

RIIHAN201A	Operate a forklift
Unit descriptor	This unit covers the operation of a forklift in the resources and infrastructure industries. It includes planning and preparing for forklift operations, operating a forklift and carrying out operator maintenance. The work required in this unit relates to the National Occupational Health and Safety Certification Standards for Users and Operators of Industrial Equipment (NOHSC: 1006).
Employability skills	This unit contains employability skills.
Application of the unit	This unit is appropriate for those working in an operational role at worksites within: <ul style="list-style-type: none"> • Civil construction • Coal mining • Drilling • Extractive industries • Metalliferous mining
Competency field	Load Handling

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
1. Plan and prepare for forklift operations	<ol style="list-style-type: none"> 1.1. Access, interpret and apply compliance documentation relevant to the work activity 1.2. Obtain, interpret and clarify/confirm work requirements and briefings before proceeding 1.3. Fit and remove forklift attachments 1.4. Coordinate activities with others at the site prior to commencement of, and during, the work activity
2. Operate forklift	<ol style="list-style-type: none"> 2.1. Carry out pre-start, start-up, park-up and shutdown procedures 2.2. Monitor and anticipate traffic flow and work area conditions to facilitate safe operations and to ensure the most efficient route of travel is selected and used 2.3. Manoeuvre and position forklift smoothly 2.4. Secure, lift, transfer and place load 2.5. Use forklift attachments in accordance with manufacturer specifications and site requirements 2.6. Act on or report monitoring systems and alarms 2.7. Recognise and respond to site hazards and emergency situations 2.8. Complete work in accordance with the agreed plan and outcomes and within the operating capacities of the allocated equipment
3. Carry out operator maintenance	<ol style="list-style-type: none"> 3.1. Carry out forklift inspections and fault finding in accordance with manufacturer instructions and site requirements 3.2. Carry out routine operational servicing, lubrication and housekeeping tasks 3.3. Carry out minor maintenance 3.4. Process records

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Specific skills are required to achieve the Performance Criteria of this unit, particularly for its application in the various circumstances in which this unit may be used. This includes the ability to carry out the following as required to operate a forklift:

- apply legislative, organisation and site requirements and procedures for the operation of a forklift
- apply operational safety requirements
- access, interpret and apply technical information
- maintain equipment records
- apply hand-eye coordination in the control of forklift
- use relevant hand tools
- apply diagnostic techniques
- apply site environmental constraints
- dispose of environmentally sensitive oils, fluids and materials

Required knowledge

Specific knowledge is required to achieve the Performance Criteria of this unit, particularly for its application in the various circumstances in which this unit may be used. This includes knowledge of the following as required to operate a forklift:

- site and equipment safety requirements
- forklift equipment characteristics, technical capabilities and limitations
- forklift operational procedures
- forklift maintenance systems and procedures
- basic geological and survey data related to forklift operations
- site environmental requirements and constraints related to forklift operations

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. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Forklifts may include:

- diesel
- gas
- electric

Compliance documentation may include:

- legislative, organisation and site requirements and procedures
- manufacturer's guidelines and specifications
- Australian standards
- legislation and regulations
- management plans
- OHS policy
- relevant code of practice
- manufacturer's instructions
- safe working or job procedures or equivalents
- site requirements
- Employment and workplace relations legislation
- Equal Employment Opportunity and Disability Discrimination legislation

Work requirements and briefings may include:

- shift briefings
- handover details
- work orders

RANGE STATEMENT	
	<ul style="list-style-type: none"> • nature and scope of tasks • details and loads • achievement targets • working conditions • site lighting arrangements • defects of equipment • hazards and potential hazards • coordination requirements/issues
Forklift attachments may include:	<ul style="list-style-type: none"> • tyre handler • lifting device • slipper forks
Site hazards may include:	<ul style="list-style-type: none"> • power lines • trees • overhead service lines • bridges • surrounding buildings • obstructions • structures • facilities • other equipment • dangerous material • earthworks • underground services
Operator maintenance are those:	<ul style="list-style-type: none"> • established and authorised for the site

EVIDENCE GUIDE	
The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.	
Overview of assessment	
Critical aspects for assessment and evidence required to demonstrate competency in this unit	<p>The evidence required to demonstrate competency in this unit must be relevant to worksite operations and satisfy all of the requirements of the performance criteria, required skills and knowledge and the range statement of this unit and include evidence of the following:</p> <ul style="list-style-type: none"> • knowledge of the requirements, procedures and instructions for operating a forklift • implementation of requirements, procedures and techniques for the safe, effective and efficient operation of a forklift • working with others to undertake and complete the operation of forklifts that meet all of the required outcomes • consistent timely completion of forklift operations that safely, effectively and efficiently meet the required outcomes
Context of and specific resources for assessment	<ul style="list-style-type: none"> • This unit must be assessed in the context of the work environment. Where personal safety or environmental damage are limiting factors, assessment may occur in a simulated environment provided it is realistic and sufficiently rigorous to cover all aspects of workplace performance, including task skills, task management skills, contingency management skills and job role environment skills. • Assessment of this competency requires typical resources normally used in a resources and infrastructure sector environment. Selection and use of resources for particular worksites may differ due to the site circumstances. • The assessment environment should not disadvantage the participant. For example, language, literacy and numeracy demands of assessment should not be greater than those required on the job. • Customisation of assessment and delivery environment should sensitively accommodate cultural diversity. • Aboriginal people and other people from a non English speaking background may have second language issues. • Where applicable, physical resources should include equipment modified for people with disabilities. Access must be provided to appropriate learning and/or assessment support when required.
Method of assessment	This unit may be assessed in a holistic way with other units of competency. The assessment strategy for this unit must verify required knowledge and skill and practical application using more than one of the

EVIDENCE GUIDE	
	<p>following assessment methods:</p> <ul style="list-style-type: none"> • written and/or oral assessment of the candidate's required knowledge • observed, documented and/or first hand testimonial evidence of the candidate's: <ul style="list-style-type: none"> ◦ implementation of appropriate requirements, procedures and techniques for the safe, effective and efficient achievement of required outcomes ◦ consistent achievement of required outcomes • first hand testimonial evidence of the candidate's: <ul style="list-style-type: none"> ◦ working with others to undertake and complete the operation of forklifts
Guidance information for assessment	Consult the SkillsDMC User Guide for further information on assessment including access and equity issues.