INSTITUT KESELAMATAN DAN KESIHATAN PEKERJAAN NEGARA

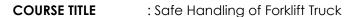
NATIONAL INSTITUTE OF OCCUPATIONAL SAFETY AND HEALTH

KURIKULUM KURSUS

COURSE CURRICULUM

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

URL: www.niosh.com.my



COURSE DURATION: 3-day(s) / 16.75-hour(s) COURSE CODE : SHFT

COURSE CATEGORY: Competency COURSE LEVEL : Basic

HRD CORP SCHEME : Claimable VALIDITY : 3 years

COURSE FEE : RM1,080.00 (inclusive of 8% SST) **EXAMINATION FEE**: RM250.00

TOTAL FEE : RM1,330.00 (inclusive of 8% 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.

Safety and Health Supervisors. ٧.

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

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.

٧. Refuelling and Replacement of Fuel.

vi. Forklift Truck Stability.

Safe Handling of Forklift Trucks. vii.

viii. Forklift Truck Maintenance.

ix. Practical Handling of Forklift Trucks.

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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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COURSE SCHEDULE			
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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 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	 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	

COURSE SCHEDULE NIOSH MALAYSIA



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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	

COURSE SCHEDULE NIOSH MALAYSIA