

Forklift and Order Picker Refresher Training Booking Form

Email completed booking form to info@theoperatorschool.com.au

We will process your booking form, confirm the date with you and send a written confirmation out to you

PLEASE TICK WHICH MACHINE(S) YOU REQUIRE REFRESHER TRAINING FOR:

Forklift
 Order Picker
 Reach Truck

To undertake refresher training for any class of high risk work, the operator must hold a current photographic high risk work licence.

DETAILS OF CURRENT PHOTOGRAPHIC HIGH RISK FORKLIFT OR ORDER PICKER LICENCE

Employee's Name	Class of Licence		High Risk Licence Number	State of Issue	Date of Expiry	Employee Email Address
	LF	LO				
	<input type="checkbox"/>	<input type="checkbox"/>				
	<input type="checkbox"/>	<input type="checkbox"/>				
	<input type="checkbox"/>	<input type="checkbox"/>				
	<input type="checkbox"/>	<input type="checkbox"/>				
	<input type="checkbox"/>	<input type="checkbox"/>				
	<input type="checkbox"/>	<input type="checkbox"/>				
	<input type="checkbox"/>	<input type="checkbox"/>				

Please note: If any operators have changed address since they obtained their Forklift or Order Picker Licence, you need to let WHSQ know – Telephone 1300 362 128. We can advise phone numbers for other states if needed. Under current legislation, operators are obliged to notify the regulatory authority within 14 days if they move house.

DISABILITIES / MEDICAL CONDITIONS

Please tick the box to let us know if there is anyone in the group with any disability (or on any type of medication) that we need to be aware of that may prevent or restrict them from attending training or operating an earthmoving machine.

- There are **no** disabilities, or medical conditions for the operators booked in for refresher training
- We have operators booked in for refresher training that have a disability or are currently on medication as per details below

Trainee Name:	Disability / Current Medication

PLEASE INDICATE WHERE YOU WOULD LIKE TRAINING TO BE UNDERTAKEN:-

Training to be undertaken at The Operator School, 27 Technology Drive, Arundel

Training to be done on site in Trainee's Workplace (min of 2 people needed for this option)

WORKSITE DETAILS (if applicable)

Address:

Machine Details:

Make:

Model:

Does the worksite meet the following requirements?

- Forklift over 1000 kg, has a data plate & seatbelt
- High, Mid and Low racking/ stacks on site
- Suitable loads, crates, pallets (not empty)
- Aware training may affect production
- Suitable work area to perform assessment
- Quiet area for theory refresher
- Whiteboard/Projector TV available, if needed
- Any on site requirements, site induction, blue card

NOTE: If we are doing on site training, the Trainees should be made available for the time period needed. Any interruptions for Trainees to take phone calls, sort out workplace problems etc. may result in a need for us to re-visit the workplace at a further cost to you.

PAYMENT DETAILS

Trainee to pay

Employer to be invoiced, Authorisation details below:

Company Name:

Address:

Authorised by: (print your name)

Signature:

Position in the Organisation:

Contact Number:

Email address

Company P/Order No if applicable:

Copy attached

Yes

No

Terms and Conditions of enrolment can be found in our [student handbook](#)

Please tell us what your areas of concern are or if you have any specific problems you would like us to address during the training: