

TLILIC0003 - Licence to operate a forklift truck

Pre-learning questionnaire

Student Name:

Student instructions:

- You must complete the following questions prior to coming to CTG for classroom learning.
- The assessor will ensure you have completed these questions before attending the class.
- The assessor will review these questions and answers in the classroom as part of teaching-learning activities. Submit the completed pre-learning questionnaire to the trainer.
- You may use additional papers (if writing down answers), if required. Attach the additional sheets with this pre-learning questionnaire. Correctly identify the question numbers on the additional sheets.

PRE-LEARNING QUESTIONS

1.	You have gained your High-Risk Work licence to operate a forklift in your workplace. Before you can do so, name two (2) things your employer must provide.	☐
1. 2.		
2.	If you fail to work safely in accordance with your licence class, name two (2) actions that could be taken by WorkSafe.	☐
1. 2.		
3.	Which Compliance Code relates to forklift operations and is relevant to powered mobile plant in use in a workplace?	☐
Compliance Code:		
4.	Which Australian Standard relates to forklift operations and is relevant to powered mobile plant in use in a workplace.	☐
AS		

5.	Identify three (3) resources where you could find information on workplace safety, e.g. Safe working or job procedures	☐
1. 2. 3.		

6.	All workers, including forklift operators, have a duty of care when in the workplace. Name two (2) relevant duty of care requirements.	☐
1. 2.		

7.	Name two (2) responsibilities of an employer to ensure the health and safety of employees in his workplace.	☐
1. 2.		

8.	What is meant by a 'hazard'?	☐

9.	What is meant by a 'risk'?	☐

10.	Identify three (3) key people you could discuss workplace risks and hazards with prior to commencing forklift operations.	☐
1. 2. 3.		

11.	Why is it important to discuss workplace risks and hazards with key people in your workplace prior to commencing forklift operations?	☐

12.	What are the benefits of obtaining a weather update/forecast when planning the day's activities? List two (2)	☐
1. 2.		

13.	Identify five (5) hazards you should look for in the workplace before commencing forklift operations.	☐
1. 2. 3. 4. 5.		

14.	Who should you contact to obtain information and advice on the voltage of power lines in your work area?	☐

15.	In relation to operating plant near overhead electric powerlines in Victoria, identify the minimum safe distances to be maintained from distribution lines (poles) and transmission lines (towers).	☐
Must include in your answer minimum safe distances from the distribution lines (poles) and transmission lines (towers) – both with and without a registered/qualified spotter. For example, Poles – x.x m with a registered/qualified spotter, y.y m without a registered spotter Powerlines on a pole: Powerlines on a tower: 		

16.	There are a number of indicators used Australia-wide to identify the position of overhead power lines. Name two (2).	☐
1. 2.		

17.	What six (6) steps must you follow to ensure your safety if the forklift truck you are operating makes contact with electric power lines? Fill in the blanks.	☐
1. Warn 2. Try 3. Turn 4. Stay 5. Stopand Tag..... 6. Reportand record.....		

18.

Complete the following table correctly identifying the Hierarchy of Risk Control. List them from best to worst and indicate what each level means. One example is provided for you.



Hierarchy Level (from best to worst)	Action (Short Answer)
1. <i>Elimination</i>	
2. S.....	
3. I.....	
4. E.....	
5. A.....	
6. P.....	

19.

Your work area may be shared with pedestrians, site personnel, vehicles or other mobile plant. Identify three (3) control measures you should put in place before you start forklift operations.



1.

2.

3.

20.

Why should you NEVER lift loads over people's heads?



Risk of _____

21.	Can a forklift operator let people ride or be lifted on the forks or on a pallet? If so, when?	☐
22.	What must you do to ensure safety when you are using the forklift at night or in dark areas?	☐
23.	What is meant by fulcrum or point of balance?	☐
24.	A. What is meant by 'rear end swing'? B. Is it dangerous, and if so, why?	☐
A. B.		
25.	What does load centre distance mean?	☐
26.	What does this symbol mean? 	☐

27.	What could happen if the load is not right up against the heel of the fork arms? Identify two (2) possible outcomes.	☐
------------	--	--------------------------

1.

2.

28.	The most common load centre distance is Mm	☐
------------	--	--------------------------

29.	A. What is meant by 'rated capacity'? B. Where can the capacity for a forklift and any attachment be found?	☐
------------	--	--------------------------

A.

B.

30.	Identify three (3) different workplace communication methods to maintain contact in the workplace.	☐
------------	--	--------------------------

1.

2.

3.

31.	Identify a situation when it would be appropriate to use hand signals to communicate when operating a forklift.	☐
------------	---	--------------------------

32.	Identify a situation when it would be appropriate to use questioning techniques to communicate in relation to forklift operations.	☐
------------	--	--------------------------

--

33.	Identify a situation when you might use signage to communicate when operating a forklift.	☐
------------	---	--------------------------

--

34.	Identify a situation when it would be appropriate to use traffic warning systems to communicate during forklift operations.	☐
------------	---	--------------------------

--

35.	Identify a situation when it would be appropriate to use two-way radios to communicate when operating a forklift.	☐
------------	---	--------------------------

--

36.	When would it be appropriate to use written instructions to ensure appropriate communication in relation to forklift operations?	☐
------------	--	--------------------------

--

37.	A colleague gave a confusing hand signal, when you were operating a forklift, which you were unclear about. What should you do?	☐
------------	---	--------------------------

--

38.	Identify five (5) things <u>other than hazards</u> you should take into consideration and plan for to ensure safe operation of the forklift.	☐
1. 2. 3. 4. 5.		

39.	Identify seven (7) pre-start checks that should be performed before commencing forklift operations.	☐
1. 2. 3. 4. 5. 6. 7.		

40.	What should you do if the forklift does not have a data/load plate, or it is unreadable?	☐

41.	Why should you make sure the engine is switched off before refuelling the forklift?	☐

42.	It is dangerous to use a fuel powered forklift (e.g. LPG, diesel or petrol) in a space with restricted air flow. Why is it so?	☐
------------	--	--------------------------

--

43.	Which forklift is best suitable in a space with restricted air flow?	☐
------------	--	--------------------------

--

44.	List three (3) steps you must follow when changing the gas bottle in a forklift.	☐
------------	--	--------------------------

- | |
|----|
| 1. |
| 2. |
| 3. |

45.	List two (2) items of PPE you should use when changing the gas bottle in a forklift.	☐
------------	--	--------------------------

- | |
|----|
| 1. |
| 2. |

46.	List three (3) steps you must follow when you are connecting and disconnecting an electric battery forklift from the transformer (power source).	☐
------------	--	--------------------------

- | |
|----|
| 1. |
| 2. |
| 3. |

47.	Identify the specific functions of two (2) safety guards that may be fitted on a forklift.	☐
------------	--	--------------------------

- | |
|----|
| 1. |
| 2. |

48.

Check that the pressure of air-filled tyres of a forklift is correct. Why is it important?

☐**49.**

List four (4) issues/defects you must look for when you are inspecting a forklift's tyres and wheels.

☐

1.

2.

3.

4.

50.

Always wear your seatbelt whenever you operate the forklift. Why is it important?

☐**51.**

Operational checks are done once the forklift has been started. List three (3) operational checks you should carry out after you have started a forklift.

☐

1.

2.

3.

52.

You can check the weight of a load in a number of ways. List any three (3) ways.

☐

1.

2.

3.

53.	In relation to forklift operations, it is useful to access labels/markings on the actual load paperwork such as consignment notes, running sheets and weighbridge dockets. List two (2) reasons why this is helpful.	☐
1. 2.		
54.	What could happen to a forklift if the load is too heavy?	☐
55.	If the load doesn't fit on the tynes (irregular loads), what could happen to a forklift?	☐
56.	If you use a forklift in a small and restricted area, what could happen to the forklift?	☐
57.	A. At what height should you carry a load when operating a forklift? B. Why?	☐
A. B.		
58.	NEVER pick up the load on only one fork arm. Why?	☐

59.	Write down what could happen when operating a forklift on/around the various surfaces listed below (short answer).	☐
• Backfilled ground • Bitumen (damaged, cracked) • Concrete (damaged, cracked) • Hard compacted soil • Potholes • Railway tracks • Rough uneven or difficult terrain including sloping surfaces, uneven surfaces, steel decks and grates • Soft soils • Trench covers • Water/ice impacted surface/ground		

60.	Identify any three (3) hazards related to weather conditions affecting forklift operations.	☐
1. 2. 3.		

61.	If the ground you operate a forklift on is wet or slippery, what must you do? List any two (2) safety actions.	☐
1. 2.		

62.	Do not travel or turn the forklift with the load raised up in the air. Why?	☐

63.

If the load blocks your view, list three (3) things you could do?

☐

- 1.
- 2.
- 3.

64.

You need to constantly monitor the load movement when operating a forklift. Why?

☐**65.**

If loading onto a truck from a loading dock, what must be placed over the gap between the truck and the rack?

☐**66.**

What two (2) actions must you take when operating a forklift in heavy winds, lightening or rain?

☐

- 1.
- 2.

67.

List three (3) actions must you take when operating a forklift in conditions of extreme heat or ultraviolet (UV) exposure.

☐

- 1.
- 2.
- 3.

68.	List two (2) safety issues that must be considered when travelling or turning across a ramp or slope.	☐
1. 2.		

69.	When travelling with a load on a ramp, how or in which direction must be load be faced?	☐

70.	When refilling stock into racking or shelves and stacking loads one on top of the other, list three (3) that must be taken into consideration.	☐
1. 2. 3.		

71.	List three (3) attachments that can be fitted on a forklift truck, e.g. tynes/fork arms.	☐
1. 2. 3.		

72.	What is the use of a jib attachment? What impact can a jib attachment have on a forklift? List any two (2).	☐
1. 2.		

73.	Side-shift attachments need to be centred before travelling with a load. Why?	☐

74.	Explain the difference between a bale clamp, carpet spike, paper roll clamps and drum carrier.	☐
 Bale clamps Carpet spike Drum carrier Paper roll clamps		

75.	What is the forklift attachment called a 'personnel work platform' used for?	☐

76.	What is the forklift attachment known as 'rotators' used for?	☐

77.	What are the forklift attachments 'slippers/fork extensions on tynes' used for?	☐

78.	When using these forklift truck attachments, identify two (2) safety considerations you should be aware of.	☐
------------	---	--------------------------

1.

2.

79.	Which is the best reference source to identify the correct way of securing an attachment to a forklift?	☐
------------	---	--------------------------

80.	What might be the likely effect of an attachment on the load capacity of a forklift?	☐
------------	--	--------------------------

81.	What might cause a forklift truck to tip over sideways (lateral instability)? List any three (3) reasons.	☐
------------	---	--------------------------

1.

2.

3.

82.	List any three (3) things that may cause a forklift truck to tip forward lengthways (longitudinal instability), <i>for example, severe braking.</i>	☐
------------	---	--------------------------

1.

2.

3.

83.	If you lose control of the forklift and it begins to tip sideways, list two (2) recommended actions, <i>for example, do not jump out of forklift.</i>	☐
1. 2.		

84.	In the case of all machine failures, what must you do? List two (2) recommended actions.	☐
1. 2.		

85.	What could happen if you are operating a forklift and the engine fails or there is a problem with brakes and/or steering?	☐

86.	List three (3) places where you should never park a forklift.	☐
1. 2. 3.		

87.	List five (5) steps you should follow when parking and shutting down a forklift.	☐
1. 2. 3. 4. 5.		

88.

Why should you always turn off the engine and remove the ignition keys when parking the forklift?

☐**89.**

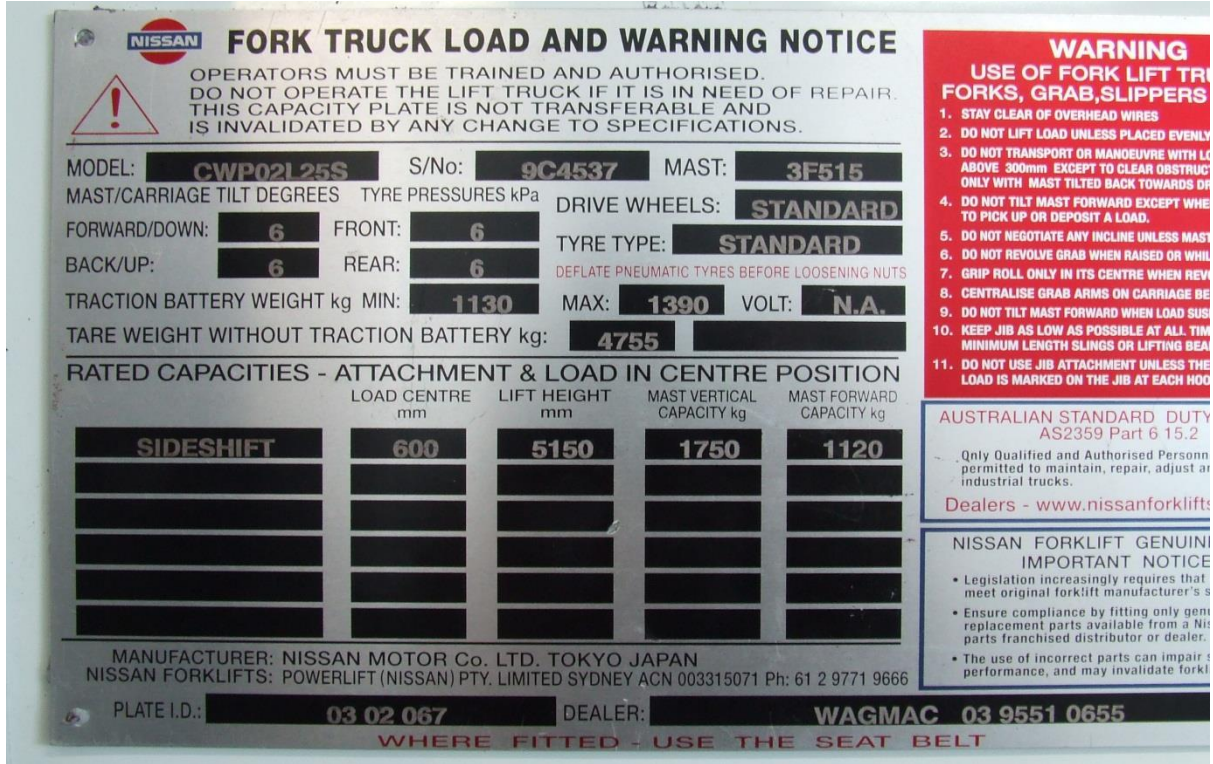
Why should you always charge batteries in a well-ventilated area away from any naked flame?

☐

Calculations and load plate reading

All calculations must show the working, use of calculators is acceptable and will be supplied by your assessor.

***Use this Data plate to answer questions 1 - 4.**



NISSAN FORK TRUCK LOAD AND WARNING NOTICE

OPERATORS MUST BE TRAINED AND AUTHORISED.
DO NOT OPERATE THE LIFT TRUCK IF IT IS IN NEED OF REPAIR.
THIS CAPACITY PLATE IS NOT TRANSFERABLE AND IS INVALIDATED BY ANY CHANGE TO SPECIFICATIONS.

MODEL: **CWP02L25S** S/No: **9C4537** MAST: **3F515**

MAST/CARRIAGE TILT DEGREES TYRE PRESSURES kPa DRIVE WHEELS: **STANDARD**

FORWARD/DOWN: **6** FRONT: **6** TYRE TYPE: **STANDARD**

BACK/UP: **6** REAR: **6** DEFLATE PNEUMATIC TYRES BEFORE LOOSENING NUTS

TRACTION BATTERY WEIGHT kg MIN: **1130** MAX: **1390** VOLT: **N.A.**

TARE WEIGHT WITHOUT TRACTION BATTERY kg: **4755**

RATED CAPACITIES - ATTACHMENT & LOAD IN CENTRE POSITION

	LOAD CENTRE mm	LIFT HEIGHT mm	MAST VERTICAL CAPACITY kg	MAST FORWARD CAPACITY kg
SIDEShift	600	5150	1750	1120

MANUFACTURER: NISSAN MOTOR Co. LTD. TOKYO JAPAN
NISSAN FORKLIFTS: POWERLIFT (NISSAN) PTY. LIMITED SYDNEY ACN 003315071 Ph: 61 2 9771 9666

PLATE I.D.: **03 02 067** DEALER: **WAGMAC 03 9551 0655**

WARNING
USE OF FORK LIFT TRUCKS, GRAB, SLIPPERS

1. STAY CLEAR OF OVERHEAD WIRES
2. DO NOT LIFT LOAD UNLESS PLACED EVENLY
3. DO NOT TRANSPORT OR MANOEUVRE WITH LOAD ABOVE 300mm EXCEPT TO CLEAR OBSTACLES ONLY WITH MAST TILTED BACK TOWARDS DRIVER
4. DO NOT TILT MAST FORWARD EXCEPT WHEN TO PICK UP OR DEPOSIT A LOAD.
5. DO NOT NEGOTIATE ANY INCLINE UNLESS MAST IS TILTED BACK
6. DO NOT REVOLVE GRAB WHEN RAISED OR WHILE LIFTING
7. GRIP ROLL ONLY IN ITS CENTRE WHEN REVOLVING
8. CENTRALISE GRAB ARMS ON CARRIAGE BEFORE LIFTING
9. DO NOT TILT MAST FORWARD WHEN LOAD SUSPENDED
10. KEEP JIB AS LOW AS POSSIBLE AT ALL TIMES. MINIMUM LENGTH SLINGS OR LIFTING BEAMS
11. DO NOT USE JIB ATTACHMENT UNLESS THE LOAD IS MARKED ON THE JIB AT EACH HOIST POSITION

AUSTRALIAN STANDARD DUTY
AS2359 Part 6 15.2

Only Qualified and Authorised Personnel permitted to maintain, repair, adjust or overhaul industrial trucks.

Dealers - www.nissanforklifts.com.au

NISSAN FORKLIFT GENUINE PARTS IMPORTANT NOTICE

- Legislation increasingly requires that replacement parts must meet original forklift manufacturer's specifications.
- Ensure compliance by fitting only genuine replacement parts available from a Nissan parts franchised distributor or dealer.
- The use of incorrect parts can impair performance, and may invalidate forklift warranty.

WHERE FITTED - USE THE SEAT BELT

1.	If the mast of this forklift truck is in a vertical position, what is the maximum WLL?	☐
kg		

2.	If the mast of this forklift truck is tilted forward, what is the maximum WLL?	☐
kg		

3.	Can I lift a load of 1750kg with a load centre distance of 750mm?	☐

4.	When can I lift a load greater than 1750kg with this forklift?	☐

5.	The load to be moved is cartons stacked on a pallet. • 12 to a layer. • 5 layers to a pallet. • The pallet is standard size and weighs 35kg. • Each carton is 15kg. What is the combined weight of the cartons and pallet?	☐
<i>Show your working here.</i>		

6.	The load to be moved is drums on a pallet: • 4 drums on a pallet. • Each drum is 213kg. • The pallet is standard size and weighs 50kg. What is the combined weight of the drums and the pallet?	☐
<i>Show your working here.</i>		

