



<b>COURSE TITLE</b>	: Safe Handling of Forklift Truck	<b>COURSE CODE</b>	: SHFT
<b>COURSE DURATION</b>	: 3 day(s) / 16.75 hour(s)	<b>COURSE LEVEL</b>	: Basic
<b>COURSE CATEGORY</b>	: Competency	<b>EXAMINATION FEE</b>	: RM250.00
<b>HRDF SCHEME</b>	: SBL		
<b>COURSE FEE</b>	: RM1,060.00 (inclusive of SST)		

**1. OBJECTIVE(S):**

At the end of the course, the participant will be able to:

- i. Identify the causes and effects of accidents involving forklift.
- ii. Conduct daily safety, performance and maintenance inspections on the forklift trucks.
- iii. Drive forklift safely.

**2. TARGET GROUP(S):**

- i. Forklift Truck Drivers.
- ii. Production Supervisors.
- iii. Maintenance Supervisors.
- iv. Forklift Truck Mechanics/ Technicians.
- v. Safety and Health Supervisors.

**3. ENTRY REQUIREMENT(S):**

- i. At least 6 months experience as forklift truck drivers/ supervisors.

**4. TOPIC(S):**

- i. Safety at the Workplace.
- ii. Occupational Safety and Health Act 1994.
- iii. Forklift Truck Types and Components.
- iv. Forklift Truck Daily Inspection.
- v. Refueling and Replacement of Fuel.
- vi. Forklift Truck Stability.
- vii. Safe Handling of Forklift Trucks.
- viii. Forklift Truck Maintenance.
- ix. Practical Handling of Forklift Trucks.

**5. LIST OF REFERENCE BOOK(S):**

- i. -



**INSTITUT KESELAMATAN DAN KESIHATAN PEKERJAAN NEGARA**  
**NATIONAL INSTITUTE OF OCCUPATIONAL SAFETY AND HEALTH**

**KURIKULUM KURSUS**

*COURSE CURRICULUM*

TEL: 03 – 8769 2100 FAX: 03 – 8926 2900

URL: [www.niosh.com.my](http://www.niosh.com.my)





**6. LIST OF TEACHING AID(S):**

- i. LCD projector.
- ii. Computer.
- iii. White board with accessories.
- iv. Flip chart with accessories.

**7. LIST OF CLASSROOM ACTIVITIES:**

- i. Lecture.
- ii. Practical Session.

Last updated on 1<sup>st</sup> June 2018 by PDD

 	<b>NATIONAL INSTITUTE OF OCCUPATIONAL SAFETY AND HEALTH</b>			
	<b>COURSE SCHEDULE</b>			
	No. Dokumen	No. Pindaan	Tarikh	Muka Surat
NIOSH-PDD-CS-SHFT	00	27 Dec 2011	1 / 2	


**COURSE TITLE: SAFE HANDLING OF FORKLIFT TRUCK**

**DAY ONE**

TIME	HOUR	TOPICS	TRAINER / FACILITATOR
0815 - 0830	0.25	Registration	NIOSH
0830 - 0900	0.50	Course Introduction	
0900 - 1000	1.00	Forklift Truck & Legal Requirements - Occupational Safety and Health Act 1994 - Factories and Machinery Act 1967 - Akta Pengangkutan Jalan	
1000 - 1030	0.50	Safety at the Workplace	
1030 - 1045	0.25	MORNING TEA BREAK	
1045 - 1200	1.25	- Forklift Truck Components - Forklift Truck Daily Inspection - Refueling, Recharging and Replacement of Fuel and Battery	
1200 - 1300	1.00	Understanding Forklift Truck Handling	
1300 - 1400	1.00	LUNCH	
1400 - 1530	1.50	Forklift Truck Stability	
1530 - 1545	0.25	AFTERNOON TEA BREAK	
1545 - 1700	1.25	Safe Handling of Forklift Truck	
	<b>6.50</b>	<b>END OF DAY ONE</b>	

**DAY TWO**

TIME	HOUR	TOPICS	TRAINER / FACILITATOR
0900 - 1030	1.50	Practical on Forklift (Steering Control)	
1030 - 1045	0.25	MORNING TEA BREAK	
1045 - 1200	1.25	Forklift on Daily Checking	
1200 - 1300	1.00	Forklift on Steering Control (Slalom Driving)	
1300 - 1400	1.00	LUNCH	
1400 - 1530	1.50	Continuation	
1530 - 1545	0.25	AFTERNOON TEA BREAK	
1545 - 1700	1.25	Loading and Unloading Operation	
	<b>6.50</b>	<b>END OF DAY TWO</b>	

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### DAY THREE

TIME	HOUR	TOPICS	TRAINER / FACILITATOR
0830 - 0930	1.00	Exam Registration and Briefing	
0930 - 1000	1.00	Written Assessment	
1000 - 1015	0.25	MORNING TEA BREAK	
1015 - 1300	2.75	Practical Test	
1300 - 1400	1.00	LUNCH	
	<b>3.75</b>	<b>END OF THE COURSE</b>	

Last updated on 27<sup>th</sup> December 2011 by PDD