



## SAFE HANDLING OF FORKLIFT TRAINING



MTBM Group Sdn. Bhd. (1600656-M)

Level 8, MCT Tower, Sky Park, One City, Jalan USJ 25/1, 47650 Subang Jaya, Selangor

**Course Title:** Safe Handling of Forklift Training

**Course Validity:** 2 Day

**Validity:** 3 Years

**HRD Corp Scheme:** Claimable

## **INTRODUCTION**

This comprehensive training focuses on equipping participants with the knowledge and skills to safely handle forklifts in the workplace. Participants will learn the fundamentals of forklift operation, hazard identification, risk control measures, and adherence to safety regulations. The course combines theoretical learning with practical hands-on sessions to ensure competency and compliance.

## **OBJECTIVE(S):**

- Understand the fundamentals of forklift operation and safety requirements.
- Identify workplace hazards associated with forklift operations.
- Learn practical skills for safe and efficient forklift handling.
- Perform pre-operational inspections and basic maintenance.
- Comply with local regulations and standards for forklift safety.

## **TARGET GROUP(S):**

- Forklift operators.
- Warehouse and logistics staff.
- Supervisors and safety officers.
- Employees involved in material handling.

**ENTRY REQUIREMENT(S):**

- Able to read, write, and communicate verbally in Malay/English
- Physically fit for operating forklifts.

**TOPIC(S):**

1. Introduction to Forklift Safety and Operation.
2. Understanding Forklift Components and Controls.
3. Hazard Identification and Risk Control.
4. Pre-Operational Inspections and Basic Maintenance.
5. Practical Forklift Operation Techniques and Best Practices.

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

- Occupational Safety and Health Act 1994 (OSHA).
- Factories and Machinery Act 1967.
- Guidelines for Forklift Safety Operations.

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

- LCD projector
- Computer
- Whiteboard with accessories
- Flip chart with accessories

**METHODOLOGY(S):**

- Lecture
- Group discussions
- Practical demonstration

## TRAINING SCHEDULE

### Day 1

Time	Activity/Topic
8:30 am - 9:00 am	Registration and Introduction
9:00 am - 10:15 am	Topic 1: Introduction to Forklift Safety and Operation
10:15 am - 10:30 am	<b>Morning Tea Break</b>
10:30 am - 12:30 pm	Topic 2: Understanding Forklift Components and Controls
12:30 pm - 1:30 pm	<b>Lunch Break</b>
1:30 pm - 3:30 pm	Topic 3: Hazard Identification and Risk Control
3:30 pm - 3:45 pm	<b>Afternoon Tea Break</b>
3:45 pm - 5:00 pm	Group Discussion: Common Hazards in Forklift Operations

## TRAINING SCHEDULE

### Day 2

Time	Activity/Topic
8:30 am - 9:00 am	Recap of Day 1
9:00 am - 10:15 am	Topic 4: Pre-Operational Inspections and Basic Maintenance
10:15 am - 10:30 am	<b>Morning Tea Break</b>
10:30 am - 12:30 pm	Topic 5: Practical Forklift Operation Techniques and Best Practices
12:30 pm - 1:30 pm	<b>Lunch Break</b>
1:30 pm - 3:30 pm	Hands-On Training: Safe Load Handling and Maneuvering
3:30 pm - 3:45 pm	<b>Afternoon Tea Break</b>
3:45 pm - 5:00 pm	Practical Assessment and Feedback