

UNIT COVERAGE MATRIX

Operate a forklift

RIIHAN201E · 37/37 components assessed

CODE	COMPONENT	ASSESSED BY	STATUS
Elements & Performance Criteria			
1.1	Access, interpret and apply forklift and load handling documentation for allocated job, and ensure the work activity is compliant	Q4, Task 1	Covered
1.2	Obtain, interpret, and clarify and confirm work requirements and briefings	Q4, Task 1	Covered
1.3	Identify hazards and environmental issues, assess potential risks, and implement control measures in line with workplace policies	Q2, Task 1	Covered
1.4	Select and wear personal protective equipment required for work activities	Q5, Task 1	Covered
1.5	Identify approved forklift attachments and comply with operating capacities of the allocated equipment	Q3, Q7, Task 4	Covered
1.6	Coordinate and communicate planned activities with others at the site prior to commencing work activity	Q9, Task 1	Covered
2.1	Carry out pre-start and start-up checks for equipment in line with workplace procedures	Q1, Task 2	Covered
2.2	Identify faults and rectify any faults within scope of own responsibilities, according to workplace procedures	Q6, Task 2	Covered
2.3	Fit, use and remove approved forklift attachments in line with workplace procedures and original manufacturer guidelines, engineering specifications and organisational policies and procedures	Q7, Task 4	Covered
2.4	Operate forklift to perform activity, including securing, lifting, transferring and placing loads in line with workplace procedures and equipment specifications	Task 3, Task 5	Covered
2.5	Monitor traffic flow and work area conditions, facilitate safe operations and ensure the most efficient travel route is selected and used	Q12, Task 3, Task 5	Covered
2.6	Secure, lift, transfer and place load in line with workplace procedure and work activity	Task 3, Task 5	Covered
2.7	Monitor hazards and risks, and ensure safety of self, other personnel, plant and equipment	Q2, Task 3, Task 5	Covered
2.8	Respond accordingly to equipment monitoring systems and alarms	Q11	Covered
2.9	Park up, shut down, secure and carry out post operational inspection of equipment in line with workplace procedures	Q8, Task 6	Covered
3.1	Clear work area and dispose or recycle materials according to workplace procedures	Q13, Task 6	Covered
3.2	Manage and/or report hazards to maintain a safe working environment	Q13, Task 6	Covered

3.3	Complete and file or distribute documentation in a manner that complies with workplace practices	Q14, Task 6	Covered
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Performance Evidence

PE1	The candidate must demonstrate evidence of completion of operating a forklift that safely, effectively and efficiently follows workplace procedures to carry out work activity on at least two occasions. This includes:	Task 3, Task 5	Covered
PE2	conducting prestart checks prior to commencing operations and shut-down procedures on completion of operations	Q1, Task 2, Task 6	Covered
PE3	manoeuvring and positioning forklift, and adjusting techniques to suit site conditions	Q10, Task 3, Task 5	Covered
PE4	securing, lifting, transferring and placing load	Task 3, Task 5	Covered
PE5	parking and securing equipment	Q8, Task 6	Covered
PE6	selecting, fitting and removing at least two forklift attachments, which must be certified and approved in line with workplace procedures and could include, but is not limited to, the following: tyre handler, lifting device, slipper forks.	Q7, Task 4, Task 5	Covered
PE7	locate and apply required documentation, policies and procedures	Q4, Task 1	Covered
PE8	select and wear personal protective equipment required for work activities	Q5, Task 1	Covered
PE9	maintain awareness of surrounding environment and location of others when operating forklift	Task 3, Task 5	Covered
PE10	act on or report monitoring system alerts and alarms	Q11, Task 6	Covered
PE11	identify common equipment faults	Q6, Task 2	Covered
PE12	monitor and anticipate traffic flow and area conditions, and use this to select the most safe and efficient travel route	Q12, Task 3	Covered
PE13	complete documentation for work activity	Q14, Task 6	Covered
PE14	coordinate work activities with others to complete work instruction.	Q9, Task 1	Covered

Knowledge Evidence

KE1	Key policies, procedures and standards for forklift operations described in the performance evidence above, including: National Standard for high risk work; hazard identification and relevant control measure implementation; personal protective equipment; environmental requirements; housekeeping activities	Q2, Q5, Q13	Covered
KE2	Key site information, including: basic geological and survey data	Q10	Covered
KE3	Key features associated with equipment performance, including: equipment characteristics, technical capabilities and limitations; common fault identification and basic diagnostics; scheduled basic maintenance procedures and activities	Q1, Q3, Q6	Covered

Foundation Skills

FS1	Reading: Identifies and interprets information from workplace procedures, documentation, legislation and regulations	Q4, Task 1	Covered
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FS2	Numeracy: Uses equipment operating capacity schedule to confirm safe weight load limits	Q3	Covered
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