



Center for Professional Development

SAFE FORKLIFT DRIVING SKILL

**SBL SCHEME
100%
REIMBURSEMENT**

**DATE : MAY 4 - 5, 2016 (WED & THU)
VENUE : FMM EASTERN BRANCH OFFICE**

INTRODUCTION

Each year, hundreds of forklift-related injuries occur in Malaysian workplaces. Many employees and pedestrian are injured when forklift trucks are inadvertently driven off loading docks, exceeding the load capacity of the forklift, excessive speed when turning and braking, turning on an inclined or uneven surface, getting too close to an edge, traveling with the load raised too high, not looking at both rears while reversing, turning or braking suddenly with a raised load, tilting a raised load too far forward, not stopping in a blind spot, etc.

OBJECTIVE

At the end of this programme, your forklift drivers will be able to:

- Distinguished the difference between a forklift and other vehicles
- Calculate to determine the safe working load of a forklift
- Describe the forklift centre of gravity and load centre
- Carry out the pre-operational and operational checks and inspections effectively
- Follow safe travelling speed and cornering, safe techniques for loading and unloading, travelling on ramp, reversing and lifting procedures
- Follow and perform the safe procedure for parking, reporting deficiency of a forklift to supervisor and other safe forklift operating procedures
- Drive the forklift safely following the safe techniques

TRAINER INFO

Encik Abdul Rahim Bin Jasmin holds a Diploma in Safety Engineering Technology from the United States as well as being a Certified Programme Leader from Kepner Tregoe Incorporated, United States and a Registered Safety Officer from DOSH, Malaysia. He is also an approved DOSH CISHO's course trainer.

He has presented various safety and health papers in seminars conducted by DOSH and FMM and have also conducted numerous in-house Safety and Health related courses for Workers, Supervisors, Engineers, Executives and Managers in areas such as Safety and Health in Manufacturing, Certificate in Safety and Health Officers Course, Certification on Safe Forklift Driving, Warehouse Safety Management, Safety Management in manufacturing environment, Fire Prevention and Control, Electrical Safety, Accident Prevention and Investigation, Hazard Identification, Risk Assessment and Control, Safe Operation of Machine, Safe Machine Guarding, Hazcom and Chemical Safety, Emergency Response to Chemical Spill, Confined Space, Safety and Health Management, and many others.

In the past, Encik Rahim has worked as a Production / Warehouse Executive and Industrial Engineer with international companies manufacturing rubber products, food, drinks and ABS pipes. Besides this, Encik Rahim has also more than 16 years of hands-on experience in Environmental, Safety and Health where he was the ESH Manager in a large multinational manufacturing company in Perak, Malaysia. Encik Rahim holds a Diploma in Safety Engineering Technology, US; is a Certified Programme Leader from Kepner Tregoe Incorporated, US and a Registered Safety Officer from DOSH, Malaysia. He is also a Member of the National Safety Council, US and was an active Environmental, Safety and Health committee member with FMM Perak Branch for 12 years and has written a number of Safety and Health Manuals for SMI industries.

COURSE OUTLINE

Classroom session will cover:

- Differences between forklift and an automobile
- Calculation of 'forklift moment' to determine capacity
- Centre of gravity of forklift and load stability
- Causes of forklift accident
- Forklift inspections and maintenance
- Instrumentation control panel symbols and purpose of inching pedal

Safe operating techniques

- Steering and maneuvering
- Load handling, forward and reverse travelling, lifting, stacking and destacking
- Parking and reporting of breakdown

Refueling and charging of batteries;

Theory test upon completion of the 1st day session

Practical (hands-on) component will cover:

- Pre-operational and operational checks, inspections and maintenance
- Practical demonstration by instructor on safe operating techniques in a circuit
- Practical driving lessons to drivers assisted by instructor emphasizing on:
 - Cornering in narrow aisle
 - Load stability and centre of gravity
 - Load handling, stacking and unstacking
 - Reversing and travelling
 - Safe driving techniques

Forklift practical test

METHODOLOGY

Delivery of the training will involve Lectures with power point, case studies (forklift accidents), discussions, CD clip on safe forklift driving and demonstrations by trainer complete with participants practical evaluation.

WHO SHOULD ATTEND

Company employees, contractor's employees (forklift drivers) and those who are required by the company management to drive the forklift.

**IN- HOUSE TRAINING
AVAILABLE**



For Further Inquiries, please do contact:

Pn Hanis/ Pn Hafizah

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Email: fmmeastern@fmm.org.my

ADMINISTRATIVE DETAILS



FMM INSTITUTE (475427-W)
EASTERN BRANCH
CENTRE FOR PROFESSIONAL DEVELOPMENT

Date : **May 4-5, 2016**
(Wed & Thu)
Time : **8.45 am – 5.00pm**
Venue : **To Be Advised**
Fees : **RM 954 (FMM Members) /**
RM 1166 (Others)
[Inclusive of GST]

(Fees include course materials, lunch, refreshments and Certificate of Attendance.)

Medium of Instruction : English/ Malay
Closing Date : **April 26, 2016**
GST Reg No : **001764515840**

Registration:

Registration is on a first-come-first-served basis.

Completed registration form, that is faxed, mailed or e-mailed to FMM Institute, would be deemed as confirmed.

Upon sending the completed registration form, you are deemed to have read and accepted the terms and conditions.

Payment:

All fees for public programmes include course materials, lunch, refreshments and Certificate of Attendance.

Training fees or cheques made in favour of the "FMM Institute" should be forwarded a week before the commencement of each programme.

Cancellation:

Must be writing with reasons.

- 10 days before the programme – No payment charged.
- 5–9 days before the programme – 50% payment charged.
- < 5 days before the programme – Full payment charged.
- Participants who didn't turn up will be charged full payment.
- Replacement can be accepted at no additional cost.

Disclaimers:

The FMM Institute reserves the right to change the facilitator, date and to cancel or reschedule the programme should unavoidable circumstances arise. All efforts will be taken to inform companies or par-

SAFE FORKLIFT DRIVING SKILL

REGISTRATION FORM

Dear Sir/ Madam,

Please register the following participant(s) for the above programme.
(To be completed in **BLOCK LETTER**.)

1. Name : _____
Designation : _____
I/C No : _____
2. Name : _____
Designation : _____
I/C No : _____

(If space is insufficient, please attach a separate list.)

Submitted by:

Name : _____
Designation : _____
Company : _____
Address : _____
Tel No : _____ Fax No : _____
Email : _____
PSMB Employer Code : _____
FMM Membership No : _____

Enclosed cheque / bank draft no. _____ for
RM _____ being payment for _____ partici-
pant(s) made in favour of the "**FMM Institute**".



For Further Inquiries, please do contact:

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