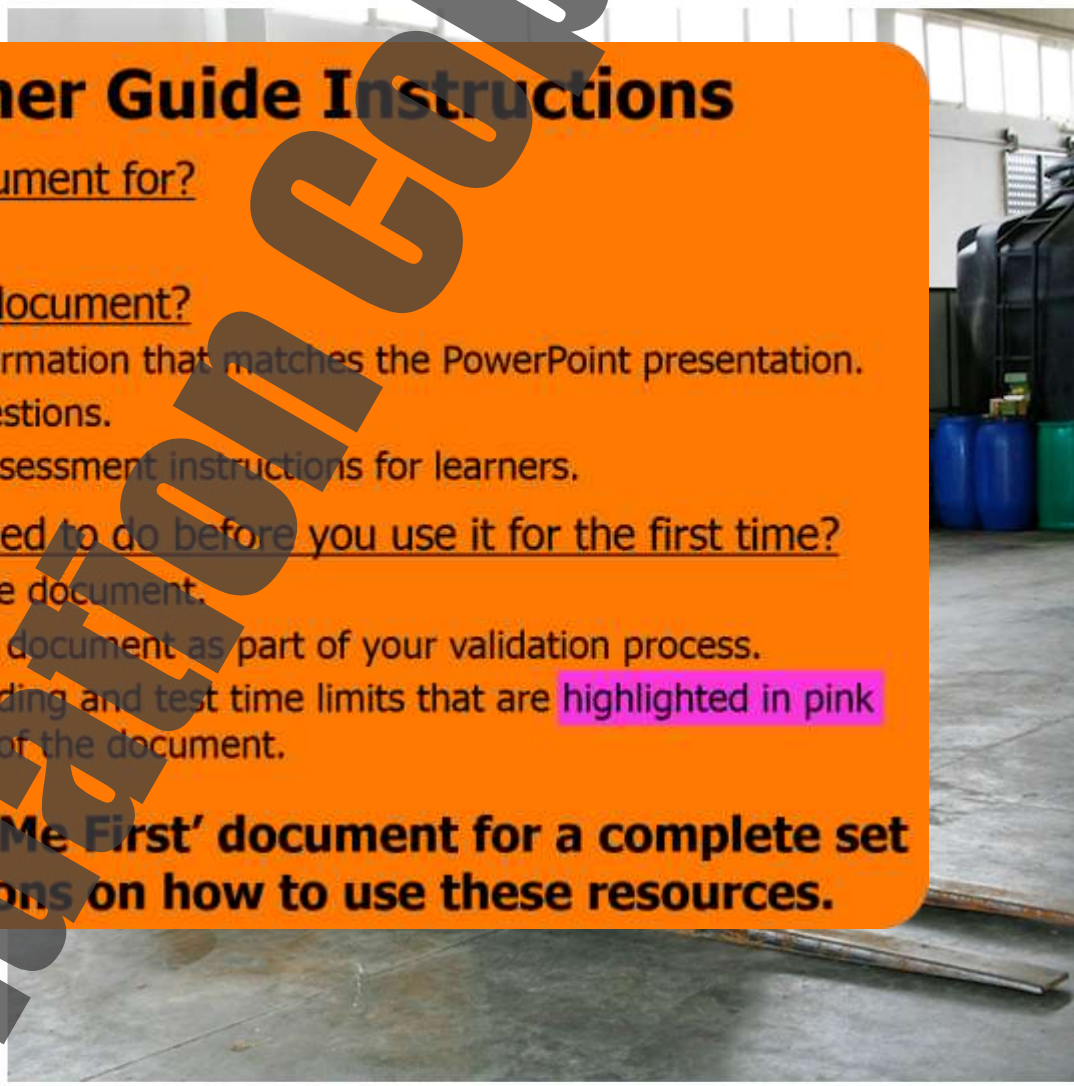
RIIHAN201E

Operate a Forklift



Learner Guide Instructions

Who is this document for?

The learner.

What is in this document?

- Course information that matches the PowerPoint presentation.
- Review questions.
- Practical assessment instructions for learners.

What do you need to do before you use it for the first time?

1. Rebrand the document.
2. Review the document as part of your validation process.
3. Set the reading and test time limits that are highlighted in pink at the end of the document.

See the 'Read Me First' document for a complete set of instructions on how to use these resources.

LEARNER GUIDE

RIIHAN201E Operate a Forklift

Learner Name:	
Learner ID:	
Learner Contact Number:	
Learner Email Address:	
Date Training Commenced:	

This Book Contains:

- ☐ Course Information.
- ☐ Review Questions.
- ☐ Practical Assessment overview and instructions.

Table of Contents

1.1 Introduction

This training course is based on the Unit of Competence **RIIHAN201D Operate a Forklift.**

The work required in this unit relates to the National Standard for High Risk Work which is addressed by TLILIC0003 Licence to Operate a Forklift Truck. This unit in isolation does not meet the requirements of High Risk Work Licensing and must be used in conjunction with, or following the successful completion of TLILIC0003.

You will learn about:

- Planning out your work.
- Carrying out routine checks on the forklift before you use it.
- Shifting loads safely with a forklift, using a range of attachments.
- Shutting down and maintaining the forklift when you have finished.

1.1.1 What is a Forklift?

A forklift is a powered industrial truck equipped with a mast and an elevating load carriage with a pair of fork arms or another load handling attachment.

This can also include trucks where the operator is raised with the attachment for order picking.

1.1.2 Parts of a Forklift

1.2 Plan Work

It is important that you understand all of the health and safety rules relevant to your job.

As a forklift operator you are responsible for planning and carrying out high risk work. This work must be done in accordance with a range of safety requirements including:

- Work Health and Safety requirements.
- Duty of care.

1.2.1 Work Health and Safety Requirements

Work Health & Safety (WHS) laws and guidelines help keep your workplace safe.

These can be broken down into four main types:

Law	Explanation
Acts	Laws to protect the health, safety and welfare of people at work.
Regulations	Gives more details or information on particular parts of the Act.
Codes of Practice	Are practical instructions on how to meet the terms of the law.
Australian Standards	Give you the minimum levels of performance or quality for a hazard, work process or product.

1.2.2 Duty of Care

Everybody in the workplace has a responsibility to keep themselves and others as safe as possible while they are at work. This is called a 'Duty of Care'.

The following people have a duty of care in the workplace:

- Employers and self-employed persons.
- Any person in control of the workplace.
- Supervisors.
- Designers.
- Manufacturers.
- Suppliers.
- Workers.
- Inspectors.

To keep yourself and other workers safe you need to:

- Follow your instructions.
- Follow all workplace rules.
- Have the right qualification or licence for a job (licences, tickets or certificates of competency).
- Make sure all equipment is safe to use.
- Carry out your work safely.
- Report any problems.
- Meet any other relevant state and territory WHS requirements.

Review Questions

1.	List the 4 main types of WHS/OHS legislation, requirements and guidelines.	☐

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1.3 Site Policies and Procedures

You must follow all safety rules and instructions when performing any work. If you are not sure about what you should do, ask your boss or supervisor. They will tell you what you need to do and how to do it in a safe way.

Before starting your work you need to make sure you have access to all operations documentation for the job. This will help you to do your work in the safest way and make sure all work is compliant.

Operations documentation includes:

Site Details
The information and safety requirements of the workplace environment (where you will be working).

Hazard Details
Any hazards in the work area or related to the work. This could also include instructions on how to handle dangerous or hazardous materials.

Task Details
Instructions of what the work is or what you will be doing (this can include diagrams or plans). Also instructions on how to safely do the job.

Faulty Equipment Procedures
Isolation procedures to follow or forms to fill out.

Signage
Site signage tells you what equipment you need to have, or areas that are not safe to be in.

Emergency Procedures
Instructions on what to do in emergency situations, for example if there is a fire, accident or emergency where evacuation or first aid is needed.

Equipment and Work Instructions
Details of how to operate plant and equipment and the sequence of work to be done.

Your worksite will also have instructions for working safely including:

- Emergency procedures, including using fire fighting equipment, first aid and evacuation.
- Handling hazardous materials.
- Safe operating procedures.
- Personal protective clothing and equipment.
- Safe use of tools and equipment.

1.3.1 Work Instructions and Procedures

You need to be clear about what work you will be doing. Make sure you have everything about the job written down before you start. This includes what you will be doing, how you will be doing it and what equipment you will be using.

Make sure you have all of the details about where you will be working. For example:

- **The Site** – Is there clear access for all equipment? Are there buildings, structures, facilities or trees in the way? What are the ground conditions like?
- **The Weather** – Is there wind, rain or other bad weather? Is it too dark?
- **Facilities and Services** – Are there power lines or other overhead or underground services to think about?
- **Traffic** – Are there people, vehicles or other equipment in the area that you need to think about? Do you need to get them moved out of the area? Do you need to set up barriers or signs?
- **Hazards** – Are there dangerous materials to work around or think about? Will you be working close to power lines or other people?

You also need to make sure you have all of the details about the kind of work you will be doing:

- **The Task** – What is the forklift being used for? How long will the task take? Does it need any special equipment?
- **Plant and Equipment** – What type of forklift will be used? How big is it? How much room does it need? What equipment and tools are needed?
- **Communications** – How are you going to communicate with other workers?
- **Procedures and Rules** – Do you need any special permits or licenses? Are there site rules that affect the way you will do the work?

1.3.2 Reading and Checking Your Work Instructions

All work needs to follow worksite, environment and company safety procedures.

Procedures help to make sure that all work is done in a safe way, without damaging equipment or putting people in unsafe situations. They also help to make sure that work is done in the correct order and doesn't interrupt or get in the way of other work that is happening on the site.

Your work instructions will tell you the safest way to do the job, and the equipment that you will need to use. It is a good idea to check your work instructions with your boss or supervisor to make sure you know exactly what you need to do.

If you don't know where to get your instructions or you can't understand them, you can ask your boss or supervisor. They will tell you where to find your work instructions and explain what they mean.

1.3.3 Geological and Survey Data

Geological and survey data is used to guide you through a job. It tells you what the area is like, what things you will need to think about and what work you need to complete.

An understanding of this technical information will help you to avoid driving the forklift over unstable ground or other trouble areas.

It can also help you to make sure you are operating in an appropriate location that will not disrupt other workers or operations in the area.

1.3.3.1 Geological Data

Geological data gives you information about:

- Rock or material types and characteristics.
- Wet and dry areas.
- Water tables or other sources of water.
- Broken ground, faults or joints.
- Compaction levels.

All of this information will help you to decide on what equipment you need to use, where and how you should travel with equipment and areas to avoid.

1.3.3.2 Survey Data

Survey data covers information about job outcomes including:

- Bench heights and widths.
- Floor heights.
- Floor, ramp and bench grades.
- Underground working and voids.

Survey data can also be used to mark out:

- Work circuits.
- Pick up areas.
- Dump areas.
- Spill zones.
- Routes or traffic ways.

1.3.4 Environmental Protection Requirements

Environmental protection requirements are part of every worksite. Make sure you check with your supervisor about what environmental issues need to be managed during your work.

All environmental details should be listed in an 'Environmental Management Plan' for the site. It can include details for:

- Waste management.
- Water quality protection.
- Noise control.
- Vibration control.
- Dust management.

The plan will outline the steps and processes needed to prevent or minimise damage to the environment through the use of machinery and equipment.

1.3.4.1 Environmental Protection Constraints

Within the environmental protection requirements are certain constraints. These are activities that must not be carried out or that must be conducted in a particular way in order to protect or preserve the environment.

Environmental requirements and constraints can include:

- **Dust management** – this can be a WHS issue as well as an environmental problem. Dust can be controlled with covers or water, which is sprayed onto surfaces using water tankers. In some cases water may be applied with a fog machine to capture and settle the dust.
- **Start times for vehicles** – these restrictions are generally only used when the worksite is located within hearing distance of a town or village. It may not apply to large sites or mines that are operational 24 hours a day.
- **Safe work practices and procedures** – these are designed to minimise the hazards and risks to the environment associated with particular tasks.

Environmental constraints on the worksite will affect where and how you operate the forklift.

It is important to be aware of changes in the work environment such as ground stability, weather and lighting changes, obstructions such as trees, or any other environmental factor that could affect the forklift in some way.

Procedures for dealing with these constraints may include isolating them, or using different equipment to eliminate them (for example, temporary lighting or different access equipment).

Review Questions

2. List 4 details of the work environment that you need to make sure you have. ☐

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3. List 4 examples of geological data. ☐

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4. What are 4 pieces of information about job outcomes that might be covered by survey data? ☐

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5.	What are 4 details that could be listed in an Environmental Management Plan?	☐

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1.4 Manage Hazards and Risks

Before starting any work it is important to manage any hazards or risks in the area, or related to the work.

A **Hazard** is a thing or situation with the potential to cause harm or damage.

A **Risk** is the chance of a hazard causing harm or damage.

By lowering or removing risks we can make hazards less dangerous.

1.4.1 Consulting with Other Workers about Hazards and Risks

Controlling a hazard can be a team effort and it's important that everybody knows what they need to do and how or if they need to change their work process to suit.

Make sure you talk to the right people. This can include:

- Safety officers.
- Site engineers (where applicable).
- Supervisors.
- Colleagues.
- Managers who are authorised to take responsibility for the workplace or operations.

These people may have information about site hazards.

It is important to communicate with other personnel and safety officers before starting on a worksite to ensure that any workplace policies or site-specific procedures are followed.

1.4.2 Identify Hazards

Part of your job is to look around to see if you can find any hazards before you start any work.

Before you get started it's a good idea to check the path that you're planning to take with the forklift, to make sure that you have identified all hazards in the path of movement and put effective control measures in place. This will help to make the workplace safer.

Check that the forklift will fit and that there are no obstacles in the way. Also check for any other equipment or people working in the area.

When you start checking for hazards, make sure you look everywhere.

A good way to do this is to check:

- Up high above your head.
- All around you at eye level.
- Down low on the ground (and also think about what is under the ground).

Some hazards you should check for in the work area:

- **Installed Services** – underground or above ground power lines, telephone lines, gas pipes, cables. To find out the location of underground services you may need to contact the site supervisor (who will contact the supply authorities or council for maps of the site).
- **Weather Conditions** – electrical storms, wind, heat, floods, fires, humidity.
- **People** – site workers, non-inducted workers, site visitors, others authorised or unauthorised.
- **Environmental/Ground Conditions** – uneven or unsafe ground, excavations, holes and potholes, unstable faces, over-hanging rocks, recently filled trenches, sinkage areas, dust and noise, trees and other vegetation.
- **Equipment/Machinery** – other vehicles, conveyors, fixed plant, abandoned or unattended equipment, ancillary equipment, lifting equipment.
- **Damaged or Defective Equipment** –pressurised hoses and fastenings, non-pressurised hoses, ancillary machinery equipment, vandalised equipment.
- **Structural Hazards** – adjoining pit walls or structures, buildings, structures, facilities, bridges, suspended pathways, walkways, service drains, fences, structural obstructions, ramps.
- **Chemical Hazards** – fuel, chemicals, contaminants, gases, dusts. Specific training may be required to deal with chemical hazards. Speak with your supervisor if you are unsure if you need specialised training for the chemical hazards on your worksite.
- **Stored Energy** – any system or equipment that stores any form of energy could become a hazard or risk.

1.4.2.1 Task-Related Hazards

Some hazards may be caused by the way the work is done. You should think about task hazards including:

- Adequate and safe communications.
- Access and egress to the work area.
- Location and specific details of the task.
- Permits that may be required for the task.
- Equipment requirements and availability.
- Forklift capacity.
- Method of attachment.
- Blind spots – due to corners, the mast or the load.
- Characteristics of the load.

1.4.2.2 Working Near Power Lines

Working near power lines can be dangerous if you are not careful.

It is very important that you know the safe operating distances for different types of power lines and the steps you must take if your job needs you to work closer than the safe distances.

Generally, if you need to work closer than the safe work distance you must:

- Contact the local electrical authority for permission to work closer (this is called an exemption).
- Have the power lines shut off. If this is not possible then have the power lines insulated.
- Use a spotter (depending on local laws and rules).

Distances are different depending on the state or territory you are working in and the voltage of the power lines. You should check with the local electrical authority for information and advice to find out the voltage of power lines in your work area.