SAFE HANDLING OF FORKLIFT TRUCKS

TRAINING OVERVIEW

This training is focusing on safe forklift handling in workplace. In Malaysia, it is a requirement by Department of Occupational Safety and Health (DOSH) under Organizational Safety and Health Act (OSHA) 1994, for any person to acquire proper training before handling any equipment including forklift handling. Course delivery is in line with adult learning principles incorporating classroom instruction and hands-on activities to meet the competency requirements.

TRAINING OBJECTIVES

Upon completion of the course, participants will be able to:

- identify the causes and effects of accidents involving forklift
- conduct daily safety, performance and maintenance inspections on the forklift trucks
- handle forklift safely

TRAINING BENEFITS

Participants will be able to handle forklift for daily operating with safety in their mindset. This is very important in any industry they involve as safety precaution will be the first priority.

This training will benefit the employer as well. In the event of industrial incidents happen involving forklift and its handler, company will be considered protected if this training has been conducted to the worker.

TARGET AUDIENCE

Targets Audience including:

- Forklift Truck Drivers
- Production Supervisors
- Maintenance Supervisors
- Forklift Truck Mechanics/Technicians
- Safety and Health Supervisors

COURSE OUTLINE

1. Legal Requirement Regarding Forklift Handling

- Occupational Safety and Health Act 1994
- Factory and Machinery Act 1967
- Road Transport Regulation 1959

2. Safety at the Workplace

- Two (2) Sources of Forklift Accidents
- Five (5) Factors of Forklift Accidents
- Implications of Accidents in Workplace

3. Forklift Truck Types and Its Usage

- Forklift Category According to Engine Types
- Forklift Category According to Mast Height
- Forklift Category According to Lifting Capacity

4. Forklift Components

- Outer Components
- Handling Components
- Engine Components

5. Forklift Daily Checking

- Checking Before Operation
- Checking During Operation
- Checking After Operation

6. Refueling and Replacement of Forklift Fuel

- Correct Method to Refuel Diesel Engine Forklift
- Correct Method to Refuel Petrol Engine Forklift
- Correct Method to Refuel LPG Engine Forklift
- Correct Method to Replace of Forklift Battery

7. Forklift Steering Control

- Forklift Rear Wheel Steering
- Correct Way to Make Forklift Turn

8. Forklift Truck Stability

- Horizontal Stability
- Vertical Stability
- Stability Triangle

9. Operations of Forklift Truck

- Cargo Handling
- General Safety Procedures
- Moving on Ramp
- Moving on Trailer
- Correct Parking Method

10. Practical Handling and Operations of Forklift Truck

- Forklift Daily Checking
- Slalom Movement for Steering Control
- Loading/Unloading Operations

TRAINING MATERIAL AND METHOD

Trainees will be provided with a Module covering all the nine chapters stated in the outline. Slide presentation will be conducted for theory session and a forklift is needed for practical session, provided by company or training centre.

TRAINING ASSESSMENT

Assessments including:

1. Written Assessment - Duration: 1 Hour
2. Practical Test: (a) Daily Checking - Duration: 5 Minutes

(b) Slalom Driving - Duration: 10 Minutes

(b) Loading/Unloading - Duration: 15 Minutes

TRAINING CERTIFICATE

Upon completion of the training, certificate and qualification card will be provided, depending on the training provider.

Training Duration

🕘 **Duration:** 1 Day

🕘 **Time:** 9:00 AM – 5:00 PM

Training Agenda

Time	Programme
9:00 AM – 9:15 AM	Registration & Introduction
9:15 AM – 10:30 AM	Legal Requirements Regarding Forklift Handling
10:30 AM – 10:45 AM	Morning Tea Break
10:45 AM – 12:00 PM	Safety at Workplace & Forklift Accident Prevention
12:00 PM – 1:00 PM	Forklift Types, Components & Daily Inspection
1:00 PM – 2:00 PM	Lunch Break
2:00 PM – 3:00 PM	Forklift Operations, Stability & Steering Control
3:00 PM – 3:15 PM	Afternoon Tea Break
3:15 PM – 4:30 PM	Practical Handling & Forklift Operation Assessment
4:30 PM – 5:00 PM	Written Assessment, Q&A & Certificate Briefing