



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	: RM1,080.00 (inclusive of 8% SST)		
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.
- 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.

 	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 • 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	

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	