



FREQUENTLY ASKED QUESTIONS

# Forklift Training



## QUESTION 01

### What is an F endorsement?

If you are required to drive your forklift on a public road, then you will need to hold an F endorsement on your driver license. Simply select this option during the booking process.

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## QUESTION 02

### What's a public road?

The definition of a public road, as referenced within the approved code of practice is "A place to which the public have access, whether as of right or not". This includes driveways and carparks and uncontrolled yards.

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## QUESTION 04

### How often do I need to complete a refresher?

Every three years. If your certificate expired less than 3 months ago you can still complete the refresher. An operator's certificate is usually valid for three years – this is the recommendation in the Approved Code of Practice – but a company can decide to refresh the certificate more or less frequently depending on other training initiatives in place.

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## QUESTION 03

### Do I need a full driver license?

If you are completing an F endorsement, then you will be required to hold a full class 1 license. A driver license is not required for our Forklift Operator courses.

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## QUESTION 05

### If my employee is required to operate a 4-ton forklift, does the completion of the OSH Certificate and practical on a lower weight machine gain them the required accreditation?

Our courses provide the required external certification for all forklifts. The approved code of practice does however state that an employer must sign-off all operators on the use of machinery within the workplace. You can check the requirements on the WorkSafe New Zealand website.

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## QUESTION 06

### Where can I find my details about forklift training requirements?

WorkSafe New Zealand provide detailed information on the requirements and training required for Forklift operators within the Approved code of practice.

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## QUESTION 07

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07



# Forklift Training

## QUESTION 08

Can you provide forklift training at my worksite?

Yes. We offer forklift training onsite at your location in your working environment.

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## QUESTION 09

Is it compulsory to wear a seat belt on a forklift?

If a seat belt is fitted, then yes you need to wear it. A seat belt must be worn if the forklift is driven on the road.

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## QUESTION 10

Can you use an Australian forklift licence in New Zealand?

An employer can accept evidence of an Australian forklift qualification at their own discretion. However, WorkSafe's position is that anyone using a forklift in New Zealand should undergo refresher training using a New Zealand forklift course at the earliest opportunity in order to address any differences in legislation and operation.

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## QUESTION 11

Is a Telehandler classed as a forklift?

If the Telehandler has forks attached then yes but there are distinct differences, e.g. load capacity charts which should be covered by the trainer. Forklift operator training courses should use a conventional powered industrial lift truck.

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## QUESTION 12.1

Powered industrial lift truck (PILT)

The Approved code of practice defines Forklifts as a PILT vehicle drawn or propelled by:

- **Mechanical** – LPG/Petrol/ Diesel counterweight forklift trucks.
  - These types of counterweight forklifts trucks have an internal combustion engine that runs on LPG, Petrol or Diesel and are not good for use in confined spaces or small indoor areas due to the production of toxic fumes and gases.
- **Electric** counterweight forklift trucks.
  - These types of counterweight forklift trucks run on a bank of rechargeable batteries and are good for use indoors and confined spaces.
- **Manual** – Walk-behind counterweight forklift reach truck.
  - Walk behind counterweight reach trucks are used in warehouse situations and are manually steered by the operator following in front or behind. The forks and mast move out from the machine (reach) to go into the pallet.

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## QUESTION 12.2

Powered industrial lift truck (PILT)

It is designed to incorporate a powered lift principally to lift, carry or stack goods by means of:

- A fork consisting of one or more arms that support the load; or
- A platform; or
- Any attachment or other mechanism

The maximum speed for a forklift truck with a ridged suspension and solid wheels is **10 km/h**, in the workplace load and conditions will determine a safe speed.

12.2



## QUESTION 13

What are the types of forklifts?

The most recognised names used for powered industrial lift trucks are forklift, forklift truck, fork hoist and fork truck.

NZTA and Worksafe NZ define a forklift as "a motor vehicle (not fitted with self-laying tracks) designed principally for lifting, carrying and stacking goods by means of one or more tines, platens or clamps".

### Counterbalance

The counterbalance forklift features two forks at the front and has the ability to drive up close to a load to pick it up and move it. The name comes from the counterweight in the rear of the vehicle. This is to compensate for the heavy load being lifted at the front

### Reach forklift

Reach Trucks are forklifts used in narrow aisle applications, such as warehouses. They are designed to have two outer legs that help distribute the load and a single set of wheels in the back

### Platform forklift

A forklift work platform is a unit or cage that is integrated (built in) or designed to be supported on the forks of a lift truck. Work platforms that are used to elevate (lift or raise) workers must provide appropriate support and safety measures.

### Straddle Pallet forklift

straddle pallet stackers have either fixed or width-adjustable legs that sit outside of the forks. This configuration lets the legs sit outside of a pallet while picking it up, allowing the forks to reach much lower and lift pallets from all four sides, including pallets with bottom boards.



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## QUESTION 14

What are the vehicle documentation requirements for the forklift on NZ roads?

Registration of forklift - Land Transport Rule 1999 compliance:

- To operate a forklift truck on a road, the forklift truck must have a registration, current licence & F endorsement, and a current warrant of fitness.

Warrant of Fitness

- A forklift that is operated on NZ road requires a Warrant of fitness (WoF). Therefore, the vehicle inspector may inspect a forklift only if it has a registration plate attached to it. Manufacturer's serial number must be recorded on the NZTA computer system.

A forklift used solely on a road that is a private road is not required to be registered (so no registration plate attached), and therefore a WoF

- Registration and warrant of fitness documentation must be displayed on the vehicle (Forklift)
- These are generally displayed in the front guard
- Checking current status of these documents is a requirement of ACOP and actioned when conducting pre-operational checks

## QUESTION 15.2

What are the river endorsement and application requirements?

NZTA Endorsement application requirements for individual person

- Individuals must hold a full current licence (other than a motorcycle licence) prior to submitting application for endorsement
- Provide evidence of successful completion of NZQA unit standards 10851 and 18496
- Provide evidence of identity

Employer authorisation requirements

- No person shall operate a forklift without an authorisation to operate.
- The authorisation can only be issued after training is satisfactorily completed
- The authorisation may be limited to a specific environment or place of work including public roads. Certain attachments
- Employer authorisations are not transferrable to other places of employment

## QUESTION 15.1

What are the river endorsement and application requirements?

Endorsement type:

- 'F' (forklift) endorsement

Endorsement classification

- Classification is based on the weight of the forklift individuals wish to operate:
  - A class 1 driver licence (with F endorsement) covers a forklifts weight of up to 18,000kgs when loaded.
    - A class 2 driver licence (with F endorsement) covers a forklifts weight over 18,000kgs when loaded.



## QUESTION 15.3

What are the river endorsement and application requirements??

### Other Information

- NZTA defines a forklift as a motor vehicle (not fitted with self-laying tracks) designed principally for lifting, carrying and stacking goods by means of one or more times, platens (forks) or clamps.

15.3

## QUESTION 17

What are the F-Endorsement course details?

### F Endorsement – US 18496

- Persons seeking credit for US 18496 to obtain a F driver licence endorsement must first hold a current full class driver licence other than Class 6 (motorcycle).
- Will need to bring their Full Drivers License along to this course.
- Candidate Forklift operators who do not hold the US can be trained in the workplace in preparation to complete the course.
- A forklift that is operated on the road requires a WoF, licence disc and registration plate.
  - Completing this course will enable the user to drive under the Road Act (meaning they can drive on the Road, Beach, Curb. "The definition of a road is quite broad. It includes streets, motorways, beaches, a place to which the public have access (whether as of right or not), bridges, culverts, ferries, fords that form part of a street or motorway, and all sites where a vehicle may be weighed for the purposes of the Land Transport Act. The definition includes locations where there are access to operations such as distribution centres with fenced forecourts but when the gates are open."
- If your license has been revoked that also means you have lost the F endorsement and will need to complete this training again.
- This qualification expires when your license Expires (renewing your license will renew the F endorsement)

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## QUESTION 16

What are the Forklift Operator course details?

### Forklift Operator – US 10851

- When a student has completed this course, they will be trained on the Forklift they have available. This also means they have been trained to use all types of Forklifts – it is up to the PCBU to ensure the staff are trained on all Forklift "machines" they may have on their site e.g. Reach Truck/Counterbalance, etc. (If they trained on a Counterbalance and they have different machines on site they will need to be trained Internally)
- If you are operating Pallet Jacks and Walk Behind Forklifts, you need to hold a current Forklift licence due to the risks of the loads you handle.
- Candidate Forklift operators who do not hold the US can be trained in the workplace in preparation to complete the courses.
- If you are operating Forklifts under 18 tonnes, you will require a class 1 licence.
- If you are operating Forklifts over 18 tonnes, you will require a class 2 licence.
- Speed of the machines are around 5-10km, although the load and workplace conditions determine safe Forklift speed in the workplace.
- Minimum age for attending this course is 16.
- Osh License will be referring to Forklift License.

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