

# TLILIC2001

## Licence to Operate a Forklift Truck



### Multiple Choice Questions

PARTICIPANT NAME :	
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## LF Forklift Work Sheet

Trainee to circle the correct answer:

**Q1: You have just completed your HRW licence assessment. What are three things you are responsible for when applying for your HRW licence?**

- A. Duty of care, talk to the supervisor
- B. Follow the WHS regulations in the workplace.
- C. Provide 100 points of ID, Supply a Notice of Satisfactory Assessment document, Declare you are NOT giving any false or misleading information.

**Q2: You have just received your Notice of Satisfactory after completing your HRW assessment. How long is it valid for?**

- A. 60 Days
- B. 90 Days
- C. 120 Days

**Q3: How often do you have to renew your HRW licence?**

- A. 1 year
- B. 5 years
- C. The HRW licence does not need to be renewed.

**Q4: In reference to the WHS regulations, when is a person under training?**

- A. When they have a log book and working by themselves.
- B. Only if they are enrolled in a HRW training course and is supervised by a licensed HRW holder
- C. When the supervisor says it is ok to drive the equipment

**Q5: If an employer knows you are not fully competent to perform HRW work can they allow you to perform work?**

- A. Wait until WorkCover tells you to stop.
- B. They can allow you to keep working on your own.
- C. No unless you are enrolled in a HRW course and are supervised by someone with a HRW licence.

**Q6: If you hold a HRW licence and are not competent to do the work for that licence, what should you do?**

- A. Hand your HRW licence back or complete a refresher course
- B. Wait until WorkCover calls you then discuss it with them.
- C. Keep working until you have an accident.

**Q7: As a HRW licence holder, what responsibilities do you have when doing high risk work?**

- A. Tell everybody to get out of the way.
- B. Take reasonable care not to affect the health and safety of other persons and yourself
- C. Put your head phones on and work.
- D. Take my ID to the post office.

**Q8: You are the holder of HRW licence, list 2 ways you can be penalised under the WHS regulations?**

- A. You can be fined for speeding
- B. You can get the sack.
- C. Your licence can be cancelled or suspended or the regulator (WorkCover) can refuse to renew your licence.

**Q9: You are about to commence work. Who should you talk to about policies, procedures and site hazards?**

- A. Safety officers, site engineers, supervisors, managers, work colleagues.
- B. The truck driver
- C. WorkCover

**Q10: Before starting work, why should you communicate with workplace personnel or safety officers?**

- A. To find out how your mates weekend was.
- B. When the next long weekend is due.
- C. So you know which policies and procedures to follow.

**Q11: You are about to start using a forklift, what 8 SITE HAZARDS do you need to consider and plan for?**

- A. Powerlines, dangerous materials, weather conditions, plant and equipment, pedestrians, obstructions, surrounding structures, overhead service lines.
- B. Equipment required for the task, capacity of the forklift, characteristics of the load, permits required, communications, location of task, method of attachments, availability of equipment.

**Q12: You are about to operate a forklift, what are 6 TASK RELATED HAZARDS you need to consider other than site hazards when planning the task.**

- A. Powerlines, dangerous materials, weather conditions, plant and equipment, pedestrians, obstructions, surrounding structures, overhead service lines.
- B. Equipment required for the task, capacity of the forklift, characteristics of the load, permits required, communications, location of task, method of attachments, availability of equipment.

**Q13: There are 6 steps in the Hierarchy of control which should be considered to control hazards. List these steps in logical order.**

A: Isolation, Personal Protective Equipment (PPE), Substitution,  
Engineering, Elimination, Administrative Practices

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_

**Q14: You Have identified site hazards, when should you apply hazards controls?**

- A. After your shift ends.
- B. Before commencing the task or when a hazard is identified.
- C. Don't worry about it and keep working.

**Q15: When is the best time to select your safety equipment/PPE?**

- A. When the supervisor tells you to.
- B. When you have time.
- C. At the planning stage of the task.

**Q16: You have selected your safety equipment/PPE, when should you inspect/check it?**

- A. Before starting your task
- B. Once a week
- C. At the end of the day
- D. Once a month

**Q17: You are operating a forklift near powerlines, what is the minimum safe distance you must maintain from the powerlines when using a forklift?**

- A. 3 metres, 6 metres, 8 metres
- B. 2 metres, 4 metres, 6 metres
- C. As far away as possible

**Q18: At times you may be required to work closer than these minimum distances, how can you do this?**

- A. Ask a mate to guide.
- B. Use a spotter.
- C. Must get exemption from the power company; get the power shut off, use a safety observer.

**Q19: What is the best way to determine the voltage of overhead powerlines?**

- A. Ask the truck driver before you load the truck.
- B. Contact the local power company.
- C. Ask your team member to guess

**Q20: What are the yellow and black tiger tails on powerlines for?**

- A. To warn people the powerlines are there.
- B. As a height warning.
- C. They insulate the powerlines.

**Q21: You are operating a forklift and you come into contact with powerlines, what should you do?**

- A. Step off the forklift using 3 points of contact.
- B. Step off and get another forklift.
- C. Attempt to break contact with the powerlines, Remain on the forklift until it is safe, Do not touch any metal parts of the forklift, jump clear, do not touch the forklift and ground at the same time, when moving away shuffle until 8 metres away, warn other people to stay clear.

**Q22: You are to determine the path of travel for the forklift and load what are the things you should consider?**

- A. Do the task quickly and save time.
- B. Electric lines, stability of the load, attachments, obstructions, other equipment, weather, surface conditions, overhead service lines, pedestrians, lighting, bridges, equipment required, communications, ramps, slopes, dangerous materials.
- C. See if the supervisor can check the area for you.

**Q23: How can you control pedestrians/worker?**

- A. Ask the supervisor to control the pedestrians/workers.
- B. Ask the pedestrians to get out of the way.
- C. Use barriers, warning signs, pedestrian exclusion zones, flashing lights, flag person.

**Q24: How can you control vehicles or mobile plant?**

- A. Ask the supervisor to control vehicles and plant equipment.
- B. Traffic management plan, flag person, warning signs, vehicle exclusion zones, barriers.
- C. You should let the operator drive or park anywhere.

**Q25: If you are required to work at night what should be provided?**

- A. Good lighting to light up the entire area
- B. Get a work mate to hold a torch.
- C. Head lights on your forklift.

**Q26: You are operating a forklift with an internal combustion engine, why is it dangerous to use it in a restricted space?**

- A. People could be overcome by the dangerous gases from the running engine.
- B. The forklift may be too noisy.
- C. There may not be enough room in the area.

**Q27: You are about to operate a forklift in a restricted space, what type of forklift would be most suitable?**

- A. Diesel powered forklift.
- B. LPG powered forklift.
- C. Battery electric forklift

**Q28: You are about to charge a forklift battery, why must it be charged in a well ventilated area?**

- A. The gases may overcome the operator and make them laugh.
- B. The gases may smell too much.
- C. To avoid the risk of an explosion from the gases given off during the charging process.

**Q29: You are about to operate a forklift on a wet or slippery surface, what precautions should you take?**

- A. Carry the load close to the ground.
- B. Avoid using ramps, proceed with caution and reduce speed.
- C. Get your team mates forklift to push you through the water.

**Q30: When operating a forklift, why is the rear swing dangerous?**

- A. The forklift may tip.
- B. The forklift will go slower.
- C. The rear end swings very fast and you may hit pedestrians or other workers.

**Q31: Who would be in the most danger from rear swing?**

- A. Workers, visitors and pedestrians.
- B. The warehouse manager.
- C. The first aid officer.

**Q32: If you refuel the forklift while the engine is running, what is at risk?**

- A. Your team mate might take your forklift.
- B. It may move on its own.
- C. The fuel could ignite from the running engine.

**Q33: How can you communicate with other personnel?**

- A. Listening, written instructions.
- B. Signage, verbal, questioning.
- C. All of the above

**Q34: There is an emergency at work, to whom and what communications should be made?**

- A. Notify the safety office to say stay out of the area.
- B. Alert personnel of the emergency, inform personnel of unsafe areas, advise supervisor and colleagues of the nature of the emergency, advise emergency services with details of the emergency.
- C. Notify supervisor to lock all the doors.

**Q35: How would you determine the weight of a load you are about to lift?**

- A. Read the label, calculate the weight, weighbridge certificates, consignment notes, or weigh the load.
- B. Guess the weight and hope it's not too heavy.
- C. Lift the load and if the back wheels of the forklift stay on the ground it is not too heavy.

**Q36: To see if the forklift has any damage or defects, WHEN should you check it?**

- A. Once a week.
- B. Once a month
- C. Before and after use

**Q37: You are about to use a forklift, what are 7 PRE OPERATIONAL CHECKS you would do?**

- A. Mast for damage, fork tynes, overhead guard, wheels/tyres, any attachments capacity plates, backrest.
- B. Lights, horn, brakes, steering, flashing light, gauges, hydraulics to full extent.

**Q38: You are checking your forklift and you find a fault what action would you take?**

- A. Use the forklift and report it later.
- B. Do not operate, tag out of service, report to supervisor.
- C. Leave it and get another forklift.

**Q39: You're checking your forklift and you find the data plate is missing, what action do you take?**

- A. Do not operate, tag out of service, report to supervisor.
- B. Park it and leave the key in it.
- C. Use the forklift and report it later.

**Q40: What does the term “rated capacity” mean on a forklift?**

- A. The weight of the forklift
- B. The height the forklift can lift to.
- C. The maximum weight the forklift can carry at a given height and a given load centre distance.

**Q41: Some forklifts have air filled tyres, why should the tyres be at the correct pressure?**

- A. So it can go faster.
- B. To ensure the forklift stability is maintained
- C. So it is not so noisy in the workplace.

**Q42: Some forklifts have SOLID RUBBER tyres, what should you check on these?**

- A. Wear has not reached the wear limit, no large pieces of rubber missing, wear is even, are in good condition.
- B. That the tyres are matching in colour.
- C. The right air pressure is identified.

**Q43: No defects were identified while conducting the pre-operational checks so you start the forklift. What are 7 POST START UP CHECKS you would complete?**

- A. Mast for damage, fork tynes, overhead guard, wheels/tyres, any attachments capacity plates, backrest.
- B. Lights, horn, brakes, steering, flashing light, gauges, hydraulics to full extent.

**Q44: You are about to use the forklift, why must you inspect it before use?**

- A. To check all movements and operational functions.
- B. To ensure the forklift is safe to use.
- C. Because the supervisor said so.

**Q45: You have just completed a check on a forklift and have detected a fault, what should do?**

- A. Ask your supervisor is it ok to keep using it.
- B. Do not operate, tag out of service, report to supervisor
- C. Leave it and get another forklift to use.

**Q46: You have just started your forklift and you hear a strange noise, what are 3 things you must do?**

- A. Leave it, get another forklift to use, work faster.
- B. Ignore the noise, keep working, don't tell anyone about it.
- C. Shut down the forklift, tag it do not use, report it to an authorised person.



**Q47: There is a load backrest (load guard) fitted to your forklift, what two things does it stop the load falling on to?**

- A. Supports the load, stop the load from falling onto the ground.
- B. Prevents the load falling on the operator, stops the load fouling the mast.
- C. Falling onto pedestrians, falling off the dock edge.

**Q48: Can you name 3 guards fitted to the forklift to protect the operator?**

- A. Overhead guard, Load backrest, Foot guard.
- B. Foot guard, lights guard, mud guard.
- C. All of the above

**Q49: Your forklift requires some minor repairs; under what circumstances can the operator make the repairs?**

- A. All HRW licence operators can.
- B. If the supervisor says it's ok.
- C. Only if they are authorised and competent to do repairs.

**Q50: What are 3 things an operator must do before reversing a forklift?**

- A. Ensure warning devices are working, check both mirrors and look over both shoulders or use a spotter.
- B. Turn the lights, on rev the engine, remove the seatbelt.
- C. Sound your horn, whistle loudly, yell out to pedestrians.

**Q51: Why should you constantly monitor the load when moving it?**

- A. So the stability is maintained for the forklift and load, for safety of people near by.
- B. So the load remains stable, you can drive faster.
- C. To ensure the plastic wrap remains in place.

**Q52: You are to move a load however your vision is obstructed, how can the load be safely moved?**

- A. Lift the load up high so you can see under the load.
- B. A guide or observer must be used to direct you, or travel in reverse.
- C. Keep pushing the load until you reach your destination.

**Q53: You are about to travel up a ramp, what direction must the forklift travel and the load face?**

- A. The forklift up hill with the load facing down.
- B. The forklift should travel down hill.
- C. The forklift travels forward with load facing uphill.

**Q54: You are about to travel down a ramp, what direction must the forklift travel and the load face?**

- A. The forklift travels in reverse with the load facing up the ramp.
- B. The forklift should travel down hill.
- C. The forklift travels forward with the load facing uphill.

**Q55: Why is it unsafe to turn a forklift on a sloping surface?**

- A. The forklift operator can't see properly.
- B. The forklift can't carry 2 pallets when turning.
- C. The forklift's stability can be affected, this can cause the load to slide off or the forklift could tip over.

**Q56: When operating near people, why is it dangerous to raise or lower a load near or over them?**

- A. There is a risk that part of the load could fall off and cause injury or death to them.
- B. The operator's vision will be limited
- C. The forklift speed is reduced.

**Q57: When operating a forklift, are you permitted to carry passengers? (explain your answer).**

- A. Only if the supervisor gives the operator permission.
- B. It is only permitted if the forklift is designed and fitted with an approved seat and foot rest.
- C. Only if the passenger holds on tight.

**Q58: When operating a forklift in a straight line or cornering with the load raised, what is the increased risk?**

- A. Your vision will be blocked.
- B. The load at height will affect the stability of the forklift and could tip over or the load could fall.
- C. You may get a sore neck.

**Q59: When travelling with a loaded forklift, what is considered a safe height for the load?**

- A. 1 metre off the ground.
- B. What ever the operator decides.
- C. A minimum safe distance from the operating surface, not higher than axle height.

**Q60: Why is unsafe to carry a load on only one fork arm?**

- A. The operator can't see where they are going.
- B. The truck could become unstable and the load could fall, fork arm could get damage.
- C. The wheels could fall off.

**Q61: What are 7 things that can cause the forklift to tip over SIDEWAYS?**

- A. Turning at speed, turning with load at height, turning on a slope, side shift not centred, driving with a flat tyre, unevenly distributed load, driving too fast.
- B. Driving with a load raised, operating on a sloping surface, load away from the heel of the fork arms, hard braking, overloading, unevenly distributed load.

**Q62: What are 7 things to cause a forklift to tip FORWARDS or BACKWARDS?**

- A. Turning at speed, turning with load at height, turning on a slope, side shift not centred, driving with a flat tyre, unevenly distributed load, driving too fast.
- B. Driving with a load raised, operating on a sloping surface, load away from the heel of the fork arms, hard braking, overloading, unevenly distributed load.

**Q63: If your forklift is rolling over sideways, list 2 actions you will take?**

- A. Jump out and run.
- B. Yell out for help, stay on forklift.
- C. Remain in the forklift, hold on tight, brace yourself until it is stationary.

**Q64: What is the reason for wearing a seatbelt?**

- A. Stops the operator from falling out in a roll over, stops the operator being thrown into the mast.
- B. Because the supervisor said so.
- C. To stop you going too fast.

**Q65: Where is the forward point of balance (fulcrum) for a forklift truck?**

- A. Through the middle of the mast.
- B. The middle of the fork tynes.
- C. Where a vertical line passes through the centre of the front axle that meets the ground.

**Q66: Is all the weight behind the point of balance acting as a counterweight?**

- A. Only when the forklift is loaded.
- B. Yes
- C. No

**Q67: Is it allowable to add additional counterweights to a forklift without asking the manufacturer?**

- A. No
- B. Yes
- C. Only if the supervisor says OK.

**Q68: You have just picked up a load, why should you centre the side shift before travelling with the load?**

- A. So the load looks tidy.
- B. To maintain the stability of the load and forklift.
- C. So the operator can see properly.

**Q69: What things should be considered when stacking loads on top of other loads or when putting stock into the racking or shelves?**

- A. Stacks must not become unstable due to height, heavy items to be placed on the bottom, loads must be stacked on a firm surface.
- B. Put as much product into the racks as possible.
- C. The height of the roof.

**Q70: What should you do before lifting an unstable load?**

- A. Ask your supervisor if it is ok to lift.
- B. Check that it does not exceed the forklifts capacity by more than 50 kilograms.
- C. Restack it so it is safe.

**Q71: Before moving the load from the loading dock and into a truck, what must be provided for the gap between the truck and loading dock?**

- A. Secured bridges plates or dock plates.
- B. Bridge plates or dock plates.
- C. Thick timber across the gap.

**Q72: During emergency situations, which vehicles must you give away to?**

- A. The manager's car.
- B. All emergency vehicles.
- C. The trucks waiting to be loaded.

**Q73: What does the term, " load centre distance" mean?**

- A. The distance to the middle of the forklift blades.
- B. From the mast to the middle of the forklift blades.
- C. From the vertical face and the horizontal face of the fork tynes to the load centre of gravity.

**Q74: If the loads, centre distance is increased how does it affect the capacity of a forklift truck?**

- A. Reduces the forklift capacity.
- B. Allows the forklift to pick up larger loads.
- C. Increases the forklift capacity.

**Q75: If the load is not hard against the heel of the fork arms, how will it affect the forklift?**

- A. The forklift may tip sideways.
- B. Allows the forklift to pick up larger loads.
- C. The capacity will be reduced, stability will be affected and the truck could tip forward.

**Q76: You are about to park your forklift what are 6 AREAS where you WOULD NOT PARK the forklift?**

- A. Under powerlines, emergency exits, near first aid stations, on slopes, on walkways, near fire equipment.
- B. In the allocated parking bay, in the charging bay, in a corner with the tynes lowered, in a vehicle parking area, beside a building.

**Q77: How would you normally park your forklift?**

- A. Forklift in neutral, park brake applied, fork arms lowered and flat on the ground, parking procedures followed.
- B. Outside the lunchroom ready for the next operator.
- C. With the tynes just off the ground and key left in the ignition.

**Q78: If you have to park on a slope, what precautions would you take?**

- A. Take the key out.
- B. Apply the hand brake.
- C. Chock the wheels as well as normal parking procedures.

**Q79: You have noticed a fault while carrying out post operational checks, list what steps you would take.**

- A. Do not operate, tag out of service, report to supervisor.
- B. Tie a red flag onto the roof.
- C. Leave it for the next operator.

**Q80: When parking your forklift, why is it necessary to remove the keys?**

- A. Because the supervisor said to.
- B. To prevent unauthorised use of the forklift.
- C. So no one can remove the key.