

Organised by



**FMM Institute** (475427-W)  
**Penang Branch**

**Kursus dikendalikan  
dalam Bahasa Malaysia**

# **SAFE FORKLIFT DRIVING SKILLS**

**11 - 12 Jun 2012**

9.00 am – 5.00 pm

Training Venue:

FMM Institute, Bandar Seberang Jaya, Penang

Practical & Theory  
Included!

**SBL Scheme**  
**100% CLAIMABLE FROM PSMB**

## **INTRODUCTION**

Under the Occupational Safety and Health Act 1994 all personnel involved in the use of material handling equipment should be trained. The forklift is a marvelous high-powered machine built robust and designed with all the safety features to lift and shift various kinds of goods and materials. Some of these are very heavy, expensive and hazardous. In competent driving, and handling of the forklift, ignorance of the safety regulation, has been the cause of many accidents resulting in injuries and fatalities. Competent driving, handling and the practice of safety rules can ensure accident prevention and save lives.

## **CONTENTS**

### **Personal Safety**

- Attitudes of competent driver

### **Accident Statistics/Causes**

- Causes of accidents
- Effect of accidents

### **Components of a Forklift**

- Different parts of a forklift

### **Forklift Checks and Inspections**

- Vehicle identification and upkeep
- Maintenance procedures

### **Loads Handling**

- Definition of 'load centre'
- Safe working load of a forklift
- Lateral and longitudinal instability
- What can and cannot be lifted

### **Safe Operating Procedures**

- Stacking and unstacking
- Loading and unloading
- Parking procedures
- Emergency procedures

### **Operational Rules**

- 9 operational rules

### **Video Show**

- "safe forklift driving"

### **Forklift Familiarisation**

- Components of a forklift
- Type : Petrol, diesel, electrical
- Liquid petroleum gas
- Tyres

### **Safety, Performance Inspection and Preventive Maintenance**

- Cooling system
- Air intake system
- Fuel system
- Lubricating and hydraulic system
- Starting system
- What to check during take over and hand over shift
- Identifying problems

### **Practical Forklift Maneuvering**

- Maneuvering gears
- Moving and parking the forklift
- Load lifting and handling
- Driving techniques
- Driving through narrow path

## **OBJECTIVES**

At the end of the programme, participants will be able to:

- learn about various components of a Forklift and their functions;
- perform daily forklift safety performance inspection and preventive maintenance;
- learn about loads, safe operating procedures and operational rules of a forklift; and
- acquire proper skills required to drive a forklift and practice safe driving skills at the workplace.

## THE FACILITATOR

Mr Zainul Abidin B Hussain holds a Certificate in Training Psychology from the Centre for Instructor Advance Skill Training and has a First Class Certificate as an Engine Driver (Internal Combustion Engine) from the Department of Occupational Safety & Health. Attended Instructor's Workshop organised by United Nation Council for Training and Development (Shipping Division).

A trainer with 10 years experience in Penang Port Sdn Bhd, has conducted competent forklift driver courses in the port as well for numerous outside industries.

## TARGET GROUP

Supervisors, Line Leaders, Forklift Operators who have just started to handle a forklift and others who have no experience in handling forklifts.

## ADMINISTRATIVE DETAILS

COURSE FEE	RM700 (FMM Member) / RM800 (Non-Member) per participant (The fee includes luncheon, coffee/tea breaks and notes)
DRESS CODE	Office Attire
REGISTRATION	Participation in the programme is based on a first-come-first-served basis. Cheques made in favour of the " <b>FMM Institute</b> " should be forwarded on or before programme date to the FMM Institute, Northern Branch, Bandar Seberang Jaya. <b>Participants who registered but did not attend, will be billed accordingly. . Upon confirmation, kindly send us the payment before the commencement of the programme.</b>
CANCELLATION	There will be no refund for cancellation within 2 days prior to the programme, 50% for cancellation between 3 – 6 days and full refund for cancellation 7 days prior to the programme. Please inform in writing if you intend to cancel. <b>A replacement can be accepted at no additional cost.</b>
DISCLAIMER	The FMM Institute reserves the right to change the facilitator, date and to vary / cancel the programme should unavoidable circumstances arise. All efforts will be taken to inform participants of the changes. Upon sending the registration form, you are deemed to have read and accepted the terms and conditions.
ENQUIRIES	Ms Nazliza /Aidi/Haffiz FMM Institute No. 2767 Lebuah Tenggeri 2, Bandar Seberang Jaya, 13700 Seberang Perai <b>Tel:04-6302052/ 04-3992057 /016-4829045</b> <b>Fax: 04-6302052/04-3994863 E-mail:</b> <b>nazliza@fmm.org.my;haffiz@fmm.org.my</b>

**CLOSING DATE      5 Jun 2012**

# Registration Form

To : **FMM Institute** (Attn: Ms Nazliza Kamaldin / Aidi)  
**04-6302054/ 04-3994863**

**Fax:**

**Please register the following participants:**

1. Name & Designation : \_\_\_\_\_

2. Name & Designation : \_\_\_\_\_

3. Name & Designation : \_\_\_\_\_

4. Name & Designation : \_\_\_\_\_

(Please attach separate list if space is insufficient)

Submitted by : \_\_\_\_\_

Name : \_\_\_\_\_

Designation : \_\_\_\_\_

Company : \_\_\_\_\_

Tel : \_\_\_\_\_

Fax : \_\_\_\_\_

Address : \_\_\_\_\_

Email : \_\_\_\_\_

Membership No. : \_\_\_\_\_