



INSTITUT KESELAMATAN DAN KESIHATAN PEKERJAAN NEGARA
NATIONAL INSTITUTE OF OCCUPATIONAL SAFETY AND HEALTH
KURIKULUM KURSUS
COURSE CURRICULUM
TEL: 03 - 8911 3800 FAX: 03 - 8926 3900
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|------------------------|------------------------------------|------------------------|------------|
| COURSE TITLE | : Safe Handling of Forklift Truck | COURSE CODE | : SHFT |
| COURSE DURATION | : 3-day(s) / 16.75-hour(s) | COURSE LEVEL | : Basic |
| COURSE CATEGORY | : Competency | VALIDITY | : 3 years |
| HRD CORP SCHEME | : Claimable | EXAMINATION FEE | : RM250.00 |
| COURSE FEE | : RM1,060.00 (inclusive of 6% SST) | | |
| TOTAL FEE | : RM1,310.00 (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. 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. Refuelling 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. Occupational Safety and Health Act 1994.
- ii. Factories and Machinery Act 1967.
- iii. Road Transport Act 1987.

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.

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|---|---|---------------------------|---------------|
|  | NATIONAL INSTITUTE OF OCCUPATIONAL SAFETY AND HEALTH | | |
| | COURSE SCHEDULE | | |
| | Document No. NIOSH-PDD-CS-SHFT | Revision No. PDD111227 | Page 3 / 4 |

COURSE TITLE: SAFE HANDLING OF FORKLIFT TRUCK

DAY ONE

| TIME | HOUR | TOPIC | TRAINER / FACILITATOR |
|-------------|-------------|---|-----------------------|
| 0815 - 0830 | 0.25 | Registration | NIOSH |
| 0830 - 0900 | 0.50 | Course Introduction | NIOSH |
| 0900 - 1000 | 1.00 | Forklift Truck & Legal Requirements <ul style="list-style-type: none"> • Occupational Safety and Health Act 1994 • Factories and Machinery Act 1967 • Road Transport Act 1987 | |
| 1000 - 1030 | 0.50 | Safety at the Workplace | |
| 1030 - 1045 | 0.25 | MORNING TEA BREAK | |
| 1045 - 1200 | 1.25 | <ul style="list-style-type: none"> • Forklift Truck Components • Forklift Truck Daily Inspection • Refuelling, 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 | |
| | 6.50 | END OF DAY ONE | |

DAY TWO

| TIME | HOUR | TOPIC | 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 | |
| | 6.50 | END OF DAY TWO | |

DAY THREE

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