Competency Schedule – Forklift Operator/Loader

Employee Name:		
Location:	Position:	

Competency	Review		Comments	Date of Training	Post Training	
	C	NYC			C	NYC
Generic Competencies						
Employment induction	☐	☐			☐	☐
Diversity training	☐	☐			☐	☐
Chain of responsibility training	☐	☐			☐	☐
WHS training	☐	☐			☐	☐
Hazard identification	☐	☐			☐	☐
SWMS	☐	☐			☐	☐
First aid certificate	☐	☐			☐	☐
WHS committee membership	☐	☐			☐	☐
Role Competencies						
Daily forklift inspection	☐	☐			☐	☐
Report faults	☐	☐			☐	☐
Verify weights of items	☐	☐			☐	☐
Assess stability of forklift load	☐	☐			☐	☐
Operate safely	☐	☐			☐	☐
Abide by depot traffic rules	☐	☐			☐	☐
Observe mass/dimension/restraint requirements	☐	☐			☐	☐
Correct load arrangement	☐	☐			☐	☐

including ADG segregation						
Apply restraints	☐	☐			☐	☐
Stow dangerous goods correctly	☐	☐			☐	☐
Apply placards (ADG)	☐	☐			☐	☐

Special training requirements:	
Licence Number:	
Expiry Date:	

Supervisor: Date:

Signature:

Employee: Date:

Signature: