

Workplace Health and Safety Queensland

Forklift licensing in the rural industry

The current exemption that applies to high risk work (HRW) licensing for the rural industry, including forklifts, ceases on 1 January 2012 with the commencement of the *Work Health and Safety Act 2011*.

This means that anyone carrying out high risk work in the rural industry, such as operating a forklift, must hold a high risk work licence from 1 January 2012.

This fact sheet focuses on forklifts as the main piece of high risk plant used in the rural industry. Tractors and other items of plant are often modified to operate in a similar way to a forklift, therefore a HRW licence will be required to operate these too.

What types of licence are relevant to the rural industry?

A licence to operate plant or machinery is called a high risk work (HRW) licence. There is a different *class* of HRW licence for various types of plant and machinery.

The definitions and examples on page 2 and three will help you determine if your machinery (modified or otherwise) is classed as a forklift requiring a high risk work licence for operation.

Any modifications undertaken need to comply with the specified design criteria for tractor

construction and the end product should meet or exceed the design criteria.

In the current *Workplace Health and Safety Regulation 2008*, **Forklift truck** means a powered industrial truck equipped with lifting media made up of a **mast** and an **elevating load carriage** to which is attached a pair of **fork arms** or other arms that can be raised 900 mm or more above the ground but does not include a pedestrian-operated truck or a pallet truck.

A piece of plant fitted with fork arms does not automatically require a forklift licence for operation. A **mast** and an **elevating load carriage** are essential elements of the definition; thus, where fork arms are fitted onto a boom (as in the case of a multi-purpose non-slewing mobile crane or tool carrier depicted on page 2), a forklift licence would not be required.

Work health and safety legislation places a duty of care for health and safety on the employer (as a person conducting a business or undertaking) to ensure that workers are provided with adequate information, instruction, training and supervision to enable work to be performed in a manner that is safe and without risks to health. This applies whether or not the worker is required to hold a licence to operate a piece of plant.

A forklift high risk work licence would be required for operation of the pieces of plant below as they are configured with a mast and elevating load carriage to which is attached a pair of fork arms.

In addition to holding a high risk work licence in forklift truck operation, the operator should also receive training specific to the operation of the tractor configured in this manner, as there is a very real risk of overbalancing the plant while under load as it is not counterbalanced in a manner similar to a conventional forklift truck.



The items of plant pictured below do not fall within the definition of a forklift truck as they do not have a mast and elevating load carriage. Therefore a forklift licence is not required.

In all circumstances the operator will require plant specific training to ensure that work is performed in a manner that is safe and without risk to health.



This pallet truck does not fall within the definition of a forklift and a LF licence is not required.



This pedestrian-operated truck does not fall within the definition of a forklift and a LF licence is not required.

Multi-purpose non-slewing mobile crane / tool carrier

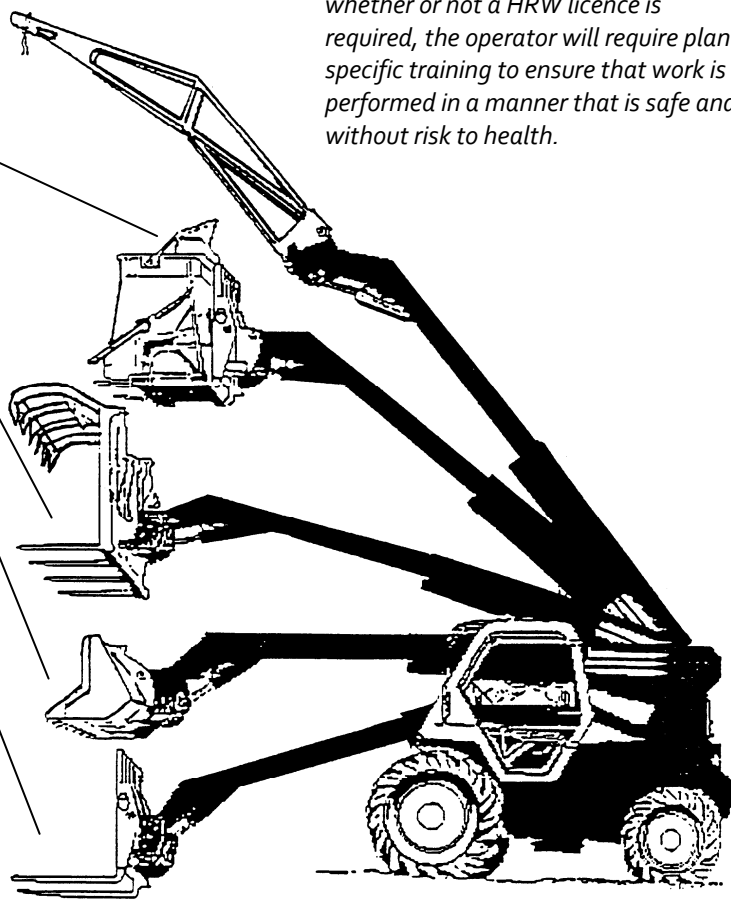
CN licence required (the plant is fitted with a boom or jib) for a non-slewing mobile crane with a capacity of more than three tonnes.

EWP licence required (plant is fitted with personnel box) for a boom type elevating work platform with a boom length of 11 metres or more

No HRW licence required (plant is fitted with grab attachment for which there is no licence class)

No HRW licence required (plant is fitted with bucket attachment for which there is no licence class)

No HRW licence required (plant is fitted with forks or tines but there is no mast or elevating load carriage)



The licence required depends on the attachment being used.

In all circumstances and regardless of whether or not a HRW licence is required, the operator will require plant specific training to ensure that work is performed in a manner that is safe and without risk to health.

How do I undertake the training to obtain a high risk work licence?

Training for high risk work licences can only be delivered by a Registered Training Organisation (RTO). A person wishing to obtain a licence must receive formal training by a RTO and informal learning under a training plan while being supervised by someone who holds the appropriate high risk work licence.

If on the job training can not be achieved at an employers' workplace, the trainee can contact a RTO and arrange for on the job training to be completed at a RTO premises that has been set up as a simulated workplace.

Trainees and/or employers are encouraged to develop a relationship with a RTO early in the

training development process to ensure that the training plan meets regulated requirements. The RTO will be able to assist the trainee/employer in identifying and developing suitable evidence collection and recording methods, ensuring that the correct format and completion of the logbook has been followed.

A list of RTOs is available at www.training.gov.au or alternatively you can contact the Workplace Health and Safety Queensland Licensing Unit on 1300 655 986.

How do I apply for a high risk work licence?

Upon completion of your assessment, you will be issued with an assessment summary (AS1 form) confirming your competence for the high risk class in which you were trained and

assessed. This document can be used for proof of competence for a period of 60 days from the date of your assessment. Within 14 days of your assessment the RTO will issue you with a statement of attainment.

Once you have received both of these documents visit an Australia Post outlet to make an application for your licence to perform high risk work.

Note that you must make application to Australia Post within 60 days of the date of assessment.

You will need to apply in person and provide:

- a completed application — Licence to perform high risk work (LHRW) new or additional class application - F1 form (available only at Australia Post outlets)
- proof of your identity (100 points)
- a passport quality photograph
- your original assessment summary
- a certified copy of your statement of attainment

- pay the prescribed application fee (\$74 up until 1 July 2012)

Once your application has been lodged with Australia Post and processed by the Department of Justice and Attorney-General, you will receive your licence to perform high risk work in the mail. This licence will be current for a period of 5 years from the date of approval.

In summary

- Use the information above to determine if a licence is required to operate the machinery on your worksite.
- If so, contact an RTO to commence training and assessment.
- When your training and assessment are complete, apply for a HRW licence through Australia Post.

Further information

For more information about licensing and the new work health and safety laws, visit www.worksafe.qld.gov.au or call the WHSQ Licensing Unit on 1300 655 986.

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