

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.

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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.



Evaluation **CONFIDENTIAL**

TTTH0004
**LICENCE TO OPERATE AN
ORDER PICKING FORKLIFT**



**TRAINING
PRESENTATION**

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Training Presentation Sections

Click on a box to go to that section.



Section 1:
Plan and Prepare
for Work



Section 2:
Operate the Order
Picking Forklift

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Section 1: Plan and Prepare for Work



TLILIC0004

1.1 Introduction

This training course is based on the National High Risk Licence Unit of Competence **TLILIC0004 Licence to Operate an Order Picking Forklift Truck.**

You will learn about:

- ◆ Planning out your work.
- ◆ Conducting routine checks on the forklift.
- ◆ Operating the forklift safely.
- ◆ Shutting down and securing the forklift after use.



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You will learn about:

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- ◆ Conducting routine checks on the order picking forklift.
- ◆ Operating the order picking forklift safely.
- ◆ Shutting down and securing the order picking forklift after use.

1.1.2 Parts of an Order Picking Forklift

It is important that you understand the different parts and controls of an order picking forklift. Some important parts of an order picking forklift include:



It is important that you understand the different parts and controls of an order picking forklift. Below is a diagram outlining some important parts of an order picking forklift:

- A: Mast assembly.*
- B: Overhead guard.*
- C: Controls and gauges.*
- D: Safety gate/barrier.*
- E: Platform and 'dead man' control.*
- F: Load backrest (not on all models).*
- G: Pallet grab.*
- H: Forks.*
- I: Battery/engine/motor.*

1.2 Plan Work

Before you begin your tasks ensure that you access the relevant documentation and plan your work.

Requirements relating to your work may include:

- ◆ WHS requirements.
- ◆ Duty of care.



It is important that you are aware of the requirements relating to your work. Before you begin your tasks ensure that you access the relevant documentation and plan your work.

Requirements relating to your work may include:

- ◆ WHS requirements.
- ◆ Duty of care.

1.2 Plan Work

When planning out the task, consider:

- ◆ Characteristics of the load.
- ◆ Method of attachment.
- ◆ Adequate and safe communication techniques and equipment.
- ◆ Location and specific details of the task.
- ◆ Permits required for the task.
- ◆ Availability of equipment.
- ◆ Capacity of the order picking forklift.
- ◆ Blind spots.



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- ◆ Permits required for the task.
- ◆ Availability of equipment.
- ◆ Capacity of the order picking forklift.
- ◆ Blind spots – due to corners, the mast or the load.

1.2.1 Work Health & Safety Requirements

Work Health & Safety is defined as laws and guidelines to help keep your workplace safe.

These can be broken down into four main types:

Laws	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 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

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. Your duty of care requires the following:

- ◆ 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 equipment in unsafe ways, or ways it is not designed to be used.



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. Your duty of care requires the following:

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- ◆ To cooperate with your employer in any way that ensures the health and safety of the workplace.
- ◆ To avoid taking unnecessary risks, acting dangerously or using workplace equipment in unsafe ways, or ways it is not designed to be used.

1.2.2 Duty of Care

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.
- ◆ Take legal action to prosecute you.



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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. 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.



Your employer must take steps to ensure that the workplace is as safe as possible for you and other workers. In order to do this 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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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 piece of equipment.**
- ◆ Take action to ensure all equipment, plant & substances used on site is handled and stored in a safe way.



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

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1.2.3 Workplace Safety Information and Instructions

All work needs to follow worksite and company safety procedures.

Procedures help to make sure that:

- ◆ Work is done in a safe way, without damaging equipment or putting people in unsafe situations.
- ◆ 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.



All work needs to follow worksite 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.

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1.2.3 Workplace Safety Information and Instructions

Your work instructions will tell you:

- ◆ The safest way to do the job.
- ◆ 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.



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1.2.3 Workplace Safety Information and Instructions

Instructions for the task 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, ask your boss or supervisor. They will tell you where to find your work instructions and explain them.

You can also speak with your WHS workplace representative.



Instructions for the task 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.



Section 1 Review Questions

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



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