Forklift Operator Safety Assessment

Operator’s name and/or other details\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
| Mode of power (circle those used):LPG ELECTRIC PETROL DIESEL HYDROGEN | Forklift make/model: |
| Lifting capacity (kg): | Load centre: | Max height (mm): | Max weight (kg): |
| Attachments fitted: | Type of load: |

Assessor’s signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Assessor’s name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Notes (optional)

Corrective actions taken:

Additional training/instruction provided:

Loads lifted:

Compliance with the Approved Code of Practice for Training Operators and Instructors of Powered Industrial Lift Trucks (ACOP)

This course complies with the ACOP. The ACOP is a set of best practices for how forklift operators should use a forklift. It establishes guidelines for training delivery, topics to be covered and practical requirements.

Under the Health and Safety at Work Act 2015, the ACOP guidelines are the minimum standard to meet. Following them allows you to comply with your obligations. Training must be repeated every three years to comply with the HSWA2015.

The HSWA2015 allows for a supervisor or co-worker to conduct an internal practical assessment of a forklift operator in conjunction with a comprehensive theory test. We have provided this practical assessment checklist as a guide. You can edit it to more closely suit your operational requirements.

# Options for practical assessment

The practical assessment takes around 15 minutes. You will need a functioning forklift, items to lift, cones and enough space to conduct the assessment.

## 1: External, Competenz-approved assessor, e.g. TR Driver Training

The assessor will issue a certificate to accompany the certificate you get for this course.

## 2: Internal assessment following the practical assessment guidelines below

If you have a suitably experienced forklift operator or manager in your company they may be able to conduct the practical assessment by following the instructions below. It is strongly advised that any internal company assessor has also completed all the modules in this course and therefore understands safe forklift operation.

# Instructions for using this practical assessment guide

1. Print out the checklist below: one copy for each driver you are assessing.
2. Outline to the driver (or group) what is required in the practical assessment before they start each checklist task. If it helps, allow them to read the checklist and ask any questions first.
3. Follow each driver’s progress marking the checklist at they go with a pass or fail.
4. If a person fails a task, ask them to repeat it to your satisfaction. If you consider they are not yet competent or unsuitable due to attitude, you should fail their practical assessment and complete additional training until they can meet the minimum standard.

# How to conduct the practical assessment internally

Have the operator repeat the task until they do it correctly, then mark it with a tick.

## General reasons for failure

|  |  |
| --- | --- |
| **Error** | **✓or ×** |
| Fails to look before and when reversing (correct = mirrors and over shoulder) |  |
| Excessive manoeuvring |  |
| Stalls engine |  |
| Excessive or incorrect use of foot brake rather than inching pedal |  |
| Unnecessarily races engine |  |
| Climbs on or off forklift incorrectly (correct = 3 points of contact, not on lever side) |  |
| Uses brake and throttle simultaneously |  |
| Incorrect use of mast tilt (correct = tilt back when driving) |  |

## Pre-start check

The operator identifies and checks all the following (relevant to your specific forklift make and model) using a paper checklist or a pre-start app on a mobile device.

|  |  |
| --- | --- |
| **Task** | **✓or ×** |
| General condition – good with no damage, excessive dirt or rust. No unrepaired defects that were previously noted |  |
| Forks – correctly positioned, not damaged, worn, bent or cracked. Anchor pins are secure and in good condition |  |
| Carriage – straight with the mast not bent, lubricated |  |
| Mast – no damage, distortion or cracks. Check channels for dirt or foreign bodies. No uneven wear. End stops are secure |  |
| Backrest – in good condition, no cracks |  |
| Lift chains – not damaged, worn or stretched, no rust or broken links, all pins in place, sufficient lubrication |  |
| Tyres – no damage, cracks, splits, chunks missing or separation of tyres and rims. Correct air pressure in pneumatic tyres |  |
| Wheels – all nuts secure and in place, no damage, no rust |  |
| Overhead guard – secure and undamaged with no loose items. Grab handles clean and in good condition. Lights and mirrors in good condition (not cracked). Warning signs and decals in place |  |
| Fire extinguisher – charged and within expiry date |  |
| Fuel |  |
| Petrol or diesel: check engine oil, fuel and radiator water level; check hoses, seals, fan and fan belt |  |
| LPG: gas bottle expiry date, gas bottle secured, no rust |  |
| Electric: electrolyte level, battery plug and connections correct. Power cable undamaged and connected securely. No exposed wires. Battery securely affixed and adequately charged. |  |
| Hydraulics: no damage or fluid leaks. No split hoses or leaks around fittings |  |
| Load rating plate: Clean and legible |  |
| Seat and seatbelt – secure, in good condition and adjusted correctly |  |
| Lights – clean and functioning |  |
| Auxiliary items functioning, e.g. proximity sensors |  |

## Start-up procedure

The operator:

|  |  |
| --- | --- |
| **Task** | **✓or ×** |
| Gets on the forklift on the correct side (not the side with the levers); using 3 points of contact |  |
| Wears the seatbelt correctly across lap |  |
| Checks the forklift is in neutral, handbrake on |  |
| Starts the forklift checking all instruments functioning correctly |  |
| Checks the reversing alarm and horn are audible and working correctly |  |
| Takes the hydraulic controls through one cycle of mast forwards and backwards, side shift full left to full right and back, mast fully up and down. No unusual rattles or noises; no restricted movement |  |
| Checks the warning lights are functional |  |
| Checks the brakes (foot and parking) function correctly |  |
| Checks the clutch and gearshift work smoothly |  |
| Checks the steering for excessive play |  |
| Identifies if there is excessive smoke, sparks or flames coming from the exhaust |  |

## Moving away

Before moving away, the operator must:

|  |  |
| --- | --- |
| **Task** | **✓or ×** |
| Raise forks to an acceptable height with correct mast tilt (backwards if carrying a load) |  |
| Check the steer wheels are straight |  |
| Release the handbrake |  |
| Check the way is clear (over shoulders and in the mirrors) |  |
| Move away smoothly without jerkiness |  |

# Stacking and de-stacking

This should be done 3 times:

1. Low lift – ground level pick up and move pallet or article.
2. Medium lift – pick up and placement to truck tray height.
3. High lift – lift to a mezzanine deck or place the pallet or article on top of a shipping container or high shelf or similar in a workshop or storage area.

## Stacking

 When arriving at a stack to place a load the operator must demonstrate these steps:

|  |  |
| --- | --- |
| **Task** | **✓or ×** |
| Approach the stack square on (not on an angle) |  |
| Stop before raising the forks |  |
| Level the load |  |
| Lift the load while close to the pallet rack |  |
| Raise it high enough to clear the stack |  |
| Move forward using the inching pedal, if there is one, to make small adjustments to the forklift’s position |  |
| Place the load, using side shift if required to position it correctly |  |
| Lower the forks until they are clear of the pallet or object |  |
| Back away, looking over shoulder and using mirrors. Sound the horn; use the inching pedal if needed |  |
| Lower the forks to axle height |  |
| Tilt mast backwards |  |
| Reverse away from the rack looking over shoulder and using mirrors and horn |  |

During this check, ensure the operator does not:

|  |  |
| --- | --- |
| **Error** | **✓or ×** |
| Scrape the forks on the ground |  |
| Hit the item or pallet or damage it |  |
| Position the forks in the pallet incorrectly |  |
| Forget to use the inching pedal when fitted while operating the hydraulic controls |  |
| Hit the racking or other items on the stack while lifting |  |

## De-stacking

The operator should follow this process for removing items from the stack:

|  |  |
| --- | --- |
| **Task** | **✓or ×** |
| Approach the stack square on (not on an angle) |  |
| Level the forks  |  |
| Use the inching pedal or put the forklift into neutral and put the handbrake on if required |  |
| Raise the forks |  |
| Move forward using the inching pedal, if there is one, until the load is against the backrest |  |
| Lift the load clear of the stack |  |
| Use back tilt to rest the load against the backrest |  |
| Reverse back looking over shoulder and using mirrors; use the horn if required |  |
| Make sure the forks are clear of the stack |  |
| Lower the forks to axle height  |  |
| Tilt the load further backwards if required |  |
| Reverse away from the rack looking over shoulder and using mirrors |  |

During this check, modes for failure include:

|  |  |
| --- | --- |
| **Error** | **✓or ×** |
| Poor alignment of load on original pallet pick-up position |  |
| Drops load too heavily |  |
| Catches pallet or object on the stack |  |
| Doesn’t look over shoulder before reversing |  |

## Chicane

Set up a figure-8 or a chicane with cones or other objects. The operator should travel both forwards and backwards through this chicane while carrying a load. The operator must:

|  |  |
| --- | --- |
| **Task** | **✓or ×** |
| Place the forks at the correct height (axle height, mast tilted slightly backwards) |  |
| Check behind in their blind spots before reversing |  |
| Not hit any cones or walls, drive jerkily or put their hands or legs outside the body of the machine |  |
| Not use the inching pedal when travelling on a ramp (if relevant) |  |

## Shutdown

|  |  |
| --- | --- |
| **Task** | **✓or ×** |
| Stop the forklift in a marked area (if appropriate) with the wheels straight |  |
| Apply the parking brake |  |
| Take it out of gear |  |
| Lower the forks and rest the tips on the ground |  |
| Shut off the forklift and remove the key |  |
| Get off the forklift backwards using 3 points of contact |  |

# After the assessment

The internal assessor signs the operator off as competent **on the day** of the assessment - they carry no on-going personal risk or responsibility for the operator’s subsequent actions or inactions.

The employer can produce an employee’s **authorisation to operate** a specific forklift truck with specific attachments unsupervised. Note that training and/or induction must be given separately on attachments.

If you are taking this course using DT Driver Training’s learning management system ([www.drivingtests.co.nz](http://www.drivingtests.co.nz)) then you will need to complete a **course validation statement**. This can only be done when the operator has completed all the theory modules. This creates the **Operator’s Certificate and an ID card**.

You can scan this document and upload it when you do the course validation or keep a copy separately.