

FORKLIFT TRUCK

SAFETY AND LICENCE GUIDE



Training support material for:

TLILIC0003

Licence to operate
a forklift truck

Produced by:



PICTURE BASED. PLAIN ENGLISH. LEARNING MADE EASY.

What is a forklift truck?

A forklift is a powered industrial truck used to lift and move loads. It has a mast and an elevating load carriage with a pair of fork arms or other load-holding parts. As you can see below, there are different types of forklifts. The most common forklift is the counterbalance forklift truck.

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Counterbalance forklift truck



Order picking forklift truck (LO licence)



Walkie reach stacker



Rough terrain forklift truck



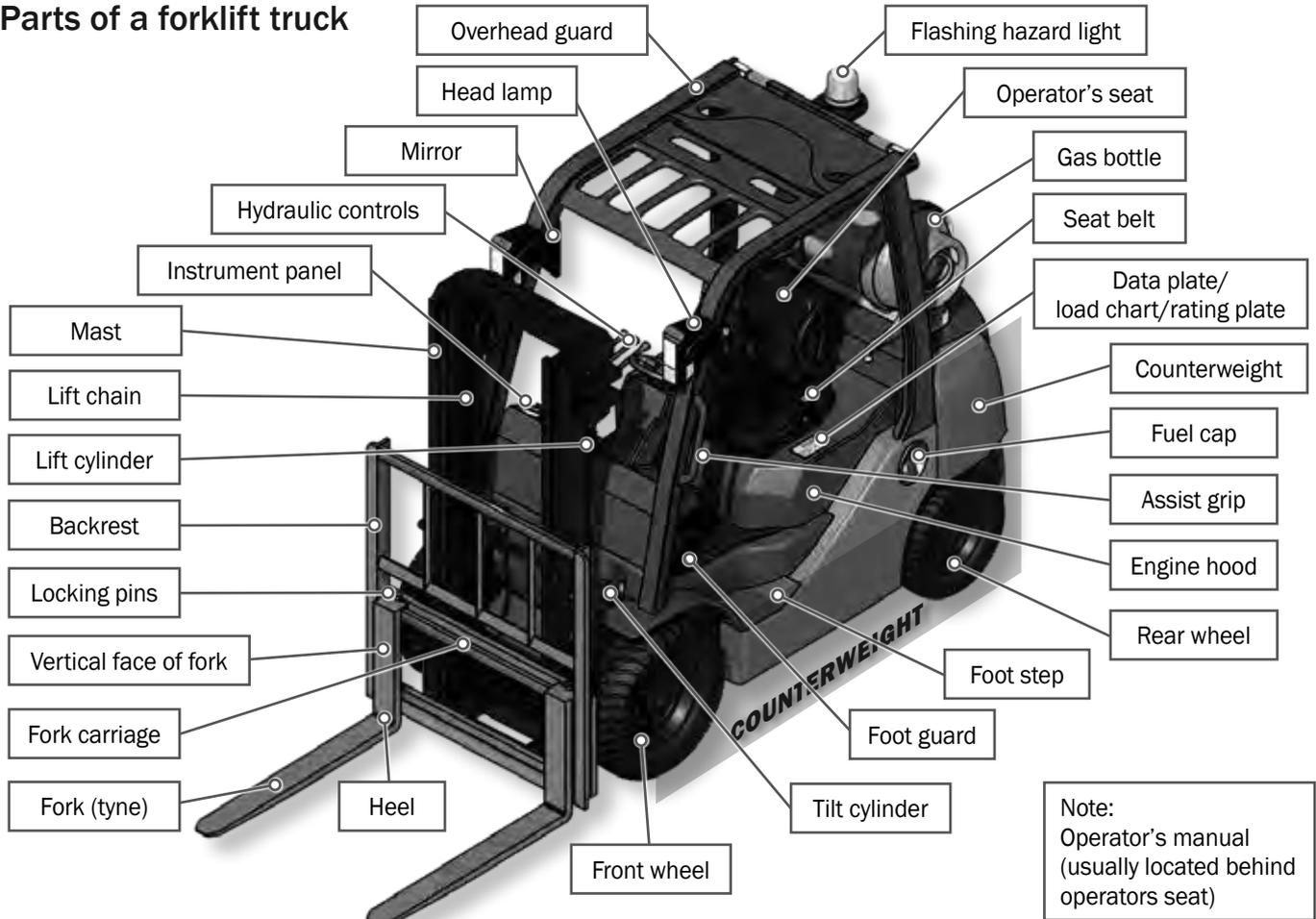
Narrow aisle turret truck (Lo licence)



Sit-on reach forklift truck



Parts of a forklift truck



Note:
Operator's manual
(usually located behind
operators seat)

QUESTION 1

A forklift has a point of balance (fulcrum).

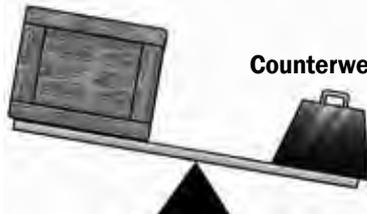
Where is it?

The fulcrum (point of balance) is at the bottom of the front tyre.

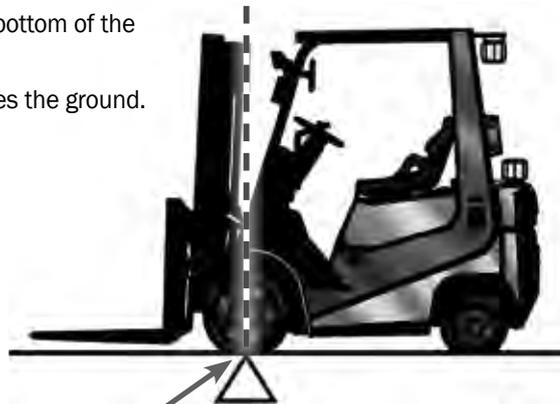
It is the point where the front tyre touches the ground.

Load/weight

Counterweight



Point of balance (fulcrum)



Point of balance (fulcrum)

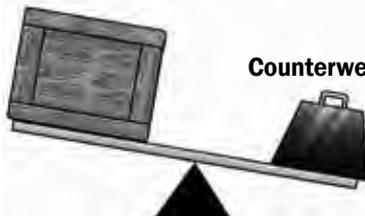
QUESTION 2

Does all of the weight behind the point of balance work as a counterweight?

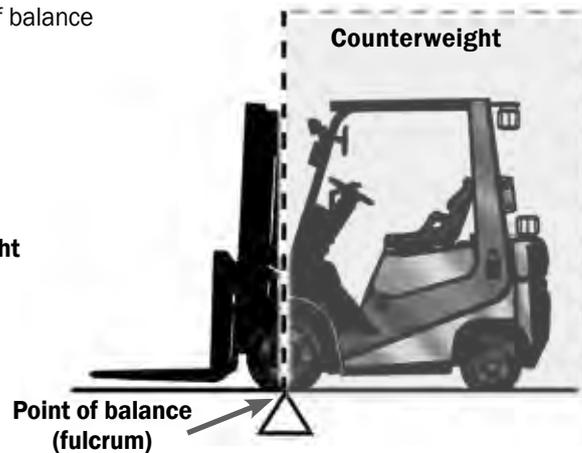
Yes. All the weight behind the point of balance acts as a counterweight.

Load/weight

Counterweight



Point of balance (fulcrum)



Point of balance (fulcrum)

QUESTION 3

Are you allowed to put more counterweight on a forklift without checking the manufacturer's instructions?

No. Forklifts are made to lift specific maximum loads.

Changing the counterweights could cause an accident.

FORK TRUCK LOAD AND WARNING NOTICE			
Operators must be trained and authorised. Do not operate the lift truck if it is in need of repair. This capacity plate is not transferable and is invalidated by any change to specifications.			
MODEL:	A12345A	SING:	123456
		MAST:	2W370
MAST/CARRIAGE TILT DEGREES:		TYRE PRESSURES KPA:	
FORWARD/DOWN:	6	FRONT:	686
BACK/UP:	12	REAR:	686
DRIVE WHEELS:	SINGLE	TYRE TYPE:	PNEUMATIC
TRACTION BATTERY WEIGHT (KG) MIN:	N.A.	MAX:	N.A.
		VOLT:	N.A.
TARE WEIGHT WITHOUT TRACTION BATTERY (KG):	2745	HIRF:	921
RATED CAPACITIES - SIDESHIFT & LOAD IN CENTRE POSITION			
	LOAD CENTRE (MM)	LIFT/LOAD HEIGHT (MM)	MAST VERTICAL CAPACITY (KG)
			MAST FORWARD CAPACITY (KG)
SIDESHIFT	600	3700	1575
			900
PLATE I.D.:	12345	DEALER:	EASY GUIDES PTY LTD

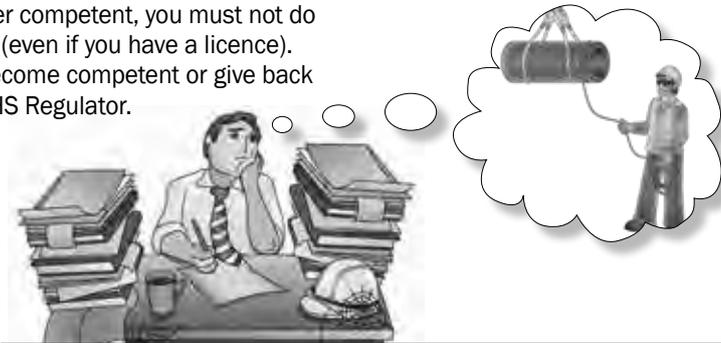


QUESTION 7

Once you have a high risk work licence you need to keep experienced and up to date (competent).

Can you use your high risk work licence if you are no longer experienced and up to date?

No. If you are no longer competent, you must not do high risk licence work (even if you have a licence). You must retrain to become competent or give back your licence to the WHS Regulator.



For example, this dogger has been in a desk job for several years and has not kept up experience.

QUESTION 8

You need to renew your high risk work licence every 5 years. You must renew your licence within 12 months of the renewal date (24 months in WA).

What will happen if you don't renew your licence within 12 (24 WA) months of the date it expires?

You won't be able to renew your licence. You will need to get a new licence.

You will need to do a course with a registered training organisation (RTO) then apply for a new licence. While training you could do high risk work but you must be supervised by someone with a licence for the high risk work you are doing.



Don't forget. Set yourself a reminder before the due date.

ELEMENT 1

Plan work/task

Task requirements (continued)

Do you need any permits?



Does the load have any special features?



Does the forklift have enough capacity to carry the load? Check the data plate.

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MAST/CARRIAGE TILT DEGREES:		TYRE PRESSURES KPA:	
FORWARD/DOWN:	6	FRONT:	686
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DRIVE WHEELS:	SINGLE	TYRE TYPE:	PNEUMATIC
TRACTION BATTERY WEIGHT (KG)	MIN: N/A	MAX: N/A	VOLT: N/A
TAKE WEIGHT WITHOUT TRACTION BATTERY (KG):	2745	MIRE 921	
RATED CAPACITIES - SIDESHIFT & LOAD IN CENTRE POSITION			
	LOAD CENTRE (MM)	LIFT/LOAD HEIGHT (MM)	POST VERTICAL POST FORWARD CAPACITY (KG)
SIDESHIFT:	600	3700	1575 900
PLATE I.D.:	12345	DEALER: EASY GUIDES PTY LTD	

Blind spots caused by:

- Corners
- The mast
- The load.



Hazard versus risk

What is the difference?

Different hazards and risks emerge constantly—sometimes instantly.

Hazard

A hazard is any thing or any situation which could injure or harm you.

In other words, it is anything that can hurt you.



Risk

A risk is the chance of a hazard causing harm such as injury, illness or even death.

In other words, how likely it is that somebody or something may be harmed by the hazard.



Site inspection

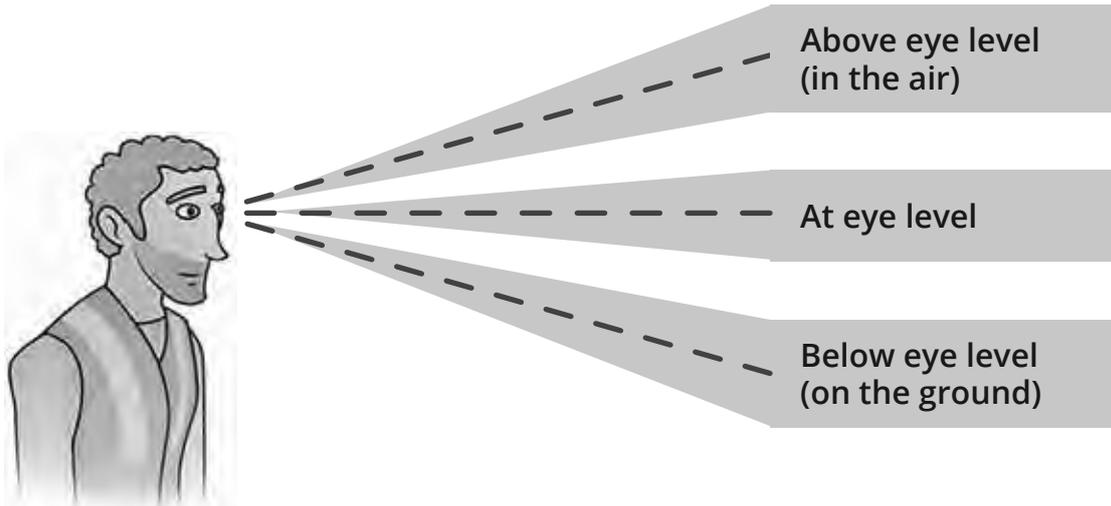
There are a lot of hazards and risks on work sites that you need to be aware of. Hazards can cause accidents, injuries and even death.

Hazards and hazard controls need to be considered when planning work.

The work site should be inspected by looking for hazards and risks that exist:

- Above eye level (in the air)
- At eye level
- Below eye level (on the ground).

You should **always** follow workplace procedures for conducting site inspections.

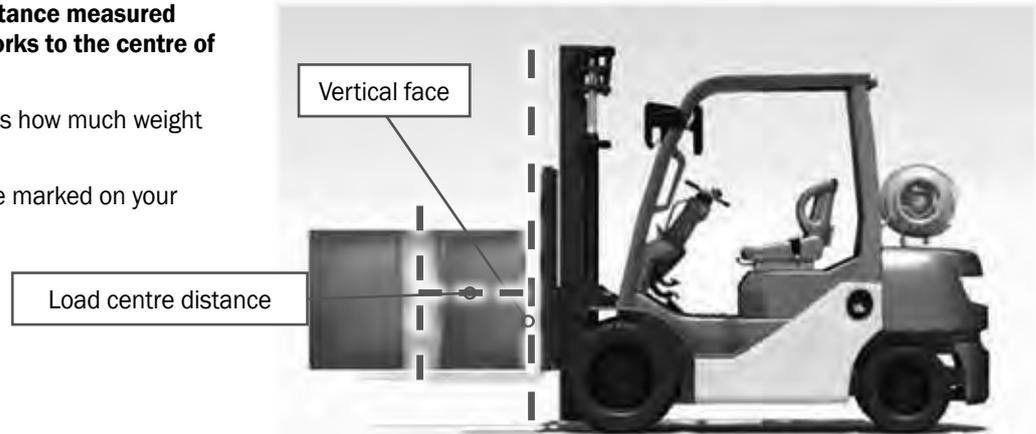


Load centre distance

Load centre distance is the **distance measured from the vertical face of the forks to the centre of gravity of the load.**

The load centre distance affects how much weight the forklift can lift.

The load centre distance will be marked on your forklift's data plate.



For example, this forklift is lifting a 1500 kg load.

The forklift rated capacity is **1575 kg** at a **600 mm load centre** distance.

It's okay to lift this weight.

But the load centre distance must be checked to make sure it is 600 mm or less first. 600mm is the most common load centre distance in millimetres.

