



COURSE TITLE	: Safe Handling of Forklift Truck Refresher	COURSE CODE	: SHFTR
COURSE DURATION	: 1-day(s) / 7.00-hour(s)	COURSE LEVEL	: Intermediate
COURSE CATEGORY	: Competency	VALIDITY	: 3 years
HRD CORP SCHEME	: Claimable		
COURSE FEE	: RM324.00 (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. Attended and passed NIOSH Safe Handling of Forklift Truck (SHFT) competency training programme.

4. TOPIC(S):

- i. Safe Operation of Forklift.
- ii. Forklift Truck Component & Stability.
- iii. Practical Session.

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 session.

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DAY ONE

TIME	HOUR	TOPIC	TRAINER / FACILITATOR
0830 - 0900	0.50	Registration	NIOSH
0900 - 1000	1.00	Safe Operation of Forklift <ul style="list-style-type: none"> • Legal Requirements (OSHA 1994 & FMA 1967) • Accident at Workplace 	
1000 - 1015	0.25	MORNING TEA BREAK	
1015 - 1145	1.50	Forklift Truck Component & Stability	
1145 - 1300	1.25	Safe Handling of Forklift Trucks	
1300 - 1400	1.00	LUNCH	
1400 - 1615	2.25	Forklift Practical Session <ul style="list-style-type: none"> • Operational Inspection • Steering Control • Load / Unload Handling <p>❖ Checklist inspection in group</p>	
1615 - 1630	0.25	AFTERNOON TEA BREAK	
1630 - 1730	1.00	Written Assessment	ECD
	7.00	END OF THE COURSE	