

COMPETENCY TRAINING PROGRAMME

INCLUDING THEORY & PRACTICAL ASSESSMENT

NOTE: IN-HOUSE PROGRAM AVAILABLE UPON REQUEST



A 2 DAY PUBLIC PROGRAMME ON **SAFETY IN HANDLING FORKLIFT TRUCKS**

INCLUDES TRAINING ON REACH TRUCK, ORDER PICKER,
ORDER STACKER & POWER PALLET TRUCKS

VENUE: W2 SHAH ALAM, SELANGOR

DATES: 25 & 26 JULY 2023

FEES: RM 990 PER PAX

For further information, kindly contact 03-7804 1808 / 2745

H/P: +6017-9622911

Email: admin@signatureprogrammes.com

website: www.signatureprogrammes.com

Overview

Forklift trucks are considered as an extremely powered vehicle designed with various common characteristics among which is to lift, transfer and position goods orderly and safely whereas the reach truck is one of the most popular used trucks in the warehouse industry. The ability to steer 90 degrees within tight spaces allows for more racking/storage space to be introduced.

The operator of the reach truck sits 90 degrees on with the face of the load and so therefore steering of the reach truck can be made slightly more complex. Employers usually expect truck drivers to manage their machine and the goods carefully to avoid any loss or damages. Forklift and Reach truck drivers, neglecting safety regulations and safe working procedures while having less mental preparation has been recognized as the main source to create accidents, which usually this accident results serious injury, loss of life or even major loss of properties. This training is designed carefully with initiative to increase the awareness of forklift and reach truck drivers on aspects pertaining to personal safety, others and the properties while operating their vehicle. The training will also eventually assure to increase the skill, competency and mental preparation of all participants.

Objectives

- Understand the importance of lift truck training and laws governing to occupational safety & health
- Identify cause and effect of lift truck related accidents and be more receptive to workplace safety
- Recognize the lift truck characteristic, function and its mechanics
- To carry out daily pre start inspection, conduct safety checks, recognize its performance and carry out preventive maintenance to reduce forklift truck repair cost
- Understand the truck stability (lateral stability & longitudinal stability)
- Understand the use and familiarize with application of load capacity chart
- Comprehend the do's and don'ts in lift truck operation
- Effectively approach task related to load stacking & de stacking

COURSE CONTENT

Topic 1: Safety At Workplace

- Accident statistics
- Unsafe Action & Unsafe condition
- Introduction to Occupational Safety and Health Act 1994
- First schedule - subsection 1(2)
- Part I – Section 4 (OSHA 94 objectives)
- Part IV – Section 15 (Duties of employers and self-employed person)
- Part VI – Section 24 (Duties of employees)
- Forklift Truck components
- Main components and its operation
- Type of forklift truck

Topic 2: Forklift Truck Operations Safety & Inspection

- Tires and rims inspection
- Lifting equipment inspection
- Engine system inspection
- Operators compartment inspection
- Feeding and refueling
- Petrol / diesel
- Battery & LPG

Forklift Truck Operation Safety

- Goods arrangement
- Do and Don'ts
- The importance of PPE Discarding bad working habits Dangers of unsafe acts
- Techniques of safe maneuvers and operation Good attitude and operating habits
- Single-legged driving (auto)
- FORKLIFT Truck safety video(s) – (Dangerous Maneuvers)

Topic 3: Reach Trucks, Order Picker, Order Stackers & Power Pallet Trucks

- Pre-Use Checks & Maintenance (Record Keeping and Reporting)
- Introduction to the machine and its controls
- Starting / Stopping
- Approaching a Load to Pick Up & Place
- Loading & Unloading a Vehicle
- Place & Retrieve a Load from Industrial Racking Systems (All Heights)
- Re-Fuel / Re-Charge / LPG Changing Bottles
- Goods arrangement
- Do and Don'ts
- The importance of PPE Discarding bad working habits Dangers of unsafe acts
- Techniques of safe maneuvers and operation Good attitude and operating habits
- REACH TRUCKS, ORDER PICKER, ORDER STACKERS & POWER PALLET TRUCKS safety video(s) – (Dangerous Maneuvers)

Topic 4: Safe Driving of Forklift Trucks (Practical Session)

Forklift Truck components

- Main components and its operation
- Type of forklift truck

Daily forklift truck inspection

- Tires and rims inspection
- Lifting equipment inspection
- Engine system inspection
- Operators compartment inspection

Understanding gears and operation controls

- Instrument panel
- Gears
- Hand Brakes / Foot Brakes
- Lift and Tilt controls
- Pedals (brake/inching/ acceleration)
- Signal indicators

Steering controls

- Approaching sharp turns
- Stacking and de stacking at narrow area

Forklift truck stability

- Longitudinal and lateral stability
- Center of gravity

Forklift Truck operation safety

- Goods arrangement
- Do and Don'ts

Topic 5: Written Assessment & Practical Assessment

- Written Assessment
- Practical Assessment

PUBLIC PROGRAM SAFETY IN HANDLING FORKLIFT TRUCKS

ITINERARY

DAY 1, 25 JULY 2023 (TUESDAY)

9.00AM

TOPIC 1: SAFETY AT WORKPLACE

- ACCIDENT STATISTICS
- UNSAFE ACTION & UNSAFE CONDITION
- INTRODUCTION TO OCCUPATIONAL SAFETY AND HEALTH ACT 1994
- FIRST SCHEDULE - SUBSECTION 1(2)
- PART I – SECTION 4 (OSHA 94 OBJECTIVES)
- PART IV – SECTION 15 (DUTIES OF EMPLOYERS AND SELF-EMPLOYED PERSON)
- PART VI – SECTION 24 (DUTIES OF EMPLOYEES)
- FORKLIFT TRUCK COMPONENTS
- MAIN COMPONENTS AND ITS OPERATION
- TYPE OF FORKLIFT TRUCK

10.30AM

MORNING BREAK

10.45AM

TOPIC 2: FORKLIFT TRUCK OPERATIONS SAFETY & INSPECTION

- TIRES AND RIMS INSPECTION
- LIFTING EQUIPMENT INSPECTION
- ENGINE SYSTEM INSPECTION
- OPERATORS COMPARTMENT INSPECTION
- FEEDING AND REFUELING
- PETROL / DIESEL
- BATTERY & LPG

FORKLIFT TRUCK OPERATION SAFETY

- GOODS ARRANGEMENT
- DO AND DON'TS
- THE IMPORTANCE OF PPE DISCARDING BAD WORKING HABITS DANGERS OF UNSAFE ACTS
- TECHNIQUES OF SAFE MANEUVERS AND OPERATION GOOD ATTITUDE AND OPERATING HABITS
- SINGLE-LEGGED DRIVING (AUTO)
- FORKLIFT TRUCK SAFETY VIDEO(S) – (DANGEROUS MANEUVERS)

1.00PM

LUNCH

PUBLIC PROGRAM SAFETY IN HANDLING FORKLIFT TRUCKS

ITINERARY

DAY 1, 25 JULY 2023 (TUESDAY)

2.00PM	<p>TOPIC 3: REACH TRUCKS, ORDER PICKER, ORDER STACKERS & POWER PALLET TRUCKS</p> <ul style="list-style-type: none">• PRE-USE CHECKS & MAINTENANCE (RECORD KEEPING AND REPORTING)• INTRODUCTION TO THE MACHINE AND ITS CONTROLS• STARTING / STOPPING• APPROACHING A LOAD TO PICK UP & PLACE• LOADING & UNLOADING A VEHICLE• PLACE & RETRIEVE A LOAD FROM INDUSTRIAL RACKING SYSTEMS (ALL HEIGHTS)• RE-FUEL / RE-CHARGE / LPG CHANGING BOTTLES
3.30PM	<p>TEA BREAK</p>
3.45PM	<p>TOPIC 3: REACH TRUCKS, ORDER PICKER, ORDER STACKERS & POWER PALLET TRUCKS</p> <ul style="list-style-type: none">• PLACE & RETRIEVE A LOAD FROM INDUSTRIAL RACKING SYSTEMS (ALL HEIGHTS)• RE-FUEL / RE-CHARGE• GOODS ARRANGEMENT• DO AND DON'TS• THE IMPORTANCE OF PPE DISCARDING BAD WORKING HABITS DANGERS OF UNSAFE ACTS• TECHNIQUES OF SAFE MANEUVERS AND OPERATION GOOD ATTITUDE AND OPERATING HABITS• REACH TRUCKS, ORDER PICKER, ORDER STACKERS & POWER PALLET TRUCKS SAFETY VIDEO(S) – (DANGEROUS MANEUVERS)
5.00PM	<p>END OF DAY 1</p>

PUBLIC PROGRAM SAFETY IN HANDLING FORKLIFT TRUCKS | ITINERARY

DAY 2, 26 JULY 2023 (WEDNESDAY)

9.00PM	<p>TOPIC 4: SAFE DRIVING OF FORKLIFT TRUCKS (PRACTICAL SESSION)</p> <p>FORKLIFT TRUCK COMPONENTS</p> <ul style="list-style-type: none">• MAIN COMPONENTS AND ITS OPERATION• TYPE OF FORKLIFT TRUCK <p>DAILY FORKLIFT TRUCK INSPECTION</p> <ul style="list-style-type: none">• TIRES AND RIMS INSPECTION• LIFTING EQUIPMENT INSPECTION• ENGINE SYSTEM INSPECTION• OPERATORS COMPARTMENT INSPECTION
10.30AM	COFFEE BREAK
10.45AM	<p>TOPIC 4: SAFE DRIVING OF FORKLIFT TRUCKS (PRACTICAL SESSION)..CONTINUE</p> <p>UNDERSTANDING GEARS AND OPERATION CONTROLS</p> <ul style="list-style-type: none">• INSTRUMENT PANEL• GEARS• HAND BRAKES / FOOT BRAKES• LIFT AND TILT CONTROLS• PEDALS (BRAKE/INCHING/ ACCELERATION)• SIGNAL INDICATORS <p>STEERING CONTROLS</p> <ul style="list-style-type: none">• APPROACHING SHARP TURNS• STACKING AND DE STACKING AT NARROW AREA.
1.00PM	LUNCH BREAK

PUBLIC PROGRAM SAFETY IN HANDLING FORKLIFT TRUCKS | ITINERARY

DAY 2, 26 JULY 2023 (WEDNESDAY)

2.00PM	<p>TOPIC 4: SAFE DRIVING OF FORKLIFT TRUCKS (PRACTICAL SESSION)...CONTINUE</p> <p>FORKLIFT TRUCK STABILITY</p> <ul style="list-style-type: none">• LONGITUDINAL AND LATERAL STABILITY• CENTER OF GRAVITY <p>FORKLIFT TRUCK OPERATION SAFETY</p> <ul style="list-style-type: none">• GOODS ARRANGEMENT• DO AND DON'TS
3.15PM	<p>TEA BREAK</p>
3.30PM	<p>TOPIC 5: WRITTEN ASSESSMENT & PRACTICAL ASSESSMENT</p> <p>WRITTEN TEST</p> <p>PRACTICAL ASSESSMENT</p>
5.00PM	<p>END OF DAY 2</p>



MR. HARJIT SINGH

TTT NO: 5112

**TRAINER FOR BEHAVIOUR BASED SAFE DRIVING
ROAD TRANSPORT SAFETY CONSULTANT**

ACADEMIC QUALIFICATION

- Bachelor of Arts (Hons) University of Malaya, Kuala Lumpur.

PROFESSIONAL CERTIFICATES & ACHIEVEMENTS

- Trained as Safety & Health Officer – NIOSH Malaysia
- DNV/NIOSH Certification Lead Auditor ISO 39001:2012 Road Traffic Safety (RTS) Management System
- Certified Train the Trainer (TTT) – NIOSH Malaysia
- HRDF Registered Trainer
- Panel Member for the Development of National Occupational Skill Standard for Road Transport Safety Management – Appointed by Jabatan Pembangunan Kemahiran (JPK)
- Certified Child Passenger Safety Technician – Safe Kids USA
- Chartered Member of Chartered Institute of Logistics & Transport (CILT) Malaysia
- Certified Sijil Pengajar Institut Memandu – by JPJ Malaysia
- Trainer for Occupational Safety & Health Coordinator (OSH-C) Trained Person for Work Related Road Safety (WRRS) Programme – DOSH, PERKESO & MIROS Malaysia
- Consultant for Work Related Road Safety Support (WRRSP) Programme – UPM and PERKESO
- Trainer for Commuting Support Safety Programme (CSSP) – appointed by MIROS Malaysia
- Loss Adjuster's Certificate
- Member of Pertubuhan Ikatan Komuniti Selamat (Ikatan)

PROFESSIONAL EXPERIENCE OF 18 YEARS IN ROAD TRANSPORT

- 14 years of experience in Logistics specialising in Road Transport Safety Management
- 4 years in Road Crash Investigations
- Trained more than 500 drivers throughout Malaysia

AREA OF EXPERTISE

- Road Transport Safety Management (RTSM)
- Behaviour Based Safe Driving Techniques for Cars
- Behaviour Based Safe Driving Techniques for Vans & Bus
- Behaviour Based Safe Driving Techniques for Trucks
- Road Transport Safety Officers Workshop (RTSO)
- Compliance for SPAD ICOP for Truck & Bus Operators
- ISO 39001:2021 Road Traffic Safety Management System (RTSMS)
- Transportation of Dangerous Goods by Road
- Road Transport Safety Audits, Road Surveillance & In-cab Assessment



MR. VIJAYA SEGARAN. ELLAPPAN

TTT NO: 13320

CHIEF DRIVING TRAINER

JPJ CERTIFIED TRAINER

ACADEMIC & TRAINING QUALIFICATIONS

- 1988-1989: Diploma in Motor Vehicle Engineering Federal Institute of Technology, Malaysia
- 2000: Certified SPIM Trainer (B, D, E) Road Transport Department (JPJ), Malaysia
- 2001: Qualified Testing Instructor Road Transport Department (JPJ), Malaysia
- 2004: Drivers Education Curriculum Lecturer (KPP) Road Transport Department (JPJ), Malaysia
- 2007: Certified Vocational Trainer Road Transport Department (JPJ), Malaysia
- 2013: PSMB Train The Trainer Programme (TTT) Pembangunan Sumber Manusia Berhad, Malaysia
- 2014: Certified Training of Trainers Road Transport Department (JPJ), Malaysia
- 2015: Professional Certified Train The Trainer Pembangunan Sumber Manusia Berhad, Malaysia

PROFESSIONAL QUALIFICATIONS

- JPJ HQ Selangor –Light Vehicle Training
- JPJ HQ Johore –Heavy Vehicle Training
- JPJ HQ Malacca – Training in Lecturing
- Basic Lorry Driving Skills
- Advance Driving (HV) Malaysia
- Motor Transport Driving Instructors Course
- Fleet Management & Qualified Testing Officer
- Supervisor / Trainer (Endorsed by JPJ, Malaysia)
- Mercedes Benz Truck Driving Techniques
- Report Writing & Presentation Skills
- Road Safety /Defensive Driving Curriculum Development Program
- Defensive Driving /Riding Training Techniques
- Road Safety Leadership & Work Attitude



DR. BARHANUDDIN

TTT NO: 5724

INSTRUCTOR

ACADEMIC & TRAINING QUALIFICATIONS

- Doctor of Philosophy (Ph.D.) In Supply Chain Management from Murdoch University, Australia
- Master's Degree In Management from Asia eUniversity, Shah Alam, Selangor
- Advanced Diploma and Diploma in Logistics Management from University College Sedaya International (UCSI), Cheras, Kuala Lumpur
- Accredited trainer registered with Human Resource Development Fund (Registration No. 5724) and Trainer Exemption
- Accredited by CIIAST and Jabatan Pembangunan Kemahiran (JPK) / Department of Skill Development (DSD) under the Ministry of Human Resources (MOHR) in NDT's Training Programme, TM002 Instructor (Basic Training Methodological for Instructors) and Facilitator in WIM and Soalan.
- Direktori Pakar Industri Negara (DPIN) Rujukan : JPK/9/2015 Jld.1 M(048) under CIIAST and Jabatan Pembangunan Kemahiran (JPK)

PROFESSIONAL QUALIFICATIONS

- Skill Development (JPK) Certificate in Freight Forwarding Level 2 & 3 (FB-011-2 & 3)
- Skill Development (JPK) Certificate in Logistic Management 2 & 3 (IL-012-2 & 3)
- Skill Development (JPK) Certificate in Warehouse Management (IL-013-2)
- Skill Development (JPK) Certificate in Office Management (N821-001-3:2019)
- Skill Development (JPK) Certificate in Material Handling Logistics Equipment (MC-043-3:2019)
- Skill Development (JPK) Certificate in Dry Bulk Crane Operation at Port Management (H522-001- 3;2020)
- Skill Development (JPK) Certificate in Sales and Marketing (FB-018-003)



Associate Prof. Dr Louis Adaikalam

📞 +6017-962 2911

☎ +603-78041808/2745/1294

✉ louis@alphainternational.com.my

🌐 www.signatureprogrammes.com



Mr. Shan Siva

📞 +6017-962 2911

☎ +603-78041808/2745/1294

✉ louis@alphainternational.com.my

🌐 www.signatureprogrammes.com



Albert Kang

📞 +6017-962 2911

☎ +603-78041808/2745/1294

✉ louis@alphainternational.com.my

🌐 www.signatureprogrammes.com