

## **Presentation Instructions**

Who is this presentation for?

The trainer and learners.

What is in this Presentation?

- Course information that matches the Learner Guide content.
- Review questions and model answers.
- Slides contain summarised content, with full notes and information for the trainer, visible when the slide show is shown in "Presenter View" (see instructions on next slide).
- Use this presentation to support and reinforce the training information from the Learner Guide.

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

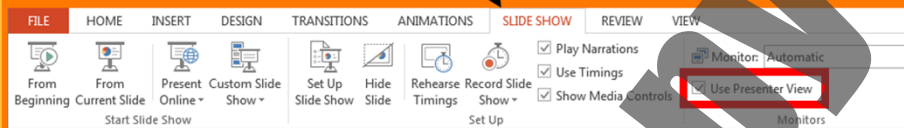
1. Rebrand the presentation.
2. Review the presentation as part of your validation process.

## Instructions for Viewing in Presenter View

**NOTE:** This view is only applicable when the computer is connected to a second screen or a data projector.

Once the second screen/projector is connected make sure that the "Use Presenter View" box is ticked.

This is found in the "SLIDE SHOW" tab as shown below.



# T111H0003

## LICENCE TO OPERATE A FORKLIFT TRUCK




**TRAINING**  
**PRESENTATION**

# Forklift

## Training Presentation Sections

Click on a box to go to that section.



Section 1:  
Plan and Prepare  
for Work



Section 2:  
Operate the  
Forklift Truck

## Section 1: Plan & Prepare for Work



## 1.1 Introduction

This training course is based on the National High Risk Licence Unit of Competence **TLILIC0003 Licence to Operate a Forklift Truck.**

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.
- ◆ Shutting down the forklift when you have finished.



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### **1.1.1 What is a Forklift?**

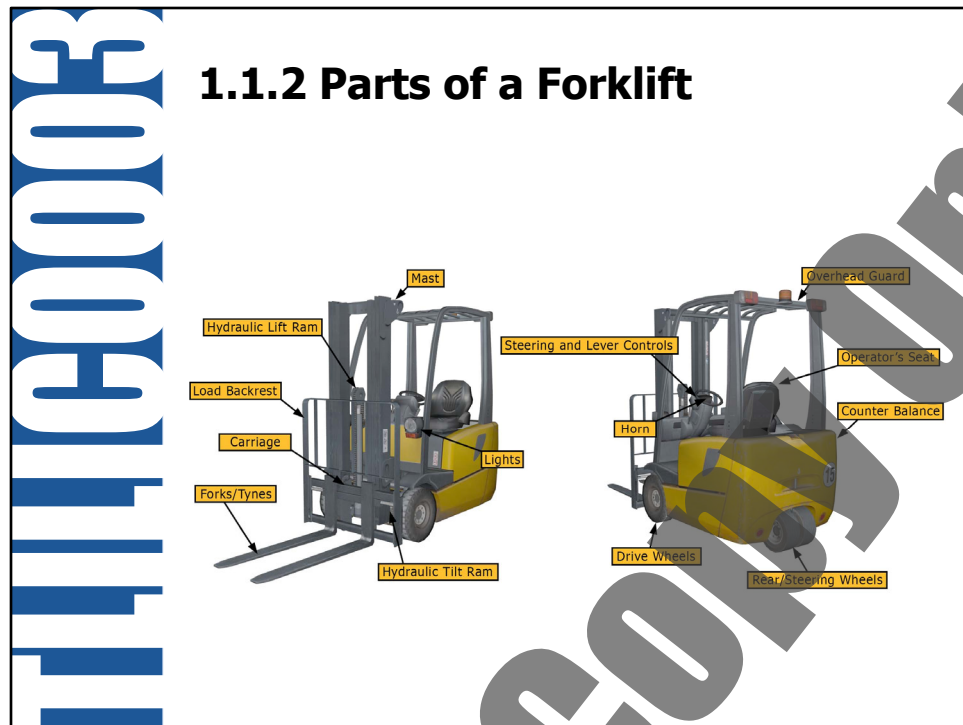
A forklift is a powered industrial truck equipped with a mast and an elevating load carriage with a pair of fork arms or another load handling attachment.

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



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See diagram

### 1.1.3 High Risk Work Licence Requirements

Any licensed worker must take reasonable steps to make sure the way they work does not impact on the safety of themselves or any other worker. This is their legal duty of care.

A photograph of two men in white hard hats and high-visibility yellow vests, likely construction workers, standing on a construction site and talking. The background shows a blurred view of a city or industrial area under a clear sky.

A photograph of two construction workers in white hard hats and high-visibility yellow safety vests. They are standing on a construction site with a large building under construction in the background. The worker on the right is smiling and looking towards the camera, while the worker on the left is seen from the side, looking towards the other worker. The image is partially obscured by a large, stylized graphic of a hard hat and safety vest on the right side.

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### 1.1.3 High Risk Work Licence Requirements

Your duty of care requires you to:

- ◆ Take reasonable care of your own safety and the safety of others.
- ◆ Cooperate with your employer in any way that ensures the health and safety of the workplace.
- ◆ Avoid taking unnecessary risks, acting dangerously or using workplace equipment in unsafe ways, or ways it is not designed to be used.



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### 1.1.3 High Risk Work Licence Requirements

Failing to work safely can result in the health and safety regulator:

- ◆ Suspending or cancelling your licence.
- ◆ Refusing to renew your licence.
- ◆ Ordering that you are reassessed to ensure you are competent.
- ◆ Taking legal action to prosecute you.



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## 1.2 Plan Work in Accordance with Safety Information

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.



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

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Work Health and Safety requirements.

Duty of care.

### 1.2.1 Work Health & Safety Requirements

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

The four main types are:

WHS Laws and Guidelines	Acts.
	Regulations.
	Codes of Practice.
	Australian Standards.

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

These can be broken down into four main types:

- ◆ **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 - a 'Duty of Care'.

Any licence holder needs to make sure they take care of their own health and safety and make sure that they don't put others in any danger.



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'.

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### 1.2.2 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.



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### 1.2.2 Duty of Care

Your employer must take steps to ensure that the workplace is as safe as possible for you and other workers. They can:

- ◆ Provide a safe workplace with minimal risks.
- ◆ Provide and maintain safe plant, equipment and structures.
- ◆ Provide and maintain safe systems/procedures for work.
- ◆ Provide facilities that are adequate for the personnel on site.



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- ◆ Provide facilities that are adequate for the personnel on site.

*Continues...*

### 1.2.2 Duty of Care

- ◆ Provide instruction, training, supervision and information for any work to be undertaken safely, **including any time you are required to use an unfamiliar or new forklift.**
- ◆ Take action to ensure all equipment, plant & substances used on site is handled and stored in a safe way.



*Continued...*

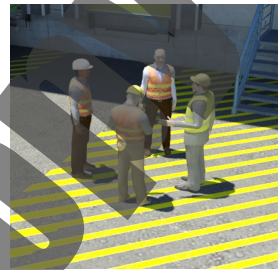
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- ◆ Take action to ensure all equipment, plant & substances used on site is handled and stored in a safe way.

### 1.2.3 Work Instructions and Procedures

All work needs to follow worksite and company safety procedures.

Procedures help make sure all work is done in:

- ◆ A safe way, without damaging equipment or putting people in unsafe situations.
- ◆ The correct order and doesn't interrupt or get in the way of other work that is happening on the site.




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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.

**1.2.3 Work Instructions and Procedures**

Your work instructions will tell you the safest way to do the job, and the equipment that you will need to use.



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### 1.2.3 Work Instructions and Procedures

Forklift instructions can include:

- ◆ Manufacturer's guidelines.
- ◆ Industry operating procedures.
- ◆ Workplace procedures.

If you don't know where to get your instructions or you can't understand them, you can ask your boss or supervisor.

You can also speak with your WHS workplace representative for more information about workplace safety.



Forklift instructions can include:

- ◆ Manufacturer's guidelines (instructions, specifications, checklists).
- ◆ Industry operating procedures.
- ◆ Workplace procedures (work instructions, operating procedures, management plans, safety policies, checklists).

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.

You can also speak with your WHS workplace representative for more information about workplace safety.

THIRTEEN

### Section 1 Review Questions

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




Evaluation Copy Only

**Section 1 Review Questions**

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

- ◆ Acts.
- ◆ Regulations.
- ◆ Codes of Practice.
- ◆ Australian Standards.



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### Section 1 Review Questions

2. List 3 examples of forklift instructions.



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THIRTYTHREE

## Section 1 Review Questions

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- ◆ Manufacturer's guidelines (instructions, specifications, checklists).
- ◆ Industry operating procedures.
- ◆ Workplace procedures (work instructions, operating procedures, checklists).

Evaluation Only