

FORKLIFT TRUCKS

Facilitator Guide



Timings	Facilitator Notes	Resources
15 mins	Discuss assessment criteria	Slide 1 Slide 2
	EXPLAIN <i>Refer Student Notes – What are forklift trucks?</i> <i>Refer WHS Regulation 2011 s19 Dictionary</i> Explain definition of a forklift truck	Slide 3
	DISCUSS <i>Refer Student Notes – General</i> <i>Refer Managing the risks of Plant in the workplace COP s1.2 & s1.3</i> Discuss briefly who has duties in regards to Forklift trucks. Highlight that the PCBU, Persons with management or control, Officers, workers and other persons all have duties under the WHS legislation regarding safe operation of Plant and this can be found in the Managing the risks of Plant in the Workplace COP.	Slide 4
	DISCUSS <i>Refer Student Notes – General</i> <i>Refer Student Notes:</i> • <i>Confined Spaces</i> • <i>Overhead electrical powerlines</i> • <i>Flammable atmosphere and handling flammable materials</i> • <i>Hazardous areas</i> • <i>Around forklifts</i> Discuss the specific hazards associated with forklifts.	Slide 6
	DISCUSS <i>Refer Student Notes – Safety Procedures</i> Discuss the safety procedures for a Forklift	Slide 7
	DISCUSS <i>Refer Student Notes – High risk work licences</i> Discuss the licensing requirements of a forklift truck (LF) and an order-picking forklift truck (LO). ASK Ask participants if there is any legislation that specifies different classes of Forklift, similar to Mobile Cranes? E.g. under 10 tonne	Slide 8

	EXPLAIN Explain definition of order-picking forklift truck from WHS Regulation 2011 s19.	
	DISCUSS <i>Refer Student Notes – Safe Operation</i> Discuss the safe operation of a Forklift	Slide 9
	DISCUSS <i>Refer attachment: Forklift safety for workers – checklist for pre-operational checks</i> Discuss checklist for pre-operational checks for a forklift truck.	Slide 10
	DISCUSS <i>Refer attachment: Forklift safety for employers: maintenance</i> Discuss forklift safety for employers: maintenance attachment regarding maintenance.	Slide 11
	DISCUSS <i>Refer Student Notes – Loading and unloading a forklift</i> <i>Refer Student Notes – Steel racking/adjustable pallet racking</i>	Slide 12
	DISCUSS <i>Refer Student Notes – What are pedestrian operated forklifts?</i> <i>Refer Student Notes – How to operate POFs safely</i>	Slide 13

Version	Date	Author
1	30/06/2018	WHSQ