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Module One Plan Work

1.1 INTRODUCTION

This training course is based on the National High Risk Licence Unit of Competence **TLILIC0004: Licence to operate an order picking forklift truck.**

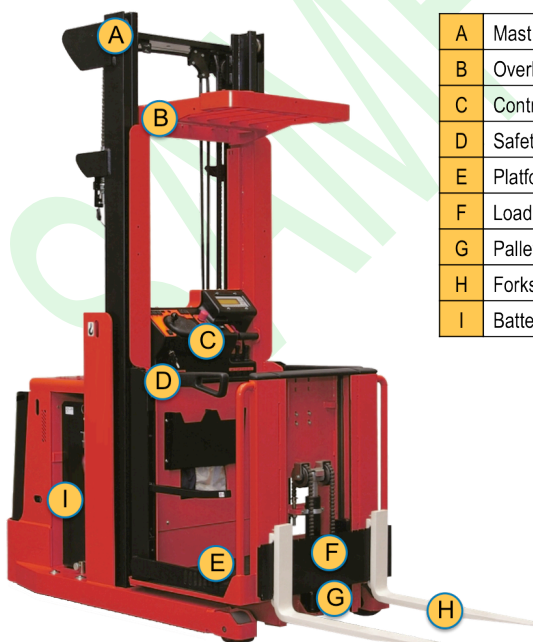
1.1.2 WHAT IS AN ORDER PICKING FORKLIFT?

An order picking forklift is a powered industrial truck where the operator's controls are incorporated with the load carriage, and the operator elevates with it.



1.1.3 PARTS OF AN ORDER PICKING FORKLIFT

It is important that you understand the different parts and controls of an order picking forklift. Below is a diagram outlining some important parts of an order picking forklift:



A	Mast assembly.
B	Overhead guard.
C	Controls & gauges.
D	Safety gate/barrier.
E	Platform & 'dead man' control.
F	Load backrest (not on all models).
G	Pallet grab.
H	Forks.
I	Battery/engine/motor.

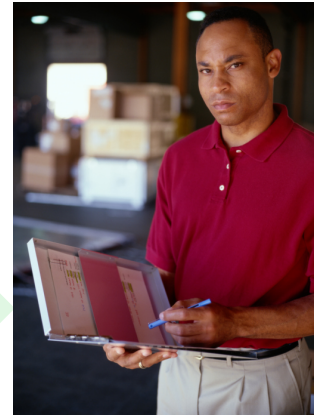
1.1.4 HIGH RISK WORK AND WHS LEGISLATION

Under the WHS regulations a trainee is defined as a person who is enrolled in a course of HRW training, and **being supervised at a workplace by a person with a current HRW licence for the work.**

As a trainee you are learning (either on the job or in a simulated classroom environment) everything you need to know to ensure that you are going to be working safely and efficiently.

Once you have completed your training and have been assessed, you will be able to make your application for a high risk work licence.

If you hold a HRW licence, your employer is expected to provide you with information on how to operate any equipment you may be unfamiliar with. This may be, but is not limited to: provision of verbal or written instruction, practical training or potentially supervision while becoming comfortable with the equipment.



1.1.5 MAKING THE APPLICATION

Under the requirements of Work Health & Safety (WHS) legislation all applicants for High Risk Work (HRW) licences must provide the following information:



- ▶ Their name.
- ▶ Evidence of identity (e.g. driver's licence, passport).
- ▶ A passport-sized photograph of themselves (to be used on the HRW photo licence).
- ▶ A copy of the statement of attainment/certification that they have successfully completed and been assessed for the relevant unit of competency for the HRW licence they are applying for.
- ▶ Under no circumstances can any applicant provide false or misleading information. Applicants are expected to make the following declarations:
 - ▶ That they do not currently hold an equivalent HRW licence granted under corresponding WHS law by another WHS regulator.
 - ▶ Any details of convictions or of being found guilty of any offence under the WHS Act or the WHS regulations in any jurisdiction in Australia.
 - ▶ Whether or not they have ever entered into an enforceable undertaking under the WHS Act or WHS regulations in any jurisdiction in Australia, and providing the details if they have.
 - ▶ Whether or not they have ever previously had an equivalent HRW licence refused, suspended or cancelled under the WHS Act or the WHS regulations in any jurisdiction in Australia.

The application for a HRW licence must be made within 60 days of receiving a notice of satisfactory assessment issued by an assessor.

1.2 PLAN WORK



It is important that you are aware of the requirements relating to your work. Before you begin your tasks ensure that you access the relevant documentation and plan your work.

Requirements relating to your work may include:

- ▶ OHS/WHs requirements.
- ▶ Duty of care.
- ▶ Safe work practices.
- ▶ Safe Work Method Statements.

Sources of OHS information (types of WHS/OHS legislation, requirements and guidelines) may include, but is not limited to, the following:

<ul style="list-style-type: none"> ▶ OHS Acts ▶ OHS Regulations ▶ Australian Standards ▶ Codes of Practice/Compliance Codes ▶ Management plans ▶ Workplace OHS policy and procedures 	<ul style="list-style-type: none"> ▶ Manufacturer's instructions ▶ Logbook ▶ Forklift Data Plate ▶ Operations manual ▶ WorkSafe website ▶ Safety notice boards ▶ Workplace risk assessment records
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1.2.2 DUTY OF CARE

All personnel/workers* have a legal responsibility under duty of care under OHS/WHs requirements. **Your duty of care when at work include:**

- ▶ Make sure that workers **take reasonable care of their own health and safety**
- ▶ **Do not put others in any danger through their (workers') acts or omissions**
- ▶ You must **comply with workplace occupational health and safety requirements**
- ▶ **Do not intentionally or recklessly interfere with or misuse resources**, infrastructure and/or services provided by the employer at workplace for occupational health and safety

**Work safely not to harm others.
Work safely not to harm yourself.
Follow the workplace safety rules.**

1.3.2 RISK/HAZARD IDENTIFICATION

A **HAZARD** is the thing or situation that causes, or has the potential to cause, injury, harm or damage.

A **RISK** is the chance or likelihood of a hazard hurting you or somebody else or causing some damage. In other words, a risk is a:

- ▶ possibility of a hazard hurting you or causing injury
- ▶ chance of a hazard hurting you or causing injury
- ▶ potential of a hazard hurting you or causing injury

If you can remove or at least control a **HAZARD** you can reduce the **RISK** involved.

COMMON WORKPLACE HAZARDS INCLUDE:

Above Head Height - remember to look up for hazards

- ▶ **Overhead hazards:**
 - > Electrical power lines.
 - > Overhead service lines.
 - > Bridges.
 - > Roof beams
 - > Lights
- ▶ **Poor lighting.**
- ▶ **Weather conditions**
 - > Wind
 - > Rain (wet surfaces)
 - > Sun glare

Eye Level - Always look around your work area

- ▶ **Traffic:**
 - > Pedestrians.
 - > Other workers.
 - > Vehicles.
 - > Other plant.
- ▶ **Surrounding structures:**
 - > Buildings.
 - > Obstructions.
 - > Doorways
 - > Pallet racking
- ▶ **Other hazards:**
 - > Dangerous materials. (refer to SDS – Safety Data Sheet)
 - > Falling from the platform
 - > Trees



**HAZARDS CREATE RISK.
CHECK FOR HAZARDS.**



On the ground (and below) - Look down, is the path of travel a flat level surface and can bare the weight of the order picker.

▶ **Ground conditions:**

- > Condition of pavement.
- > Underground services.
- > Non-weight bearing surfaces.
- > Wet or slippery surfaces.
- > Loading docks.
- > Surface conditions
 - Damaged or cracked bitumen & /or concrete
 - Slopes, ramps and inclines.
 - Uneven surfaces
 - Steel decks and grates



1.3.4.1 CONSIDER HAZARD/RISK CONTROL STRATEGY OPTIONS

The Hierarchy of Hazard Control is the name given to a range of control methods used to eliminate or control hazards and risks in the workplace. The Hierarchy has 6 levels. It is important that you understand what each level in the hierarchy stands for and how they can be implemented:

1. Elimination	Completely remove the hazard. This is the best kind of hazard control.
2. Substitution	Swap a dangerous work method or situation for one that is less dangerous.
3. Isolation	Isolate or restrict access to the hazard.
4. Engineering Controls	Use equipment to lower the risk level.
5. Administrative Controls/ Safe Work Practices	Site rules and policies attempt to control a hazard.
6. Personal Protective Equipment	The least effective control. Use safety equipment while you carry out your work. This should be selected at the planning stage of your work; and inspected and checked for its safety before and after performing any job.

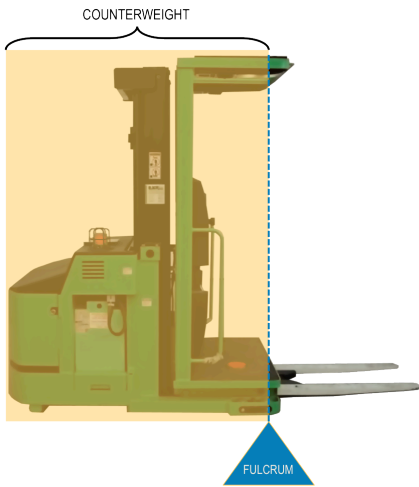
It is important to consider all of the options available when deciding on the best course of action.

Not all options are feasible or possible under some circumstances.

You may need to use a number of control strategies in conjunction to reduce the risk level to an acceptable level.

The risk treatment plan should clearly identify the order in which to implement the individual risk treatments.

1.5 ORDER PICKING FORKLIFT TRUCKS



Order picking forklifts are counter balanced. By using the entire weight of the order picking forklift, a load can be lifted safely without tipping the forklift forwards.

The fulcrum is described as **“Where the tyre closest to the load meets the ground”**
(Check manufacturer’s specification)



Never add additional counterweights to the order picker to increase its lifting capacity without referring to the manufacturer first. This is extremely dangerous and may cause the order picker to become unstable.

Everything behind fulcrum is being used to counter the weight of the load that is being lifted including the batteries.

Batteries act as a counterweight on an order picking forklift.

2.5.2.1 CALCULATING LOAD WEIGHT



If you find you need to calculate the weight of a load, make sure you consider:

- ▶ How many items there are.
- ▶ What each item weighs.
- ▶ The weight of the pallet the items are placed on.

For example:

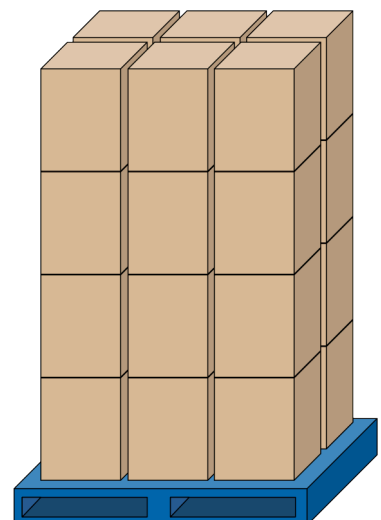
You need to move a load of cartons that have been stacked on a pallet.

- ▶ There are 6 cartons per layer and 4 layers on the pallet.
- ▶ Each carton weighs 33kg.
- ▶ The pallet is standard size and weighs 15kg.

To work out how much this load weighs you need to add the total weight of all of the cartons to the weight of the pallet:

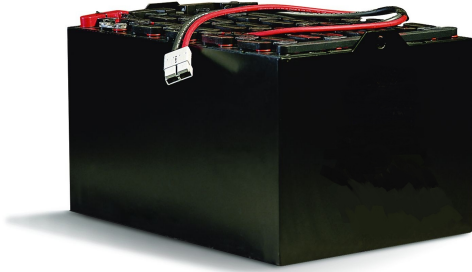
$$33\text{kg} \times 6 \times 4 = 792\text{kg}$$

$$792\text{kg} + 15\text{kg} = \mathbf{807\text{kg}}$$



2.8 POST-OPERATIONAL CHECKS

After you have finished using the forklift, you need to check it to make sure it is ready for the next operator.



Attach batteries to a charger if applicable.

Do not smoke around a charging battery –the fumes could ignite, causing an explosion or a fire.

Always charge batteries in a well-ventilated area away from any naked flame. **Batteries emit explosive gases when under charge and they must be vented in order to prevent an explosion.**