

**VOC (FORK LIFT)**

SS-WHS-SAF-000

Authorised By:

Rev 1 [Publish Date]



<b>TRAINEE NAME</b>	
<b>ASSESSOR NAME</b>	
<b>PLANT TYPE</b>	Forklift
<b>PLANT MAKE / MODEL</b>	
<b>DATE OF ASSESSMENT</b>	

**KNOWLEDGE ASSESSMENT (TO BE COMPLETED BY TRAINEE)**

QUESTION	C / NYC
1. List at least 4 things that you would inspect as part of a pre-start check.	
2. List at least 3 issues that that could impact the safety of the machine (e.g. overly worn tyres).	
3. What should you do if you identify significant defects or issues during your pre-start check?	
4. List at least 2 safety features on this machine and their function.	

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<p>5. List 5 hazards that may exist during operation of this machine. For each hazard, list a control measure to manage that hazard.</p>	
<p>6. List any PPE requirements that may exist for this machine.</p>	
<p>7. List an emergency situation that could occur during operation of this machine and include how you would respond to this situation.</p>	
<p>8. Where should you park the machine and what should you do with the keys when you have finished?</p>	
<p>9. Describe any safety considerations for refuelling or recharging this machine.</p>	

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<b>PRACTICAL ASSESSMENT (TO BE COMPLETED BY ASSESSOR)</b>	
TASK / OBSERVATION (TRAINEE MUST SUCCESSFULLY DEMONSTRATE THE FOLLOWING)	C / NYC
<b>PLANNING AND WORKING</b>	
The trainee will identify task requirements from work orders or equivalent and confirm them with relevant individuals, while conducting a site inspection following workplace procedures.	
The trainee will assess the operating surface of the work area to determine its suitability for the operational use of a forklift truck as per workplace procedures.	
The trainee will determine the suitability of the forklift truck and attachment working load limit (WLL) for the load(s) and work/task requirements according to manufacturer requirements and workplace procedures.	
The trainee will inspect the working area and assess appropriate paths for operating the forklift truck and moving/placing loads in the work area, managing them in accordance with workplace procedures.	
The trainee will identify hazard and risk control measures and report them to relevant individuals as per workplace procedures.	
The trainee will confirm the implementation of the traffic management plan according to workplace procedures.	
The trainee will identify appropriate communication procedures with relevant individuals following workplace procedures.	
The trainee will confirm all work to ensure coverage of work/task requirements for the relevant work area in accordance with workplace procedures.	
<b>PREPARING FOR TASKS</b>	
The trainee will maintain consultation with workplace personnel to ensure the work plan aligns with site requirements and safe work procedures.	
The trainee will assess weather and work environmental conditions to determine any impact on forklift truck operations as per manufacturer requirements and safe work procedures.	
The trainee will verify the implementation of risk control measures for identified hazards in accordance with safe work procedures.	
The trainee will access the forklift truck safely following manufacturer requirements and workplace procedures.	
The trainee will check the forklift truck logbook according to manufacturer, regulatory requirements, and safe work procedures.	
The trainee will perform pre-start checks, report any damage and defects, and take appropriate action following safe work procedures and manufacturer requirements.	
The trainee will set up the forklift truck correctly with any relevant attachments as per the work plan and relevant manufacturer requirements, including the data plate and safe work procedures.	
The trainee will carry out operational checks, report any damage and defects, and take appropriate action in accordance with manufacturer requirements and safe work procedures.	
The trainee will verify the implementation of hazard and risk control measures and communicate them to individuals in the work area following safe work procedures.	

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**PERFORMING WORK TASKS**

The trainee will assess the weight and positioning of loads to ensure compliance with forklift truck data plate requirements and safe work procedures.	
The trainee will operate the forklift truck safely in accordance with manufacturer requirements and safe work procedures.	
The trainee will constantly monitor loads when lifting, moving, lowering, and placing to ensure load stability and avoid hazards as per safe work procedures.	
The trainee will respond to unplanned and unsafe situations following safe work procedures.	
The trainee will pick up, transport, and place loads using all forklift truck movements in accordance with safe work procedures.	
The trainee will park, switch off, and isolate the forklift truck appropriately according to manufacturer requirements and safe work procedures.	

**PACKING UP**

The trainee will perform forklift truck shutdown procedures following manufacturer requirements and safe work procedures.	
The trainee will secure the forklift truck to prevent unauthorized access or use in accordance with safe work procedures.	

<b>ASSESSMENT RESULT</b>	C / NYC
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<b>ASSESSOR NAME AND SIGN</b>	
<b>TRAINEE NAME AND SIGN</b>	