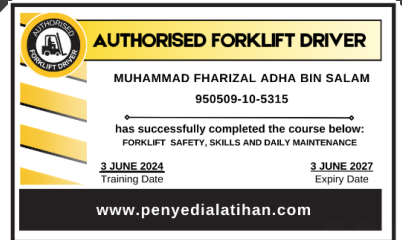


# **FORKLIFT SKILLS, SAFETY & DAILY MAINTENANCE COURSE**

( One Day Course )

**Theory + Practical**

HRD Corp SBL Khas Course No : **10001268673**



**Individual Card and Certificate  
( Validation : 3 Years )**

## **From:**

Mr. Eddy Faizal / Mr. Firash

**PENYEDIA LATIHAN DOT COM**

*Comprises of:*

FR Talent Resources (Soft Skills & Safety Training)

FR Resources Group PLT (Soft skills & Certification)

## **Contact**

Mr. Eddy / Ms. Nur Hidayah

03-6038 5838 / 013-512.7777

Email: [admin@penyedialatihan.com](mailto:admin@penyedialatihan.com)

Website: [PenyediaLatihan.Com](http://PenyediaLatihan.Com)

TT Video

Penyedia Latihan berdaftar  
dengan  
HRDCorp dan JKPP (DOSH)  
Malaysia



**FR Talent**  
PENYEDIA LATIHAN

**FR Talent Resources**

( A member of Penyedia Latihan Dot Com )

Email : [admin@fr-talent.com](mailto:admin@fr-talent.com) Website : [fr-talent.com](http://fr-talent.com)

No 45-1, Jln Hillpark 11/10, Pusat Perdagangan Hillpark, 42300 Puncak Alam, Selangor.

Tel (O) 03-6038 5838 (M) 013-512 7777

MOF Registered. COID No. **202003390444**

# **FORKLIFT SKILLS, SAFETY & DAILY MAINTENANCE COURSE**



## **Training Objectives**

- ✓ To provide theory and practical training for new and experience Forklift & Reach Truck operators.
- ✓ To ensuring safety in workplace by applying right behavioural and defensive approach.
- ✓ To guide operator's in performing Daily Self-inspection and Maintenance.
- ✓ To ensure compliance in OSHA 1994 requirement in training.
- ✓ To guide the operators in creating quality [Paperless Safety Checklist](#) by applying QR code scanning which shall reduce manual contact during Covid-19 pandemic.
- ✓ To guide Forklift & Reach Truck operators in performing Covid-19 sanitization before use the forklift, as well as perform RIGHT ergonomic and manual handling methods as per OSHA Manual Handling Guidelines 2018.

## **Target Participants**

Safety Officers, New and Experience Forklift and Reach Truck operators.

## **Methodology**

Lecturing, Slides Presentation, Video Presentation, Discussion, Case Study, Test/Quiz and Guidance.

# **FORKLIFT SKILLS, SAFETY & DAILY MAINTENANCE COURSE**

HRDCorp SBL Khas Course Series No : **10001268673**

## **Course Outline – 1 Day Course**

### **Module 1 (Theory)**

- Introduction to Forklift / Reach Truck functions and its limitations.
- Review OSHA 1994 Requirements.
- Major causes of accidents related to forklift trucks.

### **Module 2 (Theory)**

- Right Behavioral and Defensive driving techniques.
- Types of hazards and minimizing risks.
- Load Balance and Weight Capacity.
- Maintaining a safe SPEED !
- *Shisa Kanko* (a way to avoid accident).
- Ergonomic & Manual Handling for Forklift Drivers. (Reference : OSHA Guidelines 2018).

### **Module 3 (Theory and Practical)**

- The importance and steps in Forklift Daily Maintenance, Self Inspection, [Cleanliness](#) and Covid-19 Sanitization.
- Guidelines in creating [Paperless Daily Self Inspection Checklists](#) by using QR Code + eForm.

### **Module 4 (Theory and Practical)**

- Training Written Test.
- Practical Daily Inspection and Test.
- Practical Driving Skills Verification & Guidance.



# FORKLIFT SKILLS, SAFETY & DAILY MAINTENANCE COURSE

HRDCorp SBL Khas Course Series No : **10001268673**

## Tentative Program for 1 Day Course

Number of participants will be based on HRD Corp guidelines

DATE	TIME	ACTIVITIES	ACTION BY
DAY 1	8.55 AM - 9.00 AM	Arrival / Registration	<i>Trainees</i>
	9.00 AM - 9.15 AM	Introduction	<i>Trainer</i>
	9.15 AM - 10.15 AM	<b>Module 1</b>	<i>Trainer</i>
	10.15 AM - 10.30 AM	Morning Tea Break	
	10.30 AM - 12.00 PM	<b>Module 2</b>	<i>Trainer</i>
	12.00 PM - 1.00 PM	<b>Module 2</b>	<i>Trainer</i>
	1.00 PM - 2.00 PM	Lunch Break	
	2.00 PM - 3.00 PM	<b>Module 3</b>	<i>Trainer</i>
	3.00 PM - 4.00 PM	<b>Module 4</b>	<i>Trainer</i>
	4.00 PM - 4.15 PM	Afternoon Tea Break	
	4.15 PM - 5.00 PM	Q & A, Test & Assessment	<i>All Trainees</i>

# Our Certified Forklift Instructors

## Dr. Mohd Fadzil bin Harun

PhD (UPSI), MBA (UUM), HRDF TTT No. 7855, Certified Forklift Instructor (AECS)

**Dr. Mohd Fadzil bin Harun** (IC No: 661107-08-5103) has more than 25 years industrial experience in managing people and operations particularly Warehousing and Logistics areas. He earned his PhD from Universiti Pendidikan Sultan Idris and Master of Business Administration from Universiti Utara Malaysia.



As an experience Consultant and Trainer, Dr. Mohd Fadzil involves in handling Leadership Courses, implement Lean tools in Malaysia and Indonesia, and setting-up many operations requirement for various industrial background such as E-commerce, Automotive, FMCG, Hard disk drives, Electronics, Plastics molding and 4th-party Logistics. He is also working as a trainer under FFM, IEM and possess Teaching Permit issued by the Ministry of Education. He is also had directly involved in the implementation of Lean Distribution through-out Malaysia (e.g. for Massimo Bread) , GDP, ISO9001, ISO27001, ISO14298, ISO45001, EMS and ISO 37001 (ABMS).

On top of the above, Dr. Mohd Fadzil possess a Certified Forklift Instructor Certificate and has contributes various Safety Forklift & Reach Truck Operating training. He is also an Industrial Advisor for local Universities (such as for UNISEL & DRB HICOM University programs). He also involves in modules writing and working as a Part time lecturer and Academic Facilitator for local Universities such as UMP, UTM Space, DRB-HICOM University, Open University, UUM and Asia e-University.

**Mr. Mat Noor Bin Hassan** (IC No: 630526-07-5741) has more than 20 years experience in Safety & Health Management and education. He earned his Master of OSH Management, from Open University Malaysia.

As a Trainer, Mr. Nizam had delivered various training regarding Safety & Health such as Ergonomic, Working at Height (WAH), Emergency Response Plan (ERP), Basic Fire Watch and others.



His Professional Development is as per below :

1. Registered Safety & Health Officer - JKPP/IS/438/2/175
2. Construction Safety & Health Officer - CIDB-J/CSHO/13/0018
3. Registered Authorized Gas Tester & ES - JKPP-HQ/13/AGTES/00/957
4. Registered Scaffold Erector - JKPP-SPP/A/PP/029/2007
5. Scaffolding Inspector - TRIDENT-C-2145
6. Registered ISO45001-2018 Auditor - IRCA-6008941
7. Registered SHASSIC Assessor - LPIM: SPT/SHQ1/14/3 JH3 435
8. Registered AESP-ESICW Trainer - JKPP/HIE/P38.4
9. Registered WSO - WSO-01780
10. Registered Trained Ergonomic Assessor
11. Certified Forklift Instructor - AECS-TTTF/6160623/26