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Powered Industrial Truck (Forklift) – RW Licence

Frequently Asked Questions

Do I need to be trained to operate a forklift?

Yes, you need to be trained, qualified and authorised.

AS2359.2:2013 clause 2.1 Qualifications of operators

(c) Training in the operation of each type of truck that they are required to operate, and any attachments that will be used with it.

(e) A high risk work licence or any other licensing requirements of the relevant authorities where required. Refer to Appendix A for training matrix.

In addition, all State and Territory WHS/OHS Legislation requires that “adequate training” be provided. Due to the large variations in the types of forklifts, control systems, load handling attachments, traffic management plans, site specific procedures etc, holding the correct High Risk Work licence is not considered adequate. Site specific training/induction is required for authorisation.

How often do I need to refresher training?

AS2359.2:2013 clause 2.2.1 Training requirements

On-the-job evaluation and ongoing refresher training should occur at regular intervals as determined by the user. The frequency of on-the-job evaluation and ongoing refresher training will depend upon the nature of operations, number and type of trucks in use and their design and safety features, design of workplace, local hazards in the working environment, risk control measures in place, and incident history. The frequency should not exceed 5 years.

Note: Some statutory authorities may require different frequency for refresher training.

Do I need to be licensed to operate a walkie?

AS2359.2:2013 Section 2 Rules for Operation.


You are not required to hold a LF licence however you must be trained, competent and authorised to operate a walkie.

Note: An LF license is required for a walkie truck equipped with a folding operator platform, and will raise a load above 900 mm.

Requirements can vary between state and national jurisdiction. Users should confirm requirements with the state Safe Work authority.

In addition, all State and Territory WHS/OHS Legislation requires that “adequate training” for all plant equipment be provided. Due to the large variations in the types of walk-behind



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equipment, control systems, load handling attachments, traffic management plans, site specific procedures etc, site specific training/induction is required for authorisation.

Do I need to carry my forklift license at all times?

No, however it needs to be made available upon request by authorised persons. Operators need to have authorisation to use specific equipment at the work site, issued by the employer, or site management.

AS2359.2:2013 clause 2.3.2 Record of authorisation.

Whenever operating or in control of a truck the operator should either carry the authorization on their person or display it on the truck or make it available on demand.

However, be aware that WHS/OHS regulations require the Licence document to be available meaning that the licence holder must keep the licence document available for inspection under the Act. AFITA recommends that the licence holder has it on their person unless site requirements forbid this such as in the food industries. In this case make sure it is on the site for easy retrieval.

Do I need an LO Licence to operate a Low-level Order Picker?

Firstly, we need to understand what a Low-level Order Picker (LLOP) is. In general terms most states and territories define an order-picking forklift as:

order-picking forklift truck, for schedule 3, means a **forklift truck** where the operator's controls are incorporated with the lifting media and elevate with the lifting media."

“forklift truck, for schedule 3, 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 900mm or more above the ground, but does not include a pedestrian-operated truck or a pallet truck.


Note: May vary from each state and territories (OHS/WHS regulations).

A LLOP is one that lifts above 900mm but is generally designed to pick at the 2nd level only. Usually around 1800mm lift.

So, the answer is yes – an LO licence is required for any order-picking forklift that lifts above 900mm **other than in WA where an LO licence is required for all lift heights.**

Consult you State or Territory Regulator the appropriate course for the equipment you operate.

Check here for course providers of TLILIC0004 – Licence to operate an order picking forklift truck. (see www.training.gov.au)

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Do I need an LO Licence to operate an Elevating Work Platform (EWP) Vertical Lift?

There is some confusion surrounding the types of machines pictured below as they are often sold as “Stock Pickers”. The words ‘stock picker’ often creates confusion with “order-picking forklifts” that do require an LO licence to operate.



These type machines are designed as Elevating Work Platforms to the Standard AS1418.10.2011 whilst order-picking forklifts are designed to AS2359 (powered industrial trucks).

AFITA has asked for clarification from all jurisdictions and now believe that all jurisdictions concur that Elevating Work Platform ‘vertical lifts’ require competency based training, not an LO class High Risk Work licence.

Only order-picking forklifts designed to AS2359 require an LO licence obtained by successfully completing the course TLILIC0004 – Licence to operate an order picking forklift truck. (see www.training.gov.au)

Disclaimer

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AFITA – Quick reference guide for Powered Industrial Truck HRW licence requirements by jurisdiction.

Category:	Forklift and related material handling equipment.	As Revised 20/08/2021
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Equipment description	Click for image	Does the operator ride on or walk?	Comment	Jurisdiction							
				NSW	Vic.	Tas.	SA	WA	NT	Qld.	ACT
				Required High Risk Work Licence Class							
Counterbalance forklift		Ride on	Stand up or seated	LF	LF	LF	LF	LF	LF	LF	LF
Reach Forklift (Sliding mast)		Ride on	This is not a reach stacker	LF	LF	LF	LF	LF	LF	LF	LF
Reach forklift (Pantograph)		Ride on	This is not a reach stacker	LF	LF	LF	LF	LF	LF	LF	LF
Order Picking forklift		Ride on	Stand up or seated	LO	LO	LO	LO	LO	LO	LO	LO
Low level order picking forklift		Ride on	Tynes do not elevate 900mm or more from the ground	HRWL not required	HRWL not required	HRWL not required	HRWL not required	LO	HRWL not required	HRWL not required	HRWL not required
Low level order picking forklift		Ride on	Tynes do elevate 900mm or more from the ground	LO	LO	LO	LO	LO	LO	LO	LO
Centre ride counterbalance forklift		Ride on	Stand up or seated	LF	LF	LF	LF	LF	LF	LF	LF

Disclaimer: All care has been taken in producing this document and verifying its accuracy. Please confirm with your State or Territory regulator or download the current version of your State or Territory OHS/WHS Regulation to obtain the latest information.

AFITA – Quick reference guide for Powered Industrial Truck HRW licence requirements by jurisdiction.

Powered pallet movers.		Ride on		HRWL not required	HRWL not required	HRWL not required	HRWL not required	HRWL not required	HRWL not required	HRWL not required	HRWL not required
Powered pallet movers.		Walk behind		*HRWL not required	*HRWL not required	*HRWL not required	*HRWL not required	*HRWL not required	*HRWL not required	*HRWL not required	*HRWL not required
Walk behind Stacker		Walk behind		*HRWL not required	*HRWL not required	*HRWL not required	*HRWL not required	*HRWL not required	*HRWL not required	*HRWL not required	*HRWL not required
Walk behind Stacker (with ride on platform)		Ride on		LF	LF	LF	LF	LF	LF	LF	LF
Manual pallet mover		Walk behind		*HRWL not required	*HRWL not required	*HRWL not required	*HRWL not required	*HRWL not required	*HRWL not required	*HRWL not required	*HRWL not required
Operator elevated Turret Type forklift		Ride on		LO	LO	LO	LO	LO	LO	LO	LO
Non operator elevated Turret Type forklift		Ride on		LF	LF	LF	LF	LF	LF	LF	LF
Reach Stacker		Ride on	Container handler not to be confused with Reach Truck	RS	RS	RS	RS	RS	RS	RS	RS

* Where a High Risk Work licence (HRWL) is not required, “Duty of Care” training is still required.

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AFITA – Quick reference guide for Powered Industrial Truck HRW licence requirements by jurisdiction.

Definition (WHS States and Territories):

Forklift 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 900mm or more above the ground, but does not include a pedestrian-operated truck or a pallet truck

Editorial comment: The important aspect of the definition is “mast and elevating load carriage”. Boom type equipment such as telehandlers do not have an elevating load carriage nor do pallet movers. So they are not covered in this definition.

Order-picking forklift truck means a forklift truck where the operator’s controls are incorporated with the lifting media and elevate with the lifting media.

Editorial comment: The important aspect of the definition is that an ‘order picking forklift truck means a forklift.....’ Therefore it is actually an extension of the forklift definition meaning that an order picking forklift must have mast and elevating load carriage, attached a pair of fork arms or other arms and that these can be raised more than 900mm from the ground.

Source: Safe Work Australia Model Work Health and Safety Regulations Revised as at 21 March 2016

Definition (Victoria):

forklift truck, in Part 3.6 (High risk work) and Schedule 3, means a powered industrial truck equipped with a mast and an elevating load carriage to which is attached a pair of fork arms or other loadholding attachment, but does not include the following—

- (a) a pedestrian-operated industrial truck;
- (b) a pallet truck that is unable, by design, to raise its fork arms 900 mm or more above the ground;
- (c) an order-picking forklift truck;
- (d) a tractor fitted with a pair of fork arms or other loadholding attachment;

order-picking forklift truck means a powered industrial truck with a mast and elevating load carriage to which is attached a pair of fork arms or other loadholding attachment and where the operator’s controls are incorporated with the load carriage or lifting media and elevate with it;

Source: Occupational Health and Safety Regulations 2017 S.R. No. 22/2017. Authorised Version incorporating amendments as at 29 September 2020

Definition (Western Australia):

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 forkarms; order-picking forklift truck means a forklift truck where the operator’s controls are incorporated with the lifting media and elevate with the lifting media.

Source: Western Australia Occupational Safety and Health Regulations 1996. As at 26 Sep 2020 Version 10-I0-00.

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