



CENTRAL COAST DRIVER TRAINING



Course Application/Training Record/Workbook

Contact Information

Name	
Street Address	
Town Postcode	
Home Phone	
Work Phone	
E-Mail Address	

Availability

During which days are you available for training?

Weekday _____ Weekend day _____

Course



Special Skills or Qualifications

Please summarize special skills and qualifications you have acquired from employment, previous volunteer work, or through other activities, including hobbies or sports.

Instructor/Supervisors Name & Contact details:

Name:

Address:

Contact phn #:

SESSION 1	INSTRUCTOR	PAYMENT METHOD	AMOUNT
/ /			\$

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/ /			\$

Please N.B FOR ALL PLANT TRAINING

WorkCover NSW must be advised NO LESS than 48 hours prior to assessments being conducted, therefore any cancellations inside 96 hours of start time will be charged at the rate of full fees.

Be aware that a WorkCover Inspector may at their discretion attend the assessment and oversee the assessment process to ensure complete compliance to OHS Regulations and Assessor Guidelines.

All applicants must:

- **Be at least eighteen (18) years of age**
- **produce** a current correctly filled out log-book, detailing information of their experience which should include; types of work performed and details of the types of equipment used
- **produce** Identification documents which comply to WorkCover requirements (as listed)
- **produce** any previously obtained WorkCover Certificates
- **Have previously read and understand the relevant assessment instruments**

These documents must be produced prior to the commencement of any assessment. If any of these documents cannot be presented at the agreed start time (as on the WorkCover Assessment Notification form), the assessor must not conduct the assessment, mark the application as “Not Acceptable” and full fees will be invoiced for payment.

The evidence of identity value must total at least 100 points.

The **ONLY** acceptable identity documents accepted are:

Document Type	Document	Points
Primary Documents		
1. ONLY use ONE primary document	Passport (current or expired within last 2 years, but not cancelled)	70
	Birth Certificate or Birth Card issued by the Registrar of Births Deaths and marriages (only issued within Australia)	70
	Australia Citizenship Certificate	70
Secondary Documents	All Documents MUST be CURRENT and have YOUR NAME on them	
1. Allowed to use a combination of secondary documents 2. If using a credit and savings account cards or statements, these must be from different banks	Australian Driver’s Licence (not expired or suspended)	40
	NSW Photo Card (RTA issued)	25
	Motor vehicle registration or insurance documents	25
	Dept of Veterans Affairs Card	25
	Centrelink Card	25
	Property (Council) rates notice	25
	Property lease agreement	25
	Home Insurance papers	25
	A utility bill (e.g. water, electricity, gas)	25
	Bank Statement/s	25
Medicare Card	25	

I agree that full assessment fees will be paid for all assessments indicated on this form if less than four (2) (business) days notice is given for any cancellation.

The full fees are also to be paid irrespective of the result of assessment, any unavailability of plant, if applicants do not meet the assessment criteria regarding log-books and identification documents or failure of applicants to attend the assessment at the notified start time.

Your assessments are booked and scheduled.

Please ensure you reply promptly to secure your WorkCover Notification.

I understand and agree with all information on this Service Advice/Agreement. Please complete the details below and return fax both pages. Only personnel authorised by their Management are to sign this form.

(Print) Name: Date:

Agreement and Signature

By submitting this application, I affirm that the facts set forth in it are true and complete.

Name (printed)	
Signature	
Date	

Our Policy

It is the policy of this organisation to provide equal opportunities without regard to race, colour, religion, national origin, gender, sexual preference, age, or disability.

Thank you for completing this application form and for your interest in training with us.

TO BE FILLED OUT BY CLIENT BEFORE THE COMMENCEMENT OF TRAINING

I AGREE TO THE COST OF THE COURSE
I WILL BE PAYING: *(please circle)*

CHEQUE	CREDITCARD	ACCOUNT	EFTPOS	CASH
--------	------------	---------	--------	------

I AGREE THAT I AM AWARE THAT THERE IS A CHARGE OF 2 %
ON ALL CREDIT CARD TRANSACTIONS

IF CHOOSING TO PAY BY ACCOUNT:

I AGREE THAT I AM AWARE THAT IF THE ACCOUNT HOLDER
DOES NOT PAY THE ACCOUNT WITH IN THIRTY DAYS THAT I AM
LIABLE FOR THE COST OF THE TRAINING AND AGREE TO PAY THE
COST

NAME AND ADDRESS OF COMPANY PAYING FOR THE COURSE

NAME:
STREET ADDRESS:
SUBURB:
STATE & POSTCODE:
CONTACT PERSONS NAME:
TELEPHONE NUMBER
TRAINEE NAME:
SIGNATURE:

Date	Competency Unit Types of work Performed	Trainer/Supervisor	Signature Trainer/Supervisor
	Pre Departure Check		
	Risk Assessment		
	Identify Controls		
	Obstacle Course		
	Low Lift		
	High Lift		
	Load Vehicle		
	Load Security		
	Shutdown		
	Post Vehicle Check		
	Fault reporting		
	loadshifting		
	Theory		
	Dvd / video		
	Pwerpoint		
	practical		

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	Low Lift		
	High Lift		
	Load Vehicle		
	Load Security		
	Shutdown		
	Post Vehicle Check		
	Fault reporting		

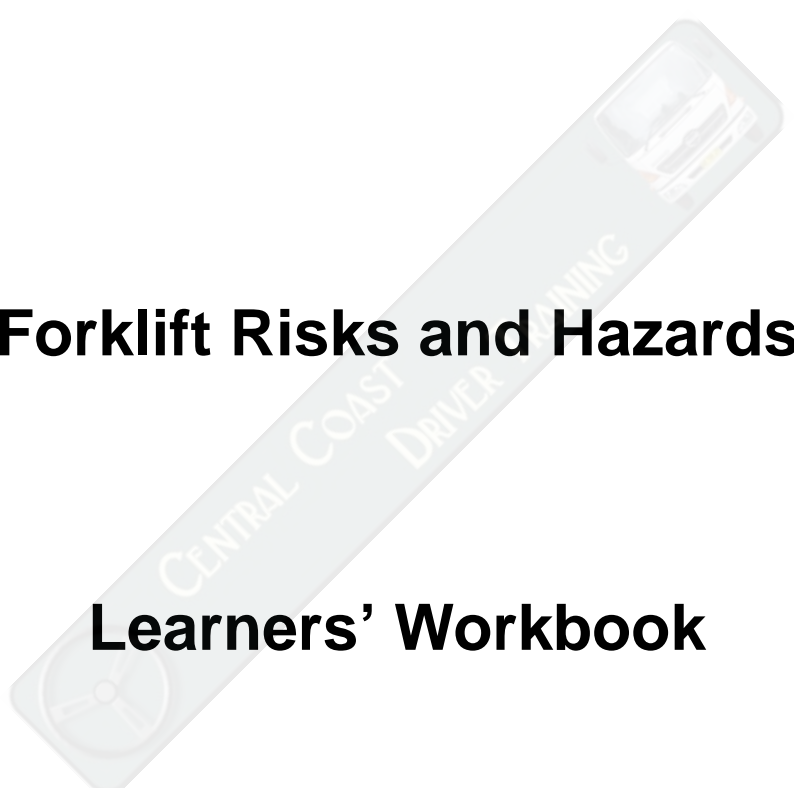
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Forklift Risks and Hazards

Learners' Workbook





Australian Government

Department of Education, Employment and Workplace Relations

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Introduction

Definitions

Hazard	Some thing or some act that is potentially dangerous and likely to cause harm or injury.
Risk	The chance that something will go wrong and someone might be injured or some thing might be damaged or lost.
Guidelines	Rules about how to do something and how to deal with problems. How to do something in a particular situation.
Responsibility	You are accountable for your actions. It's part of your job and your duty of care to do things the right way.
Physical	Something real that you can see, touch, hear, smell or taste.
Balanced	The load is even, there is equal weight on each side of the load's centre and it will not tip over.
Report	Tell somebody about what you saw. Keep it short and simple.

Questions

1. List three reasons why forklifts can be dangerous.

(i)

(ii)

(iii)

2. List two of your duty of care responsibilities.

(i)

(ii)

3. What are two things you can do about a hazard?

(i)

(ii)

The Work plan

Definitions

Hi viz vest	High visibility vest. Brightly coloured work vest that you wear so you can be seen easily.
Work plan	Plan what you're going to do before you start work. Inspect the area where you will be working. Make sure it's safe. Tell others where you'll be working.
Traffic management plan	A plan in the workplace to reduce hazards and risks by controlling where forklifts move and where pedestrians move and keeping them apart.
Pedestrians	People who are walking.
Guards	A barrier such as a rail or fence which is used to keep pedestrians and forklifts apart to prevent injury.
Rolladoors	Doors which roll up and down and can be stopped at any point. They are controlled electrically.
Ventilation	A system that brings in fresh air and gets rid of stale air in an enclosed space.
Placard	A sign that gives you information.
Power conductors	A power conductor, such as an electric pole with power lines, allows electricity to flow easily. When metal, for instance a forklift, touches a power line this will create an electric shock.
Electrocution	Death caused by electric shock.
Regulations	A law, or a rule, which tells everyone the way things must be done.

Questions

1. List 4 examples of protective equipment you might wear when driving a forklift.

- (i)
- (ii)
- (iii)
- (iv)

2. Why would you walk around a work area before driving for the first time?

.....

3. Why is it dangerous to use LPG gas powered forklifts in enclosed or poorly ventilated spaces?

.....

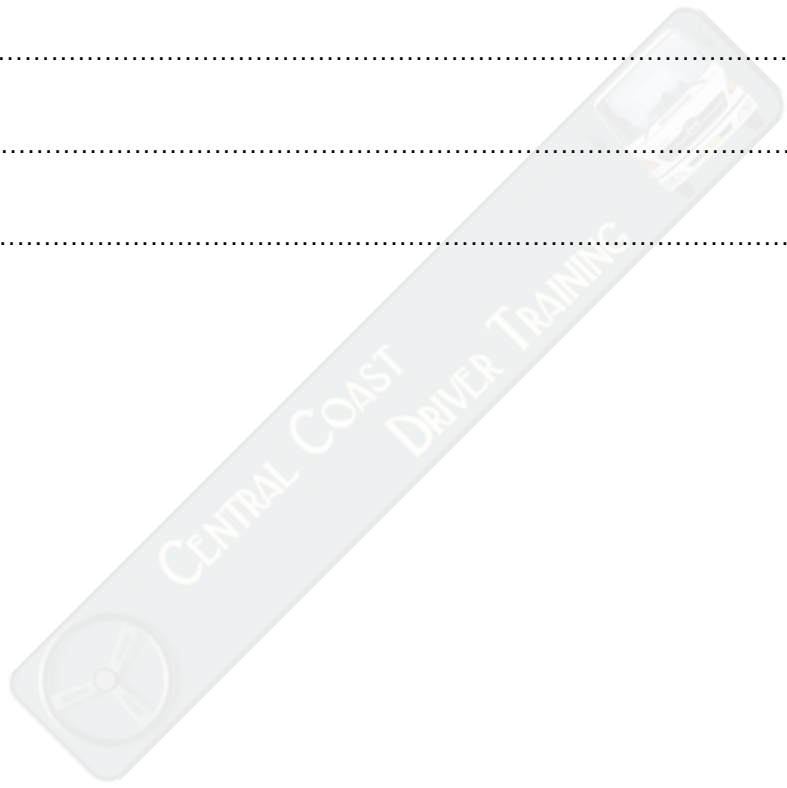
4. Give two examples of hazards shown in the DVD and for each one explain what you can do to reduce the risk of harm.

(i)

.....

(ii)

.....



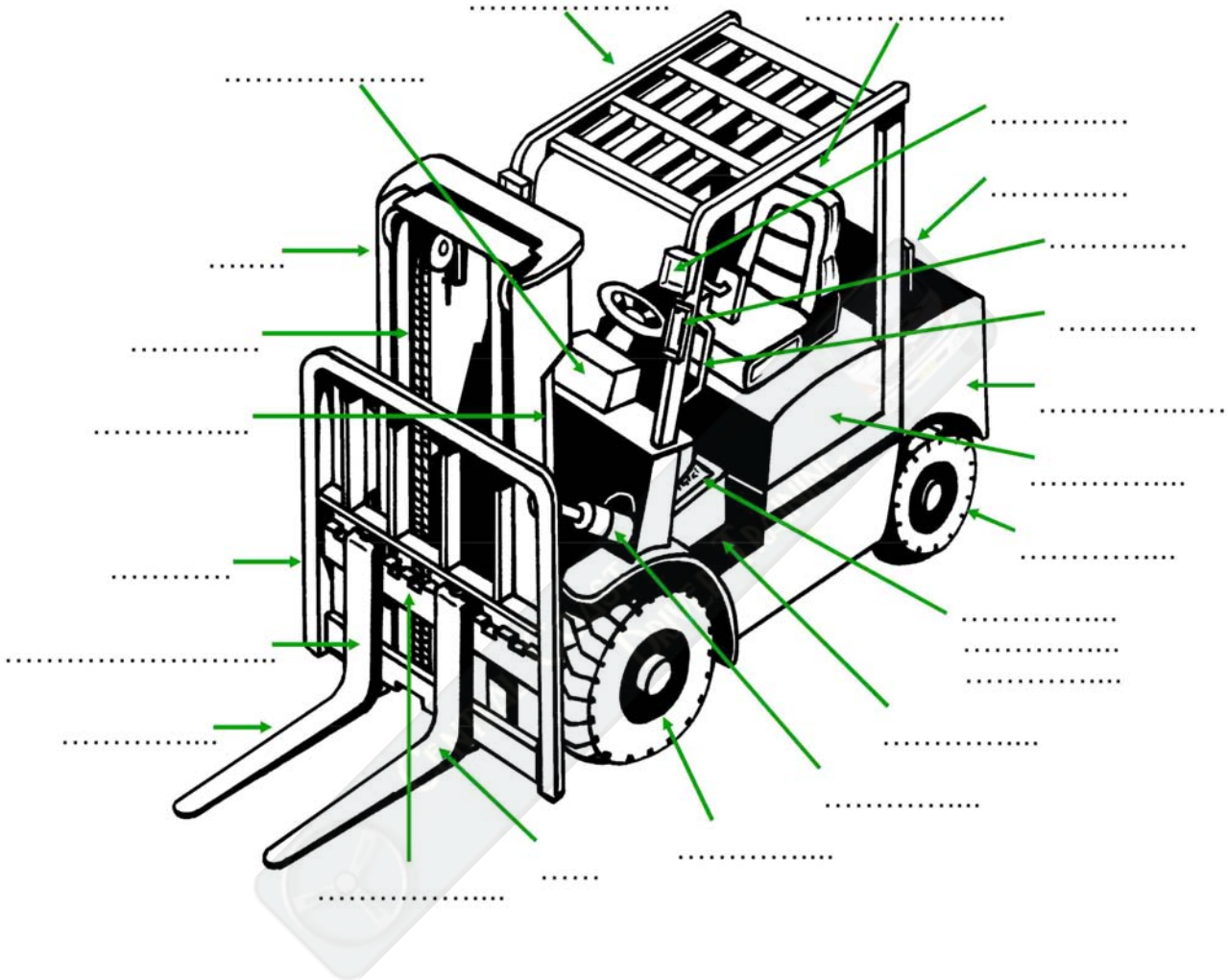
Check it out – the forklift

Definitions

Information	The facts about the forklift.
Driver's manual	A book which gives the forklift driver information and instructions on how to operate that forklift.
Damaged	Something has been harmed and is not able to work at all or not as well. It is not as useful or valuable.
Coolant	A liquid which stops the forklift engine overheating.
Data plate	A small metal plate on the forklift which gives information about the weight, height, load centre distance and suitable attachments for safe forklift operation.
Capacity	The biggest weight a forklift can safely move at a specific height and load centre distance.
Attachment	An extra piece of equipment added to the forklift to do a specific job, for example a drum clamp attachment.
Suitable	It's right for the purpose – it will do the job safely.
Securely attached	The attachment is strongly and safely added to the forklift.
Tag out	If there is damage or any fault, you must remove the key, fill in the tag out sign, sign it and hang it on the forklift. This warns people that the forklift is unsafe and no-one can use it until it has been repaired and the tag has been removed by an authorized person (eg a repair person or someone skilled and authorized to make the appropriate repairs).

Questions

1. How many of the different parts of the forklift below can you name? Fill in as many as you can on the diagram below.



HINT: Here are all the different forklift parts to choose from.

1. Overhead guard	2. Front lamp	3. Lift chain	4. Assist grip
5. Instrument panel	6. Foot step	7. Front wheel	8. Rear lamp
9. Backrest	10. Fork (tyne)	11. Tilt cylinder	12. Engine hood
13. Operator's seat	14. Head lamp	15. Vertical face of fork	16. Mast
17. Lift cylinder	18. Counter weight	19. Front wheel	20. Heel
21. Fork carriage	22. Data plate/ load chart/ rating plate		

2. Why should you check the condition of the forklift tyres and the tyre pressure?

.....
.....

3. List four types of liquid levels that you should check when completing a pre-start check?

(i)

(ii)

(iii).....

(iv)

4. Are there any other liquid levels you should check that are not mentioned in the DVD?

.....

5. The DVD shows you some of the parts of a forklift that you should check during a pre start check. List four of these.

(i)

(ii)

(iii)

(iv)

6. If you find the data plate is missing or unreadable on your forklift, what should you do?

.....

7. List three operational limits that can be found by reading the data plate.

(i)

(ii)

(iii)



Checks – before you drive off

Definitions

Undamaged	Not harmed, it still works properly.
Securely	It is strong and safe, and used the right way and works properly.
Warning devices	An alarm such as a light or a horn which lets people know there is a forklift operating in the area.
Controls	Things which control all the movements of the forklift - backwards and forwards, raising, lowering and tilting the mast, and lining up the side shift.

Questions

1. Explain how to get into a forklift correctly.

.....

.....

2. List three things you must check every time **before** you drive off and start moving loads.

- i)
- (ii)
- (iii)

3. List two things you must check every time **as** you drive off.

- i)
- (ii)

4. What should you do if you notice there is damage to the forklift, or if anything is not working?

.....

.....

Load and load handling

Definitions

Load centre distance	Load centre distance is the distance measured from the heaviest part of the load to the heel of the forks.
Tilts	Leans backwards or forwards.
Experienced person	Somebody who has knowledge and skill and has been doing the job for some time.
Different route	Another way to get from one place to another.
Restack	Put the load on the pallet again so it is evenly balanced.
Pallet	A portable platform, usually made of wood and a standard size, which forklifts use to carry loads.
Axle	The straight steel rod which connects the wheels of the forklift.

Questions

1. Why must the load you carry on a forklift be balanced?

.....

2. Why must you know what load centre distance is?

.....

.....

3. Can you ever carry more than the weight shown on the load capacity data plate?

.....

4. List four ways of finding the weight of an unmarked load.

(i)

(ii)

(iii)

(iv)

5. If a pallet contains an uneven load with one end heavier than the other, which end of the load should be positioned against the heel of the forks?

.....

.....

6. Which of these are true or false statements? Circle the correct answer

TRUE	FALSE	Always use both forks to lift a load.
TRUE	FALSE	When you raise the load up to clear, put a slight back tilt on the fork arms.
TRUE	FALSE	When you raise the load up to clear, put a slight forward tilt on the fork arms.
TRUE	FALSE	Do not raise loads near people.
TRUE	FALSE	You can carry people on the bare fork arms or load.
TRUE	FALSE	Do not raise loads over people.
TRUE	FALSE	When you travel with a load it must be lowered to axle height.
TRUE	FALSE	When you travel with a load it must be lowered to ground level.
TRUE	FALSE	Never carry people on any part of a forklift.

Driving

Definitions

Obstructions	Something that blocks the way. It stops you moving.
Fastened correctly	Do up the seatbelt the right way, so it is safe.
Obey	Follow the instructions you are given.
Directions	The instructions telling you what to do.
Concentrate	Pay attention to what you are doing.
Near miss	Something that almost happened.
Paperwork	Any forms or reports that need to be written such an incident report, or hazard report.

Questions

1. What can you do if the load stops you from seeing clearly in front of you?

.....

2. Why can “rear end swing” be dangerous when driving a forklift?

.....

.....

3. List three ways that you can reduce the risk to pedestrians when operating a forklift.

(i)

(ii)

(iii)

4. When you drive a forklift with a load, you must be careful when you brake. Why?

.....

.....

.....

5. In the DVD you are asked to “Obey the speed limits, read the signs, know what they mean and follow their directions”. What do the signs below mean?

Sign	Answer	Sign	Answer
	1.		2.
	3.		4.
	5.		6.
	7.		8.
	9.		10.
	11.		12.

If you are not sure what any of these mean – ask your trainer/supervisor.

Tipping Over

Definitions

Centre of gravity	The exact centre point in the weight of an object or person .
Balance point	The position of an object or person where the weight is distributed evenly, so it's balanced and it will not tip over.
Structures	Parts of a building such as overhead beams or lighting.
Incident report	An incident is something that happens. A report is where you write down what happened. So you write down what you saw.
Sloping surface	A surface that is not horizontal but goes up or down at an angle.
Brace	Get ready for the forklift to hit the ground - hang on tight and hold your body firm.
Opposite direction	The other way to the way the forklift is falling.

Questions:

1. Why is it easier to tip over in an unloaded forklift?

.....

.....

.....

2. When travelling with a loaded forklift, at what height should the fork arms be?

.....

.....

3. List five operating conditions that may cause a forklift truck to tip over.

(i)

(ii)

(iii)

(iv)

(v)

4. When travelling on a ramp, should the load be facing uphill or downhill?

.....

5. What are the five things you should do if your forklift tips over?

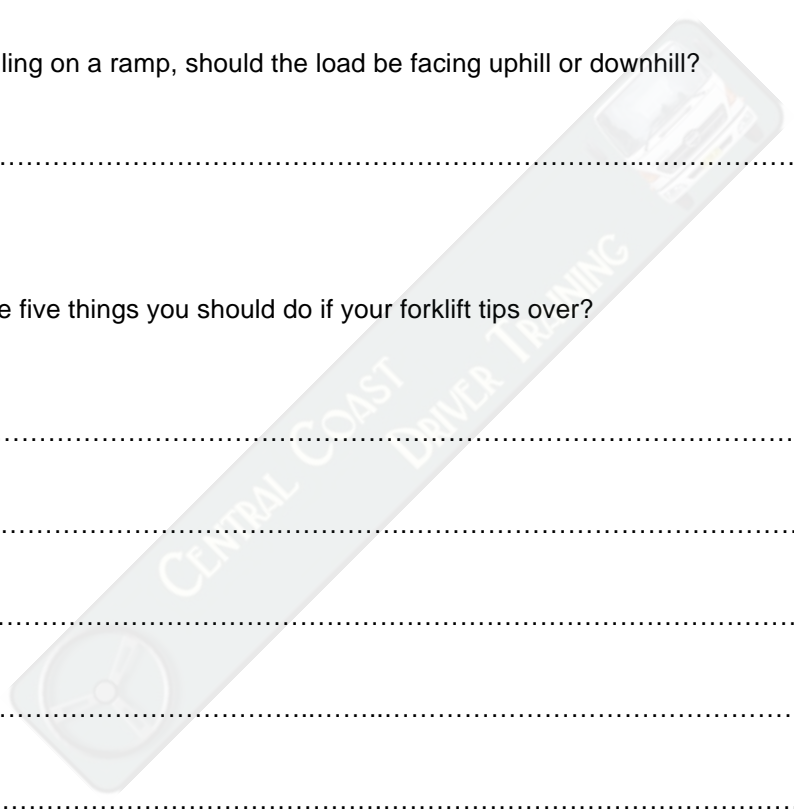
(i)

(ii)

(iii)

(iv)

(v)



Shutdown

Definitions

Access ways	Places where you can enter or leave, ways to get in or out.
Blind corners	Where you cannot see if something is around the corner.
Charger unit	A piece of equipment which recharges the batteries with electricity.

Questions:

1. List three locations shown in the DVD where you would not park your forklift.

(i)

(ii)

(iii)

2. When parking your forklift what must you do with the forklift arms?

.....
.....

3. Explain the correct way to get out of a forklift.

.....
.....

This concludes the workbook prepared for you. If you have any questions please ask your trainer for help.

Date of Assessment 1/...../.....

Name of Assessor:

Assessor Signature

Assessors Lic #

Result **Competent/Not yet Competent**
Comments:

.....
.....
.....
.....
.....
.....

Date of Assessment 2/...../.....

Name of Assessor:

Assessor Signature

Assessors Lic #

Result **Competent/Not yet Competent**
Comments:

.....
.....
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.....

