

40735 Operate a forklift safely

Kaupae Level	3
Whiwhinga Credit	4
Whāinga Purpose	<p>This skill standard is for people who want to learn how to operate a forklift safely.</p> <p>This skill standard can be used in qualifications or other credentials that incorporate forklift operations.</p>

Hua o te ako me Paearu aromatawai | Learning outcomes and assessment criteria

Hua o te ako Learning outcomes	Paearu aromatawai Assessment criteria
1. Describe the safe operating features of a forklift.	a. Identify forklift operation safety standards, rules, procedures and codes.
	b. Identify forklift physics and operating parameters.
	c. Describe fault reporting procedures.
	d. Identify forklift consumables.
2. Prepare to start up a forklift.	a. Complete a pre-operation inspection.
	b. Complete an environment check.
	c. Complete the start-up procedure.
3. Operate a forklift safely.	a. Operate a forklift safely in a forward and reverse direction.
	b. Use a forklift safely to stack and de-stack a load.
	c. Manoeuvre a forklift safely around obstacles.
	d. Park a forklift.
	e. Shut down a forklift.

Pārongo aromatawai me te taumata paearu | Assessment information and grade criteria

Assessment specifications:

The assessment must be undertaken where there is provision for supervision to ensure the safety of the ākonga/learner operating a forklift.

Ākonga/learners must be aged 15 years old or older on enrolment.

All activities and assessment must align with accepted industry guidance and manufacturers' specifications.

Resources are available to support ākonga/learners in addressing their language and literacy needs. These may include pre-enrolment checks, additional support for ESOL ākonga/learners or other methods.

Evidence for the practical components of this skill standard must include the following operation of a forklift.

- Correct check of load plate against load weight to ensure weight is within forklift-rated capacity.
- Movement of the forklift with forks in the correct travel position, laden and unladen, performing left and right turns, in both forward and reverse directions.
- Correct use of mast tilt, stacking and de-stacking loads at low, eye, and high levels, using a typical load that reflects workplace conditions. Forks must be inserted and withdrawn without causing damage to the load.

Where pallets are used for assessment a minimum of 10 pallets must be used as the typical load.

Achievement of this skill standard does not entitle holders to operate a forklift on a public road. To operate a forklift on a public road, the operator must hold a full driver's licence for the appropriate class of vehicle with Type F (forklift) endorsement.

Definitions

Accepted industry guidance refers to approved codes of practice and standardised procedures accepted by the industry as examples of best practice.

Consumables refers to such items as tyres, hydraulic fluids, fuel, oils, coolant, battery charge state and water level as may apply to the type of forklift.

Forklift refers to a powered industrial lift truck.

Forklift physics refers to the principles of balance, stability, and load distribution that underpin the safe operation of a forklift. These principles ensure that the combined centre of gravity of the forklift and its load remains within the forklift's wheelbase to prevent tipping.

Human safety factors refer to the range of elements that can influence how people perform tasks and make work decisions, particularly those that may affect health and safety. These factors can be categorised into the environment, organisational, and individual characteristics.

Load plate, also known as a load capacity data plate, refers to a placard installed on every forklift that provides essential information about the configuration, design, and limitations of a forklift.

Manufacturers' specifications refer to any equipment operating instructions, procedures, standards, or recommendations provided by the manufacturer of the forklift and/or the attachment.

Obstacle refers to something that blocks you so that movement, forward or backwards, is prevented or made more difficult.

Operation of a forklift refers to smooth movement through the vehicle's functions and working range, clearance around obstacles, carrying loads in a safe position, including when reversing, parking, shutting down and securing the vehicle, and no damage to the forklift, load or surrounding area.

Operating parameters refers to nominal and rated capacity, load centre, load charts, centre of gravity, stability triangle, stability pyramid, mast tilt, use of side shift, fork positioners, speed, rear end swing, axle loading, principle of derating, exclusion zones, area of responsibility.

Rated capacity refers to the maximum weight capacity listed on a forklift's data/load plate. Rated capacity encompasses a recommended weight range, not a hard limit. Operators must consider factors like load centre, lift height, attachment weight, and machine condition.

Safety standards, rules, procedures and codes refer to forklift-related publications by SSBs and government departments, manufacturers' specifications and company SOPs. Forklift-related legislation, regulations and/or industry standards.

Typical load refers to materials frequently managed in the workplace, such as palletised items, crates, or packaged goods. These loads must be stable, properly secured, and heavy enough to effectively demonstrate forklift operation skills. The use of a single empty pallet does not constitute a typical load.

Ngā momo whiwhinga | Grades available

Achieved

Ihirangi waitohu | Indicative content

Pre-operation inspection:

- Consumables
- Leaks
- Damage
- Operational safety.

Start-up procedure:

- Operator restraints (seatbelts)
- Three points of contact
- Correct driving position.

Environmental check (includes human safety factors):

- At ground, above and below ground hazards
- Visibility and weather conditions
- Operator fit to operate forklift.

Park and shut down:

- Park safely and securely
- Three points of contact.

Safety considerations:

- Hazard and risk management
- Safe operating distances
- Safety practices during operation.
- Load calculation

Rauemi | Resources

Legislation, regulations and/or industry standards relevant to this skill standard include but are not limited to:

- Health and Safety at Work Act 2015 (HSWA);
- Health and Safety at Work (General Risk and Workplace Management) Regulations 2016;
- The Forklift Safety Standard (NZ/ANSI/ITISDF B56.1.2005);
- Work Safe Approved Code of Practice for Training Operators and Instructors of Powered Industrial Lift Trucks (Forklifts).

Any new, amended or replacement Acts, regulations, standards, codes of practice, guidelines, or authority requirements or conditions affecting this skill standard will take precedence for assessment purposes, pending review of this skill standard.

Legislation can be accessed at <https://www.legislation.govt.nz>.

Pārongo Whakaū Kounga | Quality assurance information

Ngā rōpū whakatau-paerewa Standard Setting Body	Hanga-Aro-Rau Manufacturing, Engineering and Logistics Workforce Development Council
Whakaritenga Rārangi Paetae Aromatawai DASS classification	Service Sector > Lifting Equipment > Powered Industrial Lift Trucks
Ko te tohutoro ki ngā Whakaritenga i te Whakamanatanga me te Whakaōritenga CMR	0013

Hātepe Process	Putanga Version	Rā whakaputa Review Date	Rā whakamutunga mō te aromatawai Last date for assessment
Rēhitatanga Registration	1	24 July 2025	N/A
Kōrero whakakapinga Replacement information	This skill standard replaced unit standard 10851.		
Rā arotake Planned review date	31 December 2030		

Please contact Hanga-Aro-Rau Engineering, Manufacturing and Logistics Workforce Development Council at qualifications@hangaarorau.nz to suggest changes to the content of this skill standard.