



<b>COURSE TITLE</b>	: Forklift Truck Management and Maintenance		
<b>COURSE DURATION</b>	: 2-day(s) / 13.50-hour(s)	<b>COURSE CODE</b>	: FTMM
<b>COURSE CATEGORY</b>	: Non-Competency	<b>COURSE LEVEL</b>	: Intermediate
<b>HRD CORP SCHEME</b>	: Claimable		
<b>COURSE FEE</b>	: RM848.00 (inclusive of 6% SST)		

**1. OBJECTIVE(S):**

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

- i. Describe the responsibilities of both employers and employees towards OSH at the workplace.
- ii. Explain physical hazards and safety issues related to forklifts (for example, instability and body strain).
- iii. Identify hazards areas and implementing control measures for forklift truck operation.
- iv. Perform practical and safe ways to operate your forklift (for example, carrying loads and maintaining the forklift).
- v. Develop supporting workplace systems (for example, traffic management plans and incident reporting).

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

- i. Managers / Executives.
- ii. Safety and Health Officers.
- iii. OSH practitioners.
- iv. Safety and Health Committee members.
- v. Forklift Supervisors and Technicians.

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

- i. None.

**4. TOPIC(S):**

- i. Safety at the workplace.
- ii. Legal Requirements and Responsibilities.
- iii. Hazards Related to Forklift Operation.
- iv. Operation And Maintenance.
- v. Supporting Systems.



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



- i. Work safe Act - Forklift Safety.

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

- i. LCD projector.
- ii. Computer.
- iii. White board with accessories.
- iv. Flip chart with accessories.
- v. DVD player and audio speaker.
- vi. Model Forklift.

**7. LIST OF CLASSROOM ACTIVITIES:**

- i. Lecture.
- ii. Discussion.
- iii. Practical.

 	<b>NATIONAL INSTITUTE OF OCCUPATIONAL SAFETY AND HEALTH</b>		
	COURSE SCHEDULE		
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**COURSE TITLE: FORKLIFT TRUCK MANAGEMENT AND MAINTENANCE**

**DAY ONE**

TIME	HOUR	TOPIC	TRAINER / FACILITATOR
0830 - 0900	0.50	Registration and Course Introduction	NIOSH
0900 - 1000	1.00	Safety at the Workplace	
1000 - 1015	0.25	MORNING TEA BREAK	
1015 - 1230	2.25	Requirements and Responsibilities	
1230 - 1300	0.50	Hazard Related to Forklift Operation	
1300 - 1400	1.00	LUNCH	
1400 - 1530	1.50	Continuation	
1530 - 1545	0.25	AFTERNOON TEA BREAK	
1545 - 1715	1.50	Continuation	
	<b>6.75</b>	<b>END OF DAY ONE</b>	

**DAY TWO**

TIME	HOUR	TOPIC	TRAINER / FACILITATOR
0900 - 1030	1.50	Safe Maintenance & Operation	
1030 - 1045	0.25	MORNING TEA BREAK	
1045 - 1300	2.25	Continuation	
1300 - 1400	1.00	LUNCH	
1400 - 1530	1.50	Supporting Systems	
1530 - 1545	0.25	AFTERNOON TEA BREAK	
1545 - 1715	1.50	Continuation	
	<b>6.75</b>	<b>END OF THE COURSE</b>	