

Specification of Competency Standards for the Logistics Industry

Unit of Competency

1. Title	Operate forklifts
2. Code	LOWHCT203A
3. Range	This unit of competency is applicable to logistics service providers. Practitioners should hold relevant licence(s) and be capable of operating a forklift to handle loads according to relevant regulations requirements. (e.g. obtain valid forklift licence)
4. Level	2
5. Credit	3 (for reference only)
6. Competency	<p style="text-align: center;"><u>Performance Requirements:</u></p> <p>6.1 Knowledge of forklift operations</p> <ul style="list-style-type: none"> • Understand the forklift operations • Understand the job requirements and work area • Know about the relevant permit/licence requirements, regulations, safety standards and codes of practice <p>6.2.1 Check forklift condition</p> <ul style="list-style-type: none"> • Check forklift condition for compliance with manufacturers specifications, relevant workplace and OSH requirements, and nature of task • Inspect attachments to make sure appropriately operate and adjust • Adjust seats and mirrors for safe operations • Check log books and complete workplace documentation <p>6.2.2 Drive the forklift</p> <ul style="list-style-type: none"> • Start, steer, manoeuvre, position, and stop forklift with reference to manufacturers' instructions and regulations • Ensure the performance and efficiency of engine power to minimise gear and engine damage • Identify, anticipate and avoid/control operational hazards through appropriate hazard control techniques and defensive driving • Drive forklift in reverse to accurate positions and maintain visibility • Operate and secure forklift in accordance with manufacturers' instructions, regulations and workplace procedures <p>6.2.3 Operate a forklift to handle cargo</p> <ul style="list-style-type: none"> • Appropriately plan lifting operations and identify appropriate lifting trucks and attachments • Handle and lift cargoes in accordance with relevant manufacturers specifications, OSH legislation, and workplace procedures <p>6.2.4 Monitor site conditions</p> <ul style="list-style-type: none"> • Identify potential hazards and traffic flows and make appropriate adjustments • Assess and monitor site conditions to facilitate safe operations <p>6.2.5 Monitor and maintain forklift performance</p> <ul style="list-style-type: none"> • Monitor efficiency and performance of vehicle operations • Report malfunctions and irregularity of performance to relevant personnel • Manage forklift records in accordance with legislative requirements and workplace procedures
7. Assessment Criteria	<p>The integrated outcome requirements of this unit of competency are:</p> <ul style="list-style-type: none"> • Capable of checking forklift condition • Capable of driving forklift in safe manner • Capable of planning lifting tasks and operating forklift to handle loads efficiently • Capable of monitoring and maintaining forklift performance
8. Remarks	

1. Title	Prepare for transport of dangerous goods
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