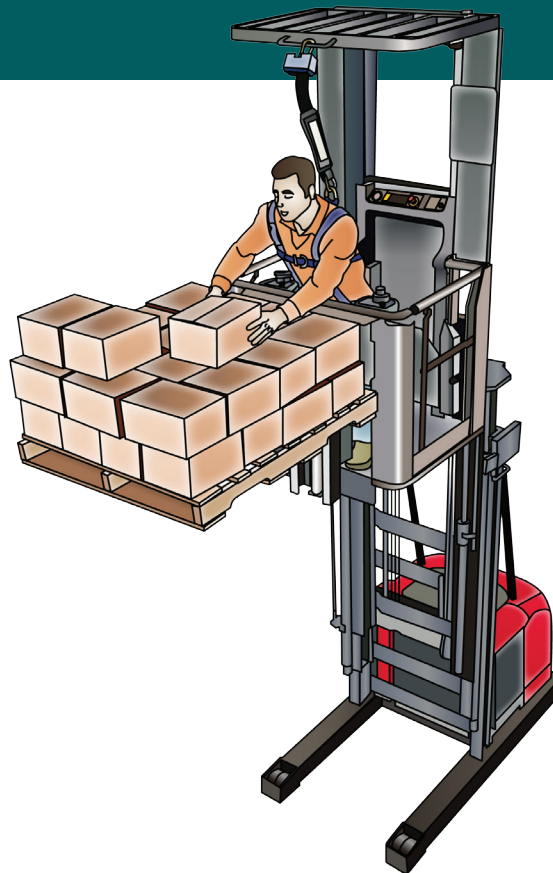


ORDER PICKING FORKLIFT TRUCK LEARNER WORKBOOK

TLILIC0004

Licence to operate an order picking forklift truck



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Learner name:

Student number:

Date:

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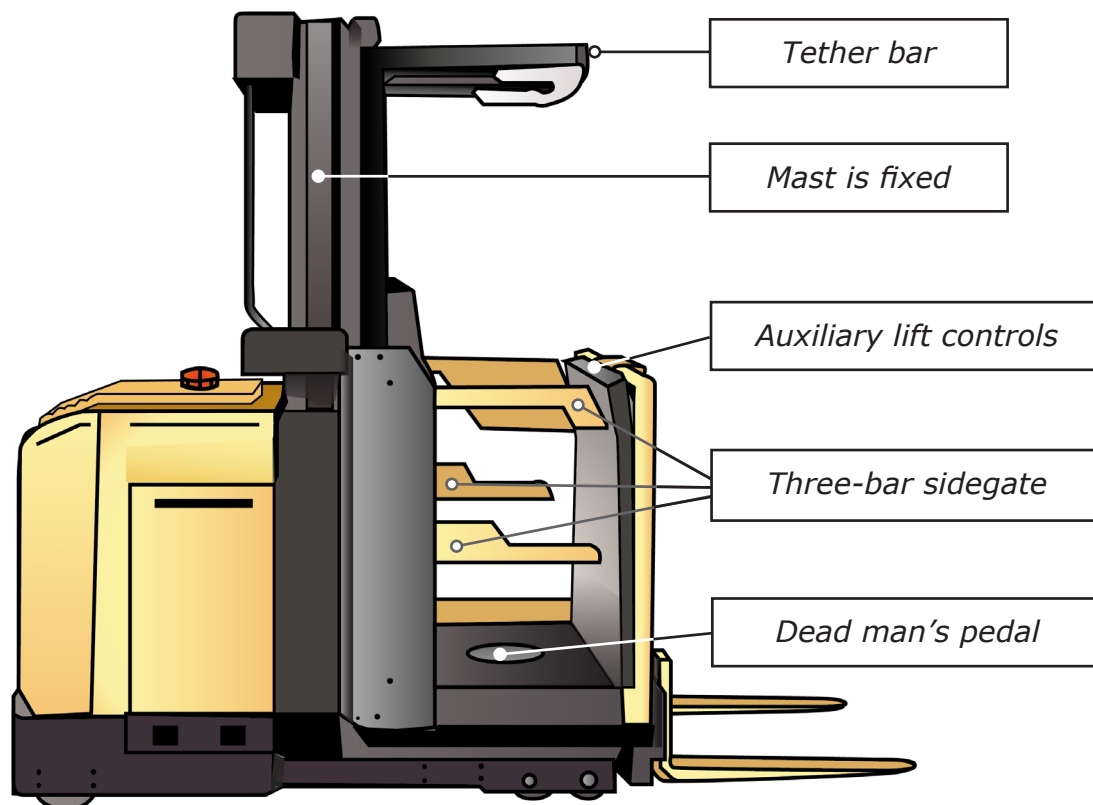
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What is an order picking forklift truck?

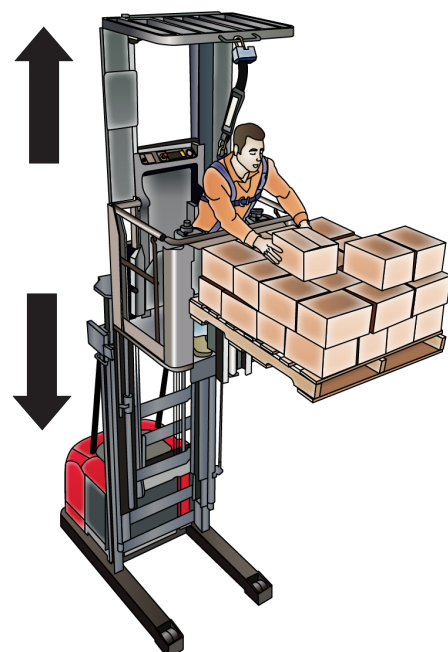
An order picking forklift truck (also known as a stock picker) is different from other forklifts.

- On an order picking forklift the mast is fixed and cannot tilt forwards.
- An order picking forklift lifts and lowers the operator with the load.
- The controls travel with the operator.

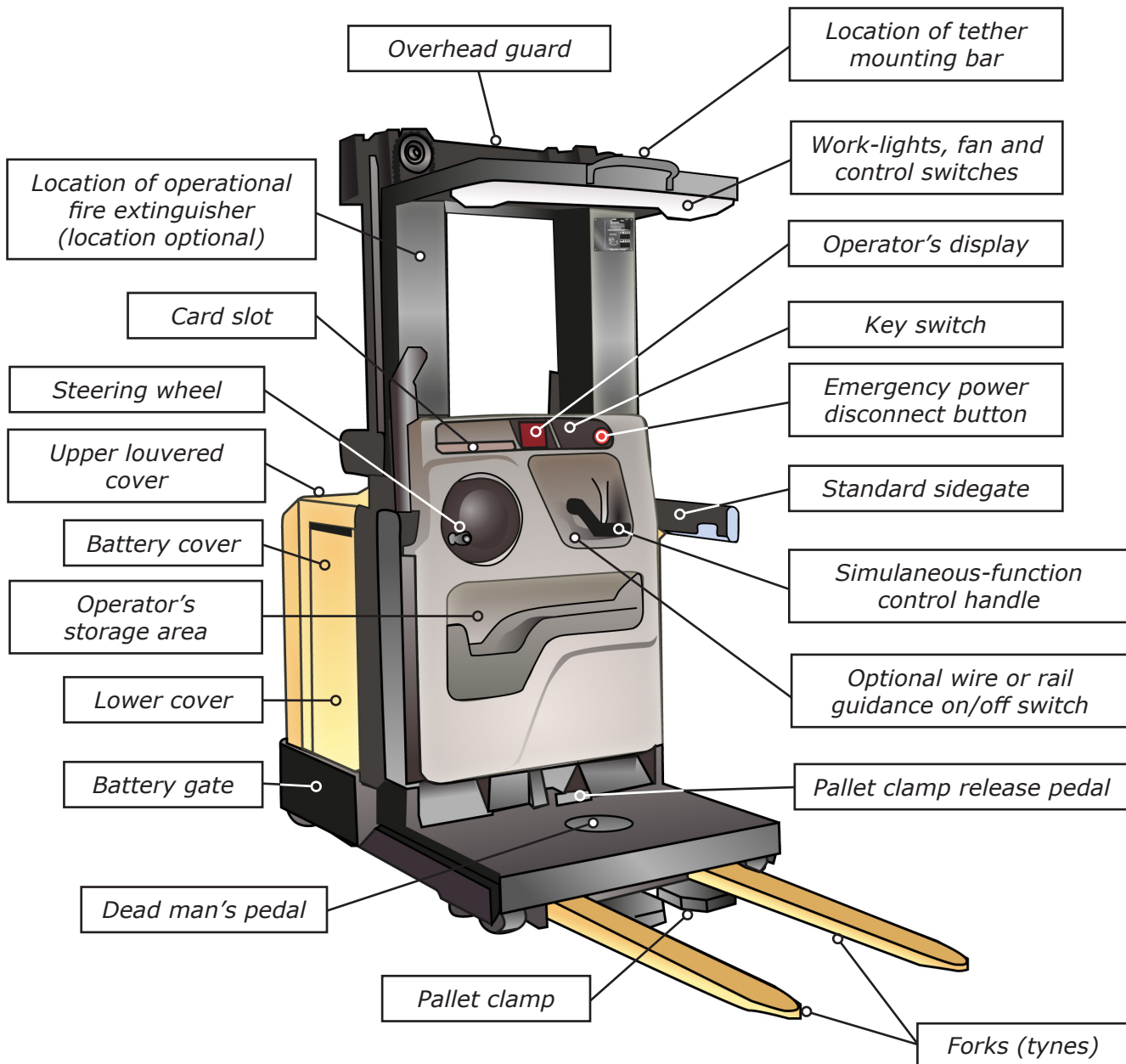
Controls travel with operator



Operator is lifted and lowered with the load



Parts of an order picking forklift truck



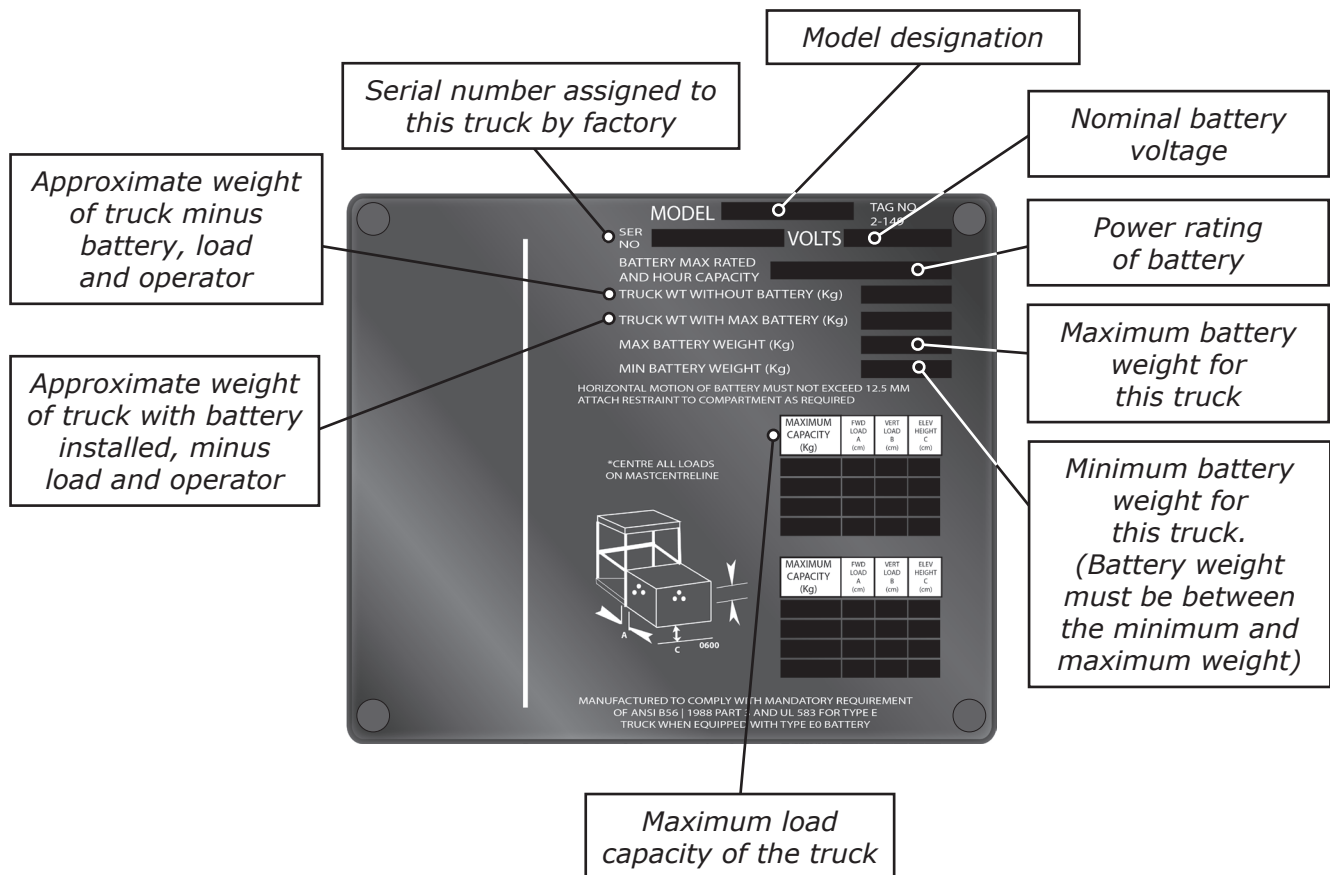
Note:

This order picking forklift has lock-down bars. Some order picking forklifts have a cage.

Data plate

The order picking forklift and any attachments used with it will have a data plate.

- This data plate shows you how much weight the forklift or attachments can lift.
- Trying to lift more than the data plate allows will damage the forklift or the load. It can cause the forklift to become unstable and it may even tip over.
- If the data plate on the order picking forklift you are about to use is missing or unreadable, **do not** use the order picker.



Part 1

Prepare for hazards



Performance Criteria: 2.3

Identify workplace hazards

A hazard is anything that can hurt you or others while you work. You need to know (identify) workplace hazards before you start work. Look for hazards. Look above you, look around you, and check the ground below you.



Theory Training Task 1

Performance Criteria: 2.3

- a) Give examples of hazards you should look for before you begin work



Above head height

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Ground level to eye level

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Ground level (and below)

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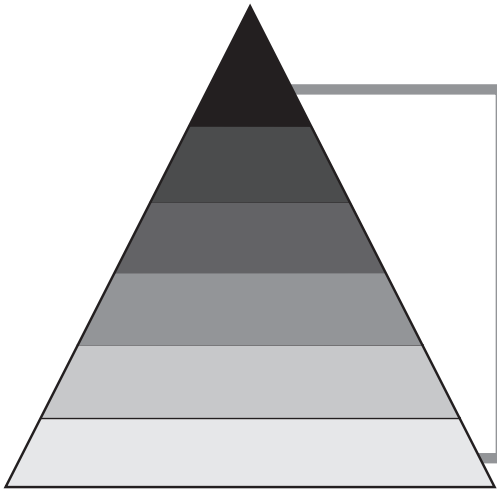
- b) Tick any of these hazards you may have come across in past or present workplaces.



Theory Training Task 3

Performance Criteria: 2.3, 3.1

a) List the **six** levels of the hierarchy of hazard control.



1.
2.
3.
4.
5.
6.

b) What is the first thing you should try if you find a hazard?

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Theory Training Task 4

Performance Criteria: 1.2

Why should you NOT rely on PPE as the only method of hazard control?

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Part 2

Check the forklift



Performance Criteria: 2.6, 2.7

Visual check

Before you use an order picking forklift truck, do a visual check to make sure there aren't any problems.

Before you move any loads, look at the forklift to see if it's in a safe working condition and is right for the job.

A faulty forklift could cause an accident and injure or kill you or your workmates.

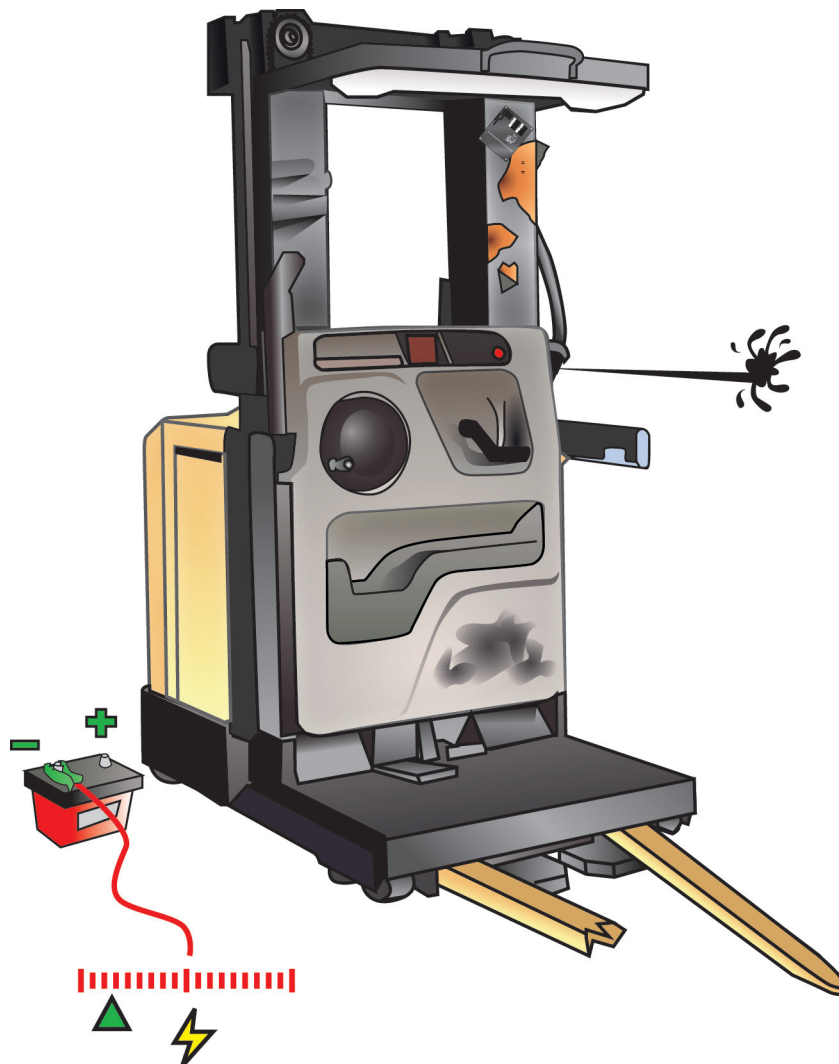


Theory Training Task 10

Performance Criteria: 2.6, 2.7



a) Circle the things you should check the order picking forklift for:



Performance Criteria: 2.9

Know your forklift's controls

Different forklifts can have different controls. Get to know the position and use of all the controls on the order picking forklift.



Theory Training Task 12

Performance Criteria: 2.9

What are the main controls on an order picking forklift?

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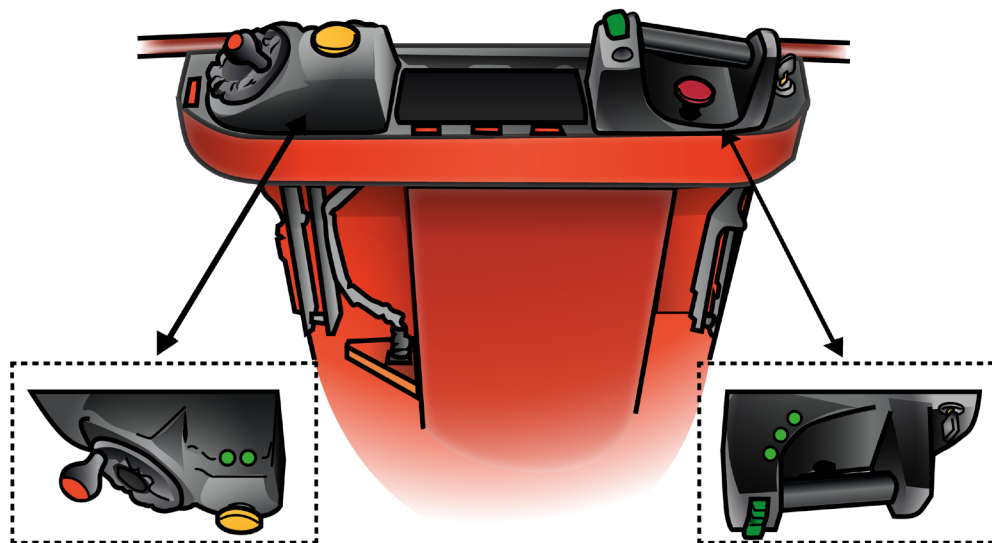
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Part 3

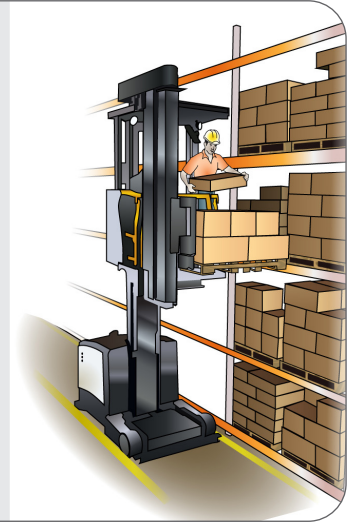
Plan the move



Performance Criteria: 1.3

Choosing the right order picking forklift

Make sure you choose the right order picking forklift for where you are working.



Theory Training Task 19

Performance Criteria: 1.3

- a) How do you find out the order picking forklift's load capacity to make sure it can move or lift the load?

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- b) Can you name three things an order picker's data plate tells you?

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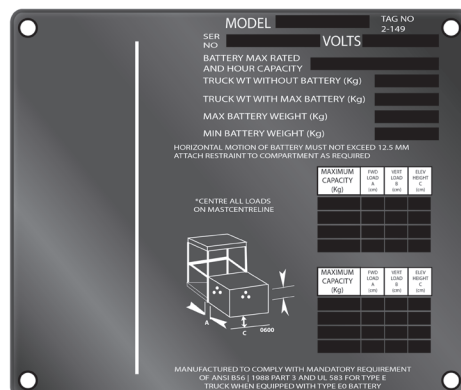
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Performance Criteria: 1.4, 3.4

Check path of load

Check the route you will take to move the load.
Look out for hazards to avoid.

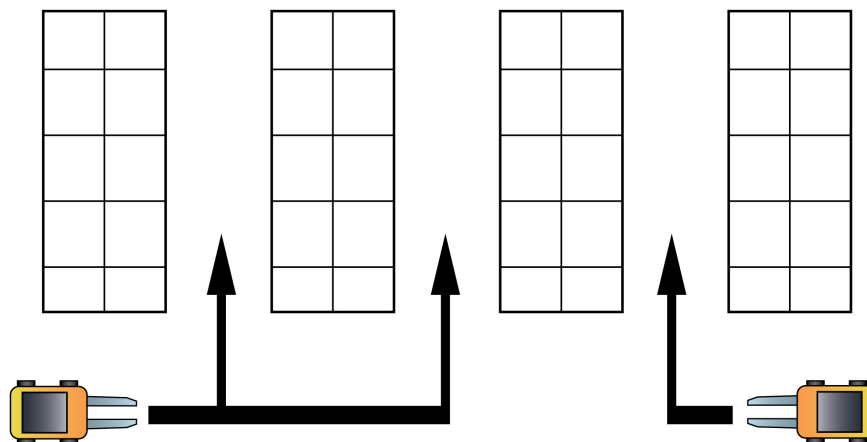


Theory Training Task 20

Performance Criteria: 1.4, 3.4

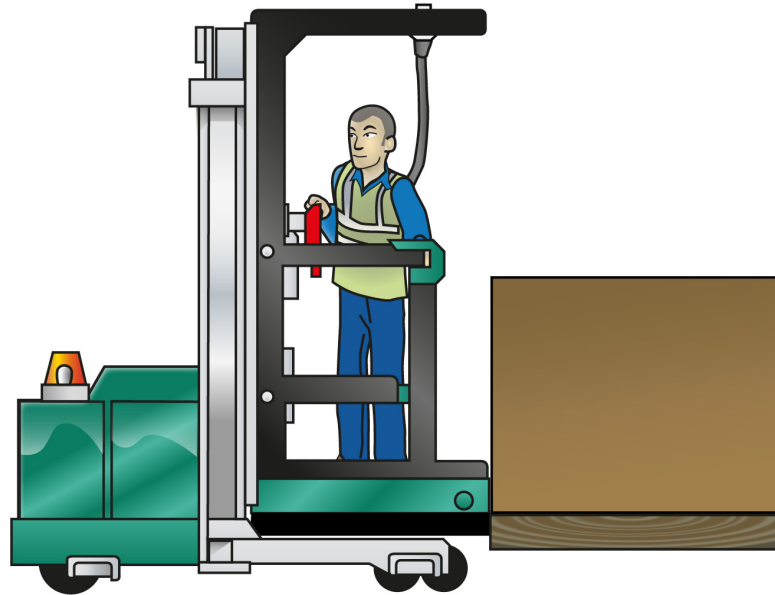
- a) When using an order picking forklift why do you need to keep to an agreed path?

- b) Why do you need to check the area **before** you start?



Part 4

Move the load



Performance Criteria: 3.7

Travel at a safe speed

Follow safety rules. Travel at such a speed that an emergency stop will not move or make the load unstable.



Theory Training Task 26

Performance Criteria: 3.7



Think about safe work practices and answer the following questions by placing a circle around the correct answer.

- a) A workmate jumps on the forks of your truck as you are about to move off. Do you move off thinking it will be a 'bit of fun'?
- Yes** **No**
- b) There is a STOP sign a few metres up ahead. You're fairly sure there are no other vehicles operating in the area and decide not to bother stopping. Was this the correct thing to do?
- Yes** **No**
- c) Your doctor has given you medication for a minor illness. After taking the tablets you feel a little sleepy. Should you drive an order picking forklift truck?
- Yes** **No**



Theory Training Task 27

Performance Criteria: 1.5, 2.9

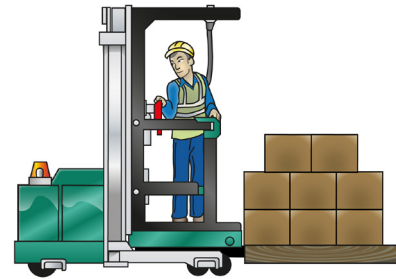
Which of the statements below is true or false?

- a) It is up to pedestrians to get out of the way when you're driving an order picking forklift?
- True** **False**
- b) You do not keep your foot on the dead man's pedal?
- True** **False**
- c) When driving an order picking forklift you must obey all traffic rules?
- True** **False**
- d) You must fasten the harness when using an order picking forklift.
- True** **False**

Performance Criteria: 3.5


Move the load

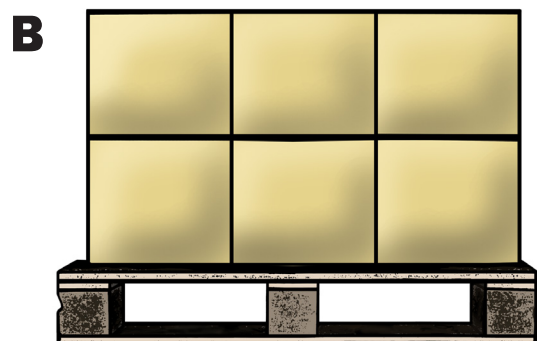
You are ready to start moving the load. Keep the load safe and stable. Place the load on the order picking forklift truck in a way that allows the order picker to operate safely and stay stable. Move the load slowly and remember to watch out for hazards.



Theory Training Task 29

Performance Criteria: 3.5

 Which pallet is the safest to use? Circle your answer. Explain why?



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