#### INSTITUT KESELAMATAN DAN KESIHATAN PEKERJAAN NEGARA

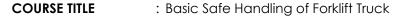
NATIONAL INSTITUTE OF OCCUPATIONAL SAFETY AND HEALTH

#### **KURIKULUM KURSUS**

COURSE CURRICULUM

TEL: 03 - 8911 3800 FAX: 03 - 8926 3900

URL: www.niosh.com.my



COURSE DURATION : 2-day(s) / 14.50-hour(s) COURSE CODE : SHFT1

COURSE CATEGORY : Competency COURSE LEVEL : Basic

HRD CORP SCHEME : Claimable VALIDITY : 3 years

COURSE FEE : RM901.00 (inclusive of 6% SST)

# 1. OBJECTIVE(S):

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

- i. Explain legal requirements related to forklift.
- ii. Describe types, components and daily inspection of forklift.
- iii. Demonstrate safe handling of forklift truck.

### 2. TARGET GROUP(S):

i. Forklift Truck Operators.

#### ENTRY REQUIREMENT(S):

- i. Possess driving license (Local, Overseas and International) / experience more than 3 months in forklift operation; **AND**
- ii. Able to communicate verbally in Malay / English.

### 4. TOPIC(S):

- i. Forklift Truck & Legal Requirements.
- ii. Understanding of Forklift.
- iii. Safe Handling of Forklift Truck.
- iv. Practical Handling of Forklift Truck.

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

- i. Occupational Safety and Health Act 1994.
- ii. Factories and Machinery Act 1967.
- iii. Road Transport Act 1987.

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# 6. LIST OF TEACHING AID(S):

- i. LCD projector.
- ii. Computer.
- iii. White board with accessories.
- iv. Flip chart with accessories.
- v. Forklift (below than 3 tonnes).
- vi. 22 units of empty drums.
- vii. 10 units of pallet.
- viii. Minimum 60 x 30 feet.

### 7. LIST OF CLASSROOM ACTIVITIES:

- i. Lecture.
- ii. Practical session.

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# COURSE TITLE: BASIC SAFE HANDLING OF FORKLIFT TRUCK

## DAY ONE

TIME	HOUR	TOPIC	TRAINER / FACILITATOR
0830 - 0900	0.50	Registration and Course Introduction	NIOSH
0900 - 0930	0.50	Forklift Truck & Legal Requirements  Occupational Safety and Health Act 1994  Factories and Machinery Act 1967  Road Transport Act 1987	
0930 - 1030	1.00	Understanding of Forklift  Types of Forklifts  Forklift Truck Components  Forklift Truck Daily Inspection  Refuelling and Charging	
1030 - 1045	0.25	MORNING TEA BREAK	
1045 - 1300	2.25	Safe Handling of Forklift Truck  • Forklift Truck Stability  • Load Handling  • Forklift Safety (Do's and Don'ts)  • Ramp  • Parking  • Lesson Learnt	
1300 - 1400	1.00	LUNCH	
1400 - 1530	1.50	Practical Training  • Forklift Daily Inspection (Demo)  • Forklift Steering Control (Slalom Driving)  • Loading and Unloading Operation	
1530 - 1545	0.25	AFTERNOON TEA BREAK	
1545 - 1800	2.25	Practical Training (Continuation)	
	7.50	END OF DAY ONE	

COURSE SCHEDULE NIOSH MALAYSIA



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# DAY TWO

TIME	HOUR	TOPIC	TRAINER / FACILITATOR
0830 - 0930	1.00	Load Chart Assessment	
0930 - 1030	1.00	Practical	
1030 - 1045	0.25	MORNING TEA BREAK	
1045 - 1300	2.25	Practical (Continuation)	
1300 - 1400	1.00	LUNCH	
1400 - 1530	1.50	Practical Assessment	
1530 - 1545	0.25	AFTERNOON TEA BREAK	
1545 - 1700	1.25	Practical Assessment (Continuation)	
	7.00	END OF THE COURSE	

COURSE SCHEDULE NIOSH MALAYSIA