



Forklift Operations

Pre-Vocational Language, Literacy & Numeracy Activities Manual



Licence to operate a forklift truck TLILIC2001A Language Activities Manual

Acknowledgements

Each activity in this booklet has been aligned to the Australian Core Skills Framework (ACSF) * Indicators of competence so that they are at the levels appropriate to the delivery of language, literacy and numeracy skills underpinning the units of competency.

- *The “Title to and Intellectual Property rights in relations to the Australian Core Skills Framework are owned by the Commonwealth of Australia ”

Units of Competency and minimum required levels of reading, writing, numeracy, oral communication and learning skills

The following table provides the level of reading, writing, oral communication and numeracy that is required for the TLILIC2001A Licence to operate a forklift truck

Chapter	ACSF Reading Skills Level	ACSF Writing Skills Level	ACSF Oral Communication Skills Level	ACSF Numeracy Skills Level	ACSF Learning Skills Level
1. Plan Work	2	2	2	2	3
2. Conduct routine checks	2	2	2	2	2
3. Shift load	2	2	2	3	3
4. Shutdown and secure forklift truck	2	2	2	2	2

© All rights reserved. No part of this publication may be reproduced, stored in retrieval system or transmitted in any form or by any means, electronic, mechanical, photocopying, recording, or otherwise, without the prior permission of Teach2Learn Pty Ltd.

Table of Contents

Chapter 1: Plan Work	5
Activity 1 Becoming a Forklift Operator.....	5
Activity 2 Types of Forklifts	6
Activity 3 Workplace Health and Safety Terms	7
Activity 4 Forklift Hazards	8
Activity 5 Listen to Instructions	9
Activity 6 Asking for Directions	10
Activity 7 Workplace Signs	11
Activity 8 Work Health and Safety Incidents	12
Activity 9 Create a Word List	13
Activity 10 Workplace Safety Laws	14
Activity 11 Workplace Health and Safety (WHS)	15
Activity 12 Preventing Injuries.....	16
Activity 13 Evaluate the Risk	17
Activity 14 Hierarchy of Control	18
Activity 15 Learning Resources	19
Activity 16 Controlling Risks	20
Activity 17 Standard Operating Procedures.....	21
Activity 18 Safe Working Loads	22
 Chapter 2: Conduct Routine Checks	 24
Activity 19 Get to Know the Forklift.....	25
Activity 20 Conduct a Pre-Operational Safety Check	26
Activity 21 Forklift Safety Check	27
Activity 22 Complete a Lock Out Tag	28
Activity 23 Maintenance Required Reporting.....	29
Activity 24 Asking for Information	30
Activity 25 Calculate the Weight of the Load	31
Activity 26 Learning Diary	32
Activity 27 More Forklift Parts	33
Activity 28 Safe Work Procedure	34
Activity 29 Forklift Pre-Operational Checklist.....	35
Activity 30 Forklift Operational Controls.....	36
Activity 31 Balance a Forklift.....	37
Activity 32 Post Operational Check	38
Activity 33 Reading the Data Plate	39
Activity 34 Calculate the Load Centre.....	40
Activity 35 New Learning	41

Chapter 3: Shift Load43

Activity 36 Data Plate	44
Activity 37 Accidents.....	45
Activity 38 Transport Loads Safely	46
Activity 39 Forklift Stability	47
Activity 40 Listen About load Hazards	48
Activity 41 Toolbox Talk.....	49
Activity 42 Forklift Speed	50
Activity 43 Check the Load for Weight.....	51
Activity 44 Reading Signs.....	52
Activity 45 Read About the Stability Triangle	53
Activity 46 Forklift Overturning.....	54
Activity 47 Plan Work.....	55
Activity 48 Maintaining Control While Travelling	56
Activity 49 Driving in Reverse	57
Activity 50 Forklift Rollover Procedure.....	58
Activity 51 Stopping Distances	59
Activity 52 Using a Load Chart	60
Activity 53 Shifting Loads.....	61
Activity 54 Unsafe Practice	62
Activity 55 Write Away	63
Activity 56 Fatality Pie Chart.....	64

Chapter 4 Shut Down.....66

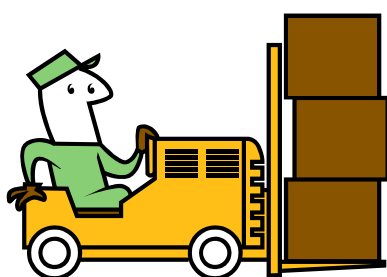
Activity 57 Parking a Forklift Securely	67
Activity 58 Parking a Forklift Safely	68
Activity 59 Get on and off the Forklift.....	69
Activity 60 Rear End Swing	70
Activity 61 Driving a Forklift in Reverse	71
Activity 62 Shut Down Procedure	72
Activity 63 In Case of Emergency.....	73
Activity 64 In the Event of an Emergency	74
Activity 65 Case Study (1)	75
Activity 66 Case Study (2)	76
Activity 67 Don't Let it Happen to You	77
Activity 68 Complete an Incident Report.....	78
Activity 69 Explaining an Emergency.....	79
Activity 70 Electricity Lines and Tiger Tails.....	80
Activity 71 Using the Data Plate	81
Activity 72 Rules for the Safe Operation of a Forklift	82

Activity 1 Becoming a Forklift Operator

Read about becoming a forklift operator and answer the questions below.

Forklift operators drive forklifts to shift and stack bales, cartons, containers, crates and pallets of goods in areas such as timber yards and warehouses.

Forklift operators work indoors and outdoors. They may be required to work shifts and may have some contact with the public.



A forklift operator should:

- enjoy practical and manual activities
- be able to judge distances
- be safety-aware
- have good hearing and eyesight

A forklift operator must:

- be at least 18 years of age
- be specially trained in the operation of each forklift they will operate
- Be able to speak and read English to communicate
- Understand and work to the laws for forklift operation

Answer the questions.

1. How old must a forklift operator be? _____
2. Does a forklift operator need to read and speak English? _____
3. Do you need training to be a forklift operator? _____
4. If you are trained to operate one type of forklift, do you need more training to operate a different type of forklift? _____
5. You must understand and work to the laws for forklift operations.
True or False _____

Activity 2 Types of Forklifts

Forklifts are divided into two (2) types based on how they are able to remain stable when they are loaded.

These types are Counter Balanced and Non Counter Balanced trucks.

Counter balanced trucks have the weight of the load carried outside the wheel base and are counter balanced by the weight of the truck.



weight of truck balances the load carried on forks

wheels mounted on arms



Non counter balanced trucks have the load carried inside the wheel base of the truck. Non counter balanced forklifts keep their stability by having the wheels mounted on arms that are on either side of the load when it is being picked up and transported.

Complete the definitions.

A _____ forklift keeps their load stable by having wheels mounted on arms that are on each side of the load.

A _____ forklift keeps their load stable by being balanced by the weight of the forklift.

Chapter 2: Conduct Routine Checks

Activity 19 Get to Know the Forklift

Activity 20 Conduct a Pre-Operational Safety Check

Activity 21 Forklift Safety Check

Activity 22 Complete a Lock Out Tag

Activity 23 Maintenance Required Reporting

Activity 24 Asking for Information

Activity 25 Calculate the Weight of the Load

Activity 26 Learning Diary

Activity 27 More Forklift Parts

Activity 28 Safe Work Procedure

Activity 29 Forklift Pre-Operational Checklist

Activity 30 Forklift Operational Controls

Activity 31 Balance a Forklift

Activity 32 Post Operational Check

Activity 33 Reading the Data Plate

Activity 34 Calculate the Load Centre

Activity 35 New Learning

Activity 19 Get to know the forklift

You need to know the names and purpose of all forklift parts.

Read the names on the forklift and their purpose written below.

The **mast** holds the load backrest and forks as it goes up and down when lifting items.

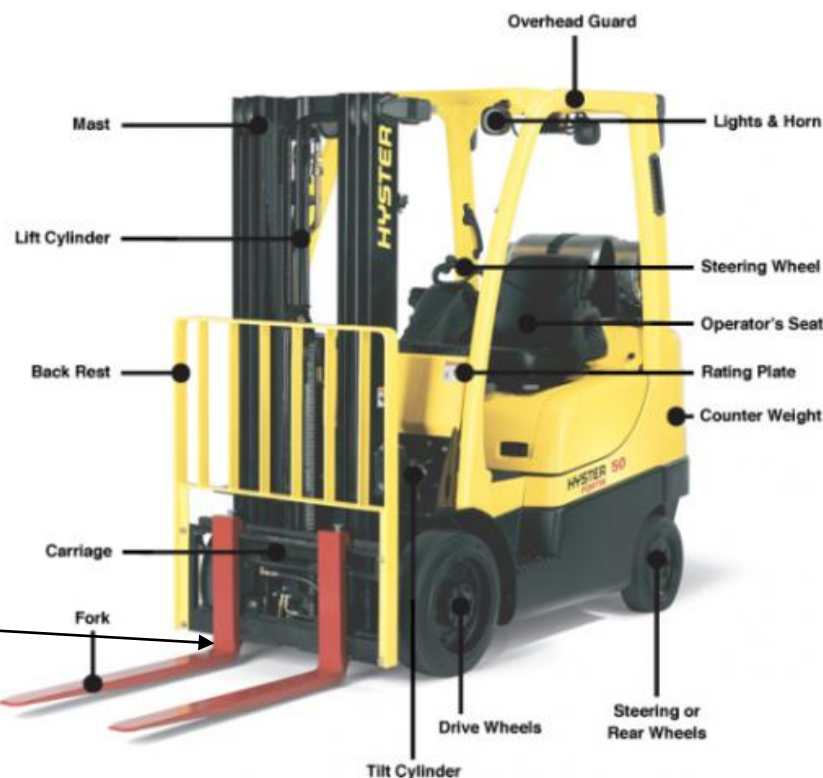
The **lift cylinder** raises and lowers the mast.

The **back rest** prevents the load from falling onto the mast, or from falling on to the driver.

The **forks** extend out from the forklift and are used to lift pallets. The forks are often called the tynes.

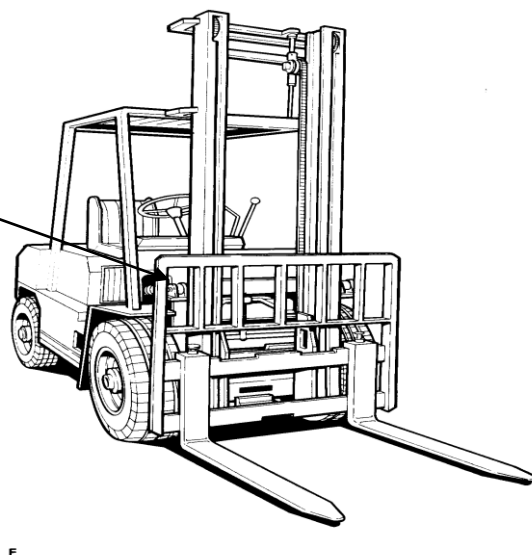
The **carriage** is a support structure where the forks are attached.

The **heel** of the fork.



Draw an arrow from the words below to the forklift part:

- Load back rest
- Forks
- Mast
- Carriage
- Lift cylinder
- Heel



Activity 20 Conduct a Pre-operational Safety Check

When should an operator inspect the forklift?

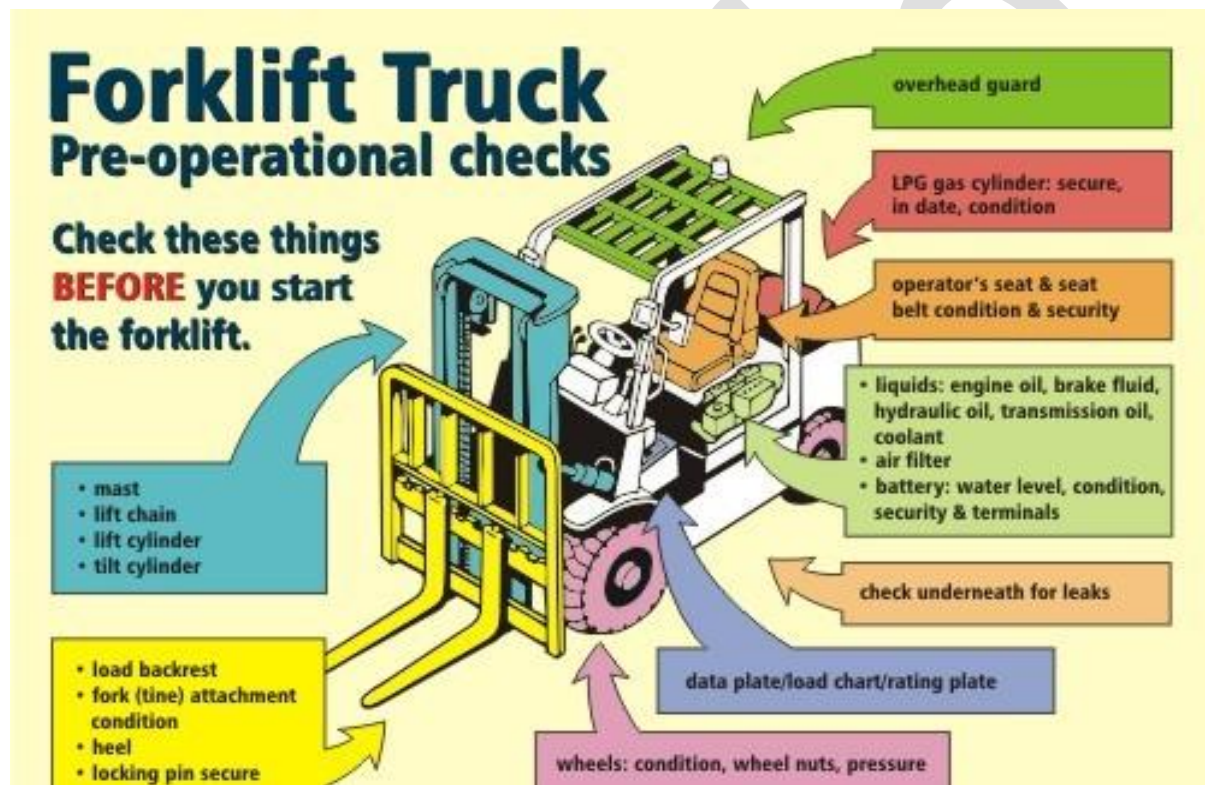
- everyday before using or before each shift.

What does a daily inspection involve?

- a visual check ("circle" check) before starting the forklift.
- an operational pre-use check.



Read the checks required before starting a forklift on the picture below.



Name eight (8) things you should check before you start up the forklift:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____

Chapter 3: Shift Load

Activity 36 Data Plate

Activity 37 Accidents

Activity 38 Transport Loads Safely

Activity 39 Forklift Stability

Activity 40 Listen About load Hazards

Activity 41 Toolbox Talk

Activity 42 Forklift Speed

Activity 43 Check the Load for Weight

Activity 44 Reading Signs

Activity 45 Read About the Stability Triangle

Activity 46 Forklift Overturning

Activity 47 Plan Work

Activity 48 Maintaining Control While Travelling

Activity 49 Driving in Reverse

Activity 50 Forklift Rollover Procedure

Activity 51 Stopping Distances

Activity 52 Using a Load Chart

Activity 53 Shifting Loads

Activity 54 Unsafe Practice

Activity 55 Write Away

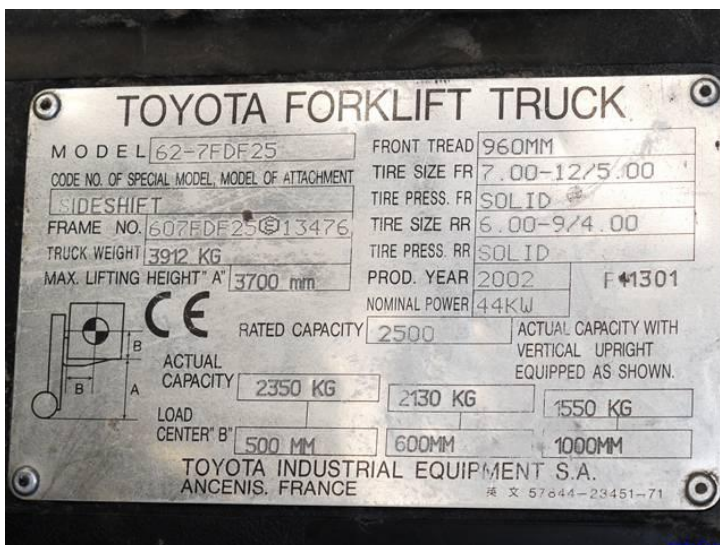
Activity 56 Fatality Pie Chart

Activity 36 Data Plate

Each forklift has a maximum load limit – this is the largest weight the forklift can lift. The load limit is shown on the data plate.

Do not go above the recommended load limit of your forklift.

For example, if the data plate on the forklift you were operating says the maximum load is 175 kg, and you have calculated your load to be 200kg, you do not have the right forklift for the job.



If you check the data plate and you can't read it or the data plate is missing, you must not use the forklift.

Take the key out, so none else can use it.

Tag the forklift out with DO NOT USE tag, write the problem in the forklift log and report it to your supervisor.

Answer the questions below:

1. Explain why do you need to check the data plate before starting the forklift? _____

2. If you couldn't find the data plate, or if you can't read it, what would you do? _____

3. The data plate says the maximum load is 2150 kg and the load you must lift is more than 2150 kg, would you try to lift the load? Circle your answer: Yes No

Explain why _____

Activity 37 Accidents

Effective communication in the workplace is just as important as abiding by all safety requirements.

If there are others working in the area it is important they are aware that you will be operating a forklift, so everyone stays safe. Just like when you travel in a car, a forklift driver should always be aware of pedestrians and give them right of way.







Things you can do:

- Have a Flag person or Spotter (another worker to direct you)
- Put up barricades
- Make sure the area is well lit
- Erect signs
- Turn the forklift beeper on
- Sound the horn at intersections
- Avoid high pedestrian traffic areas

All of these measures will help protect other workers.

Match the meanings in the box below with the picture that shows the things you can do to avoid and reduce accidents.

Forklift in Use	Flag Person	turn the forklift beeper on
sound horn at intersections	put up barricades	avoid pedestrian traffic

Picture	Meaning	Picture	Meaning
			
			
			

Chapter 4: Shut Down

Activity 57 Parking a Forklift Securely

Activity 58 Parking a Forklift Safely

Activity 59 Get on and off the Forklift

Activity 60 Rear End Swing

Activity 61 Driving a Forklift in Reverse

Activity 62 Shut Down Procedure

Activity 63 In Case of Emergency

Activity 64 In the Event of an Emergency

Activity 65 Case Study (1)

Activity 66 Case Study (2)

Activity 67 Don't Let it Happen to You

Activity 68 Complete an Incident Report

Activity 69 Explaining an Emergency

Activity 70 Electricity Lines and Tiger Tails

Activity 71 Using the Data Plate

Activity 72 Rules for the Safe Operation of a Forklift

Activity 57 Parking a Forklift Securely

Read about parking a forklift and then answer the questions that follow.

Your forklift is your responsibility until it is returned to its place at the end of your shift.

At the end of a shift or when the forklift is no longer required it needs to be parked securely. You should park the forklift in designated area.

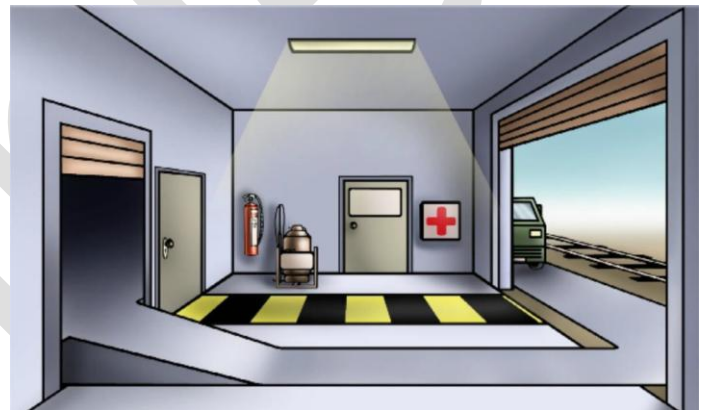


Park on level ground and ensure that the forklift has not blocked:

- Emergency exits
- Fire hoses
- Emergency equipment
- First aid stations
- Public access/doorways

Or

- On sloping surfaces
- Where they may obstruct other traffic
- No closer than two meters from the nearest railway track



If you have to park on a slope you must chock, or put blocks behind the wheels to stop the forklift from moving.

You are looking for a place to park the forklift. List 5 places where you would not park.

1. _____
2. _____
3. _____
4. _____
5. _____

If your forklift must be parked on a sloping surface, what must you do?

Activity 58 Parking the Forklift Safely

Whenever operators park their forklift, they must:

- Apply park brake
- Put gears in neutral
- Lower forks flat on the ground
- Turn off the engine
- Remove key
- Store key according to procedures



Here is a newspaper report about what could happen if these simple steps aren't followed.

A construction worker is dead after a running forklift rolled on to him at a warehouse in Brisbane, Australia. When the victim dismounted from his forklift, he left the machine running and began working in front of it. Peter James, 47, was taken to hospital where he died of severe head injuries. Worksafe is investigating.

It is highly dangerous to walk in front of, or behind, an unattended forklift that has been left running.

All of the steps for parking a forklift are so easy to do. That person you save just might be you.

List the 5 steps you must follow when you park a forklift:

1. _____
2. _____
3. _____
4. _____
5. _____

Licence to Operate a Forklift

Language Activities Manual

Order from Teach2Learn Resources

Email enquiries@teach2learn.com.au
or
admin@mwtrain.com.au

Mail **PO Box 71 Scarborough QLD 4020**
Phone: **(07) 3283 1997**