COURSE TITLE: Safe Handling of Forklift Truck Refresher

COURSE DURATION: 1-day(s) / 7.00-hour(s)  
COURSE CODE: SHFTR

COURSE CATEGORY: Competency  
COURSE LEVEL: Intermediate

HRDF SCHEME: SBL  
VALIDITY: 3 years

COURSE FEE: RM318.00 (inclusive of 6% 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. Attended and passed NIOSH Safe Handling of Forklift Truck (SHFT) competency training programme.

4. TOPIC(S):
   i. Safe Operation of Forklift.
   ii. Forklift Truck Component & Stability.
   iii. Practical Session.

5. LIST OF REFERENCE BOOK(S):
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.
# COURSE SCHEDULE

## COURSE TITLE: SAFE HANDLING OF FORKLIFT TRUCK REFRESHER

### DAY ONE

<table>
<thead>
<tr>
<th>TIME</th>
<th>HOUR</th>
<th>TOPICS</th>
<th>TRAINER / FACILITATOR</th>
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<tbody>
<tr>
<td>0830 - 0900</td>
<td>0.50</td>
<td>Registration</td>
<td>NIOSH</td>
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<tr>
<td>0900 - 1000</td>
<td>1.00</td>
<td>Safe Operation of Forklift • Legal Requirements (OSHA 1994 &amp; FMA 1967) • Accident at Workplace</td>
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<tr>
<td>1000 - 1015</td>
<td>0.25</td>
<td>MORNING TEA BREAK</td>
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<tr>
<td>1015 - 1145</td>
<td>1.50</td>
<td>Forklift Truck Component &amp; Stability</td>
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<tr>
<td>1145 - 1300</td>
<td>1.25</td>
<td>Safe Handling of Forklift Trucks</td>
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<tr>
<td>1300 - 1400</td>
<td>1.00</td>
<td>LUNCH</td>
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<tr>
<td>1400 - 1615</td>
<td>2.25</td>
<td>Forklift Practical Session • Operational Inspection • Steering Control • Load / Unload Handling • Checklist inspection in group</td>
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<tr>
<td>1615 - 1630</td>
<td>0.25</td>
<td>AFTERNOON TEA BREAK</td>
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<td>1630 - 1730</td>
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<td>Written Assessment</td>
<td>ECD</td>
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