

FORKLIFT SAFETY AND COMPETENCY

DURATION: 2 DAYS;

TIME SCHEDULE

Time - 9:00am to 5:00pm

Lunch - 1:00pm to 2:00pm



INTRODUCTION

The objective of this course is to prevent injury and minimize property damage through accidents involving the operations of Forklift Trucks. This course shall prepare a Forklift Truck operator for an advance stage of handling, daily inspection, proper maintenance and safety in the operation of the truck.

Reckless operation and handling due to lack of know-how in the operation, bad habits and indifferent attitudes have caused and can cause loss of lives, permanent injury and extensive damage to properties that could even shut down operations and put fellow employees out of job. This course will help reduce the tragedy and personal suffering from accidents, lower the costly waste and improve the overall efficiency and productivity. The good record and skill of a trained Forklift Truck operator will be most valuable to the company and his future.

A Forklift Truck is an expensive and a vital piece of equipment that, if not properly used and maintained, can cause serious injury, heavy damage to products and facilities, high maintenance and operating costs of a company

BENEFITS

Upon completion of this program, participants will be able to:

- To enable delegates to become familiar with the methods and techniques for safe and Competent forklift truck operator
- Understand the hazard and risk associated with forklift truck operation
- To be competent forklift truck operator

KEY CONTENT

MODULE 1 – LEGAL REQUIREMENT RELATED TO PROVISION OF SAFE WORKING ENVIRONMENT AT WORKPLACE

- Introduction – operator training, training program implementation, training program content
- Refresher training and evaluation
- Potential hazards
- Forklift Accident
- OSHA 1994
- Duties of employer
- Duties of employee

MODULE2 – INTRODUCTION TO FORKLIFT

- Type of Forklift
- Forklift Component
- Model Coding
- Data Plate & Serial Number
- Driving Control & Instrument
- Forklift attachment

MODULE3 – SAFE OPERATION OF FORKLIFT

- Forklift Stability Triangle
- Load Capacity Chart
- Safe Load Calculation
- Pre-Operation Check & Maintenance
- Refueling and charging forklift
- Safe Driving Technique
- Video – Forklift Safety Operation
- Theory Assessment (25%)
- Practical Session

MODULE 4 – PREPARATION FOR PRACTICAL

- Walk around Inspection
- Visual Inspection
- Prepare For Practical Test

MODULE 5 –FORKLIFT OPERATION (PRACTICAL)

- Driving the Forklift
- Picking up the load
- Loading and unloading goods
- Parking Technique
- Ramps and gradients
- Practical Assessment (75%)

AUDIENCE

This course is suitable for in-house forklift, Reach Truck driver, and its supervisor.

METHODOLOGY

This is a highly interactive training programme, whereby participants are to gain the learning points through classroom lecture, video presentation and practical test-driving forklift.