

FORKLIFT TRUCK LEARNER WORKBOOK

TLILIC0003

Licence to operate a forklift truck



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Learner name:

Student number:

Date:

Contents

| | |
|--|-----|
| Language – Literacy – Numeracy (LLN) | 4 |
| How to get the most out of this book | 5 |
| Things to consider when learning..... | 6 |
| Learning support materials | 7 |
| Learning and practical tasks..... | 8 |
| What is a forklift truck? | 9 |
| Basic forklift concepts | 10 |
| Introduction to high risk licensing | 13 |
| New National Vocational Education and Training (VET) licensing pathway | 14 |
| Training and assessment requirements | 15 |
| Record of training logbook | 16 |
| Who has a duty of care? | 17 |
| Where to find licensing information | 18 |
| Introductory training exercise | 19 |
| Chapter 1—Plan Work | 23 |
| Practical Task 1 | 47 |
| Practical Task 2 | 49 |
| Chapter 2—Conduct Routine Checks | 53 |
| Practical Task 3 | 71 |
| Chapter 3—Shift Load | 73 |
| Practical Task 4 | 99 |
| Chapter 4—Shut Down and Secure Forklift Truck | 101 |
| Practical Task 5 | 109 |
| Thank you | 111 |
| Continuous improvement form | 112 |

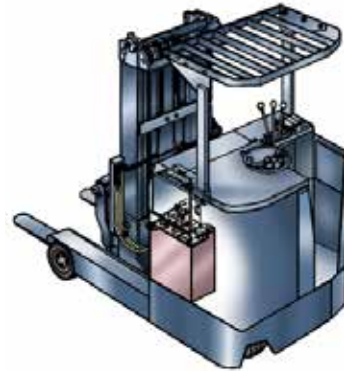
What is a forklift truck?

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.

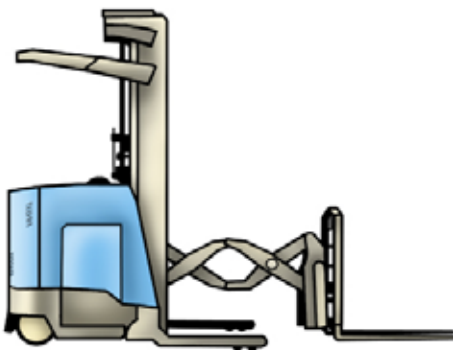
As you can see below, there are different types of forklifts. The most common forklift is the counterbalance truck.



Counterbalance forklift truck



**Reach truck
(non-counterbalance) forklift**



Double-deep reach truck



Truck mounted forklift truck



Rough terrain forklift truck



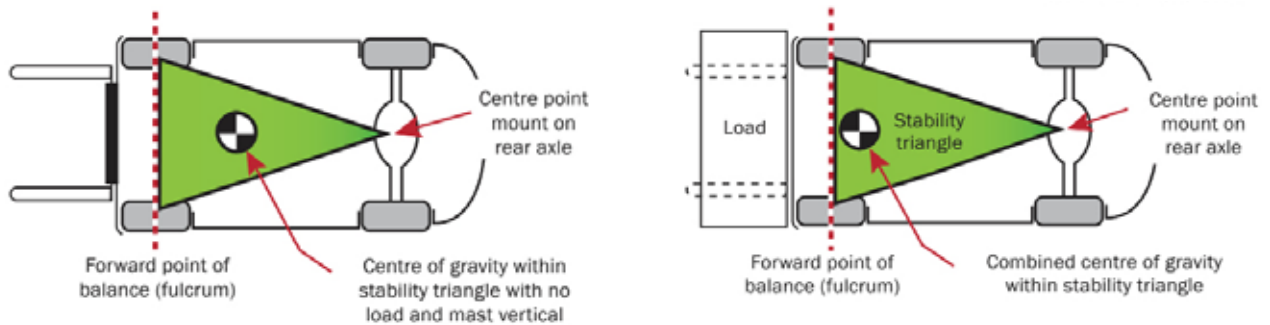
Articulated narrow aisle forklift truck

The stability triangle

A forklift has a three-point suspension that is called the **stability triangle**.

The stability triangle is formed by the front axle (drive wheels touching the ground) and the centre point mount in the middle of the rear (steering axle).

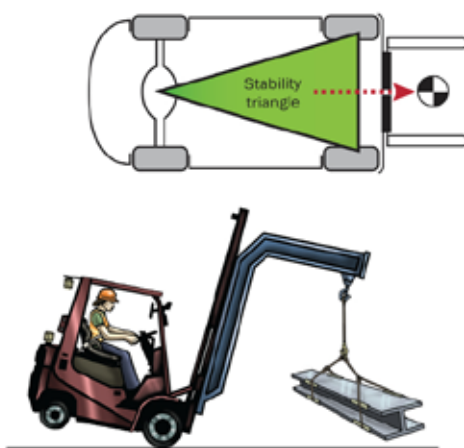
The forklift centre of gravity must stay within the stability triangle



ALWAYS KEEP THE CENTRE OF GRAVITY INSIDE THE STABILITY TRIANGLE

The centre of gravity in the stability triangle is like a ball floating in water and can easily move. The centre of gravity moves by the driver lifting, lowering, tilting, turning, accelerating, braking, and driving over uneven ground. Any of these movements done too quickly can send the centre of gravity **outside the stability triangle**.

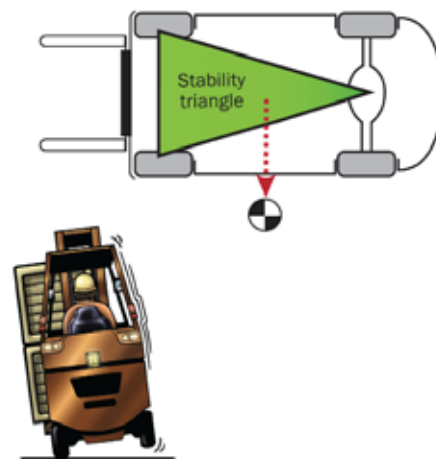
If the centre of gravity goes outside the fulcrum (forward point of balance) then the forklift will tip lengthways (longitudinal tipping).



Some causes include:

- Overloading the forklift
- Braking too hard
- Sudden tilting forward of a high load
- Shifting load centre.

If the centre of gravity goes outside either side of the triangle the forklift will tip over sideways (lateral tipping).



Some causes include:

- Driving too fast (especially without a load)
- Turning too fast
- Turning on an incline
- Travelling with a raised load.

Plan Work





Theory Training Task 5

Performance Criterion: 1.5

a) What is rear-end swing?

.....
.....

b) Who do you think is most at risk from forklift rear-end swing?

.....



Theory Training Task 6

Performance Criterion: 1.5

a) Circle which would be considered an enclosed or poorly-ventilated area.

freezer

carpark

shed

cold storage room

b) Why do you think you shouldn't use a petrol forklift truck in a small freezer room?

.....
.....



Theory Training Task 7

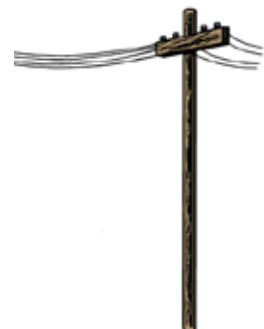
Performance Criterion: 1.5, 2.3

Check the safe working distances for powerlines in your state or territory. How many metres is the NO GO zone for distribution lines on poles in your state or territory?

The NO GO zone for

..... (state/territory)

is metres.



Performance Criterion: 1.7

Choose the right forklift truck

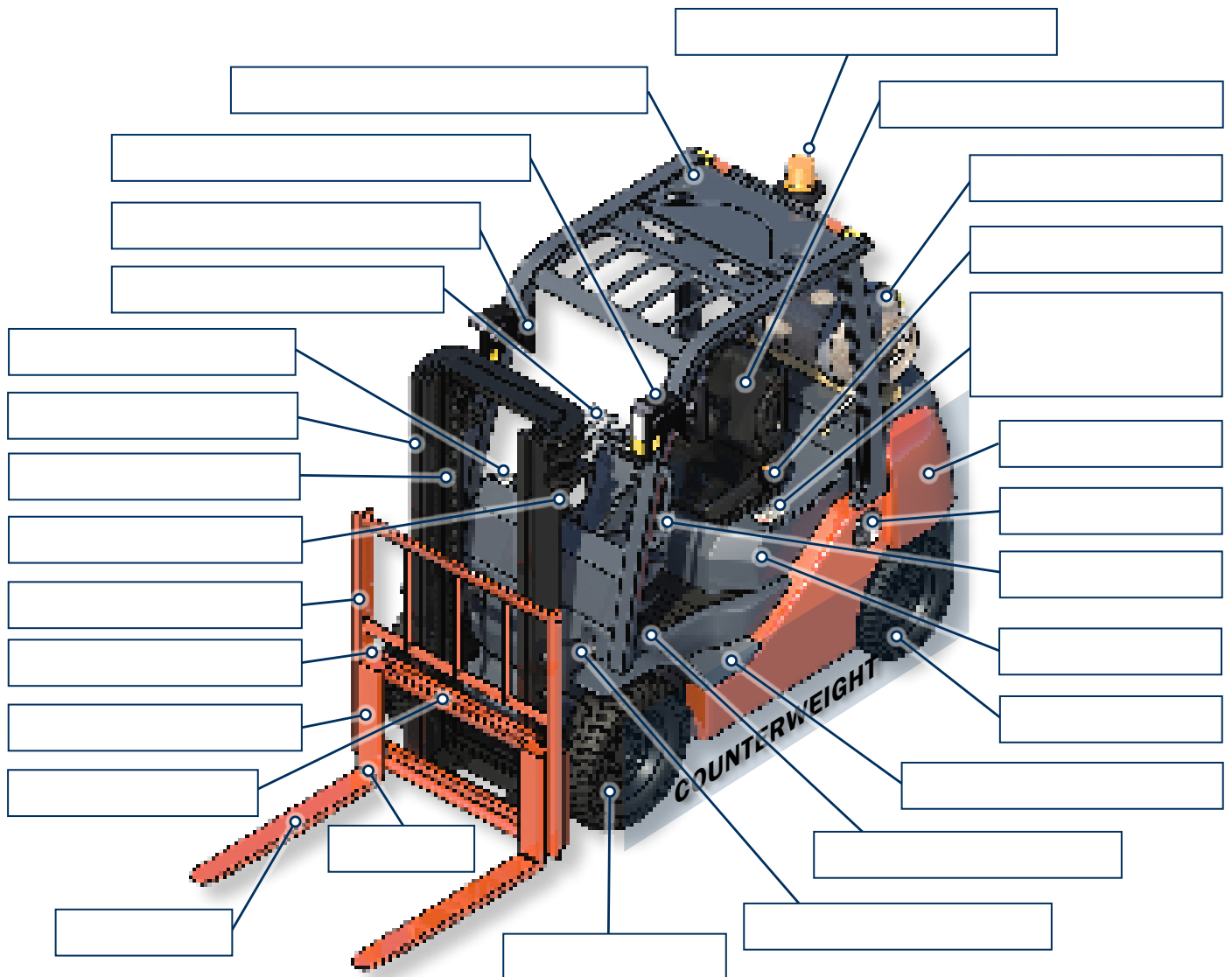
There are different types of forklift trucks. Depending on the job and the work area you may need to use a certain type of forklift truck. It's important to use the right type of forklift truck.



Theory Training Task 17

Performance Criterion: 1.7

Label the common parts shown on the diagram below of a counterbalance forklift truck.





Theory Training Task 18

Performance Criterion: 1.3

a) What information will you find on a data plate?

.....

.....

.....

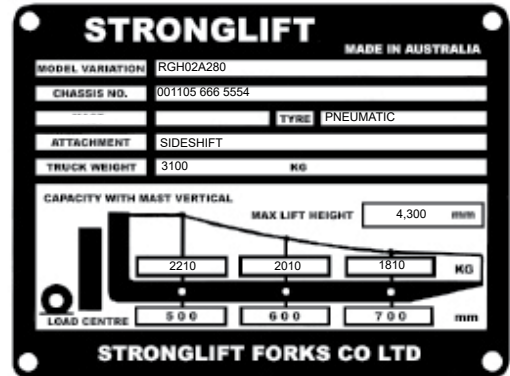
.....

.....

.....

.....

.....



b) Why do you think it's important to check the data plate when planning work?

.....



Theory Training Task 19

Performance Criterion: 2.3

Forklift trucks have safety guards. Name three guards and circle them in the picture.

.....

.....

.....





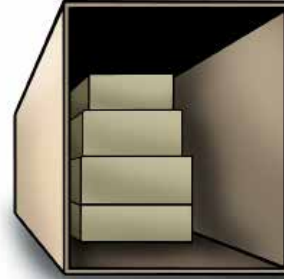
Theory Training Task 20

Performance Criterion: 1.2, 1.3

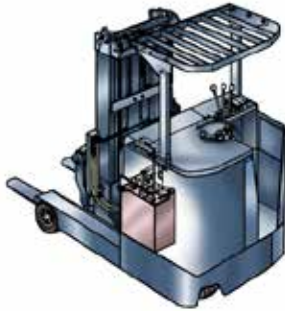
- a) Draw a line to match the forklift truck with the work area you think it is best suited for.



A four wheel drive (4WD) forklift



Enclosed space



A battery (electric) powered forklift



Elevated load destination



LPG powered forklift



Indoor work area



Telehandler or reach truck



Rough terrain

b) What do you think would happen if you used an electric forklift truck on uneven, muddy ground?

.....

.....

.....

c) Why is it dangerous to use a combustion engine forklift in a confined space?

.....

.....

.....



Theory Training Task 21

Performance Criterion: 1.3

a) What could happen if you use a forklift on rough terrain and it's not suited for it?

.....

.....



Conduct Routine Checks



Performance Criterion: 2.6

Do a visual check

Before you use a forklift truck, do a visual check to make sure there aren't any problems. You or a workmate could be injured or killed if you have an accident caused by a faulty forklift.



Theory Training Task 31

Performance Criterion: 2.6

a) What is the purpose of a daily inspection checklist?

b) List any three (3) checks that would be listed on a daily inspection checklist.



Theory Training Task 32

Performance Criterion: 2.6

It is important to do a **visual check before** using a forklift truck. Place a tick next to the things you should be checking to ensure it is safe to use.

- For any leaks
- The colour of the forklift
- Safety devices are fitted and not damaged
- The seat is made out of comfortable leather
- Data plate is fitted and readable
- There is no Danger Tag attached
- Logbook and manuals are available
- That snacks are onboard in case you get hungry
- Any damage





Theory Training Task 33

Performance Criterion: 2.6

Look at the diagram below. Describe the **structural checks** you would make and what you would look for when completing a visual check of the forklift.

Part name:
.....

Check for:
.....
.....
.....

Part name:
.....

Check for:
.....
.....
.....



Part name:
.....

Check for:
.....
.....
.....

Area:
.....

Check for:
.....
.....
.....

Part name:
.....

Check for:
.....
.....
.....