

Safe Forklift Handling Course

Course Description

The Safe Forklift Handling course is designed to equip participants with the essential knowledge and practical skills needed for the safe operation of forklifts. This comprehensive course focuses on the correct handling procedures, safety practices, and regulatory compliance to minimize the risk of accidents and enhance workplace safety.

Objectives

By the end of this course, participants will be able to:

- Understand the fundamental principles of forklift operation.
- Perform pre-operation inspections and maintenance checks.
- Operate a forklift safely and efficiently in various environments.
- Recognize potential hazards and implement safety measures.
- Comply with Occupational Safety and Health Act 2022 and industry standards.

Target Audience

This course is ideal for:

- New forklift operators.
- Experienced operators seeking refresher training.
- Supervisors and managers responsible for overseeing forklift operations.
- Employees in warehouses, manufacturing plants, distribution centers, constructions and any other industries that will use forklift in their daily operation.

Course Content

Module 1: Forklift Basics & Safety Regulations

- Legal requirements (OSHA 1994)
- Types of forklifts & their applications
- Forklift components & functions
- Operator responsibilities & limitations

Module 2: Forklift Hazards & Safe Practices

- Common forklift accidents & causes
- Workplace hazards (pedestrians, uneven floors, blind spots, ramps, confined spaces)
- Safe driving principles (speed, turning, reversing, parking)



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- Safe load handling (capacity, stability triangle, center of gravity, stacking & unstacking)
- Daily inspection & maintenance checklist

Module 3: Forklift Operation Demonstration

- Pre-start inspection & reporting defects
- Starting & shutting down procedures
- Driving without load vs. with load
- Manoeuvring in narrow spaces, ramps, and intersections
- Safe lifting, transporting & lowering of loads

Module 4: Practical Hands-On Assessment & Evaluation

- Each participant operates forklift under supervision
- Tasks:
 - Conduct pre-use inspection
 - Drive forward/reverse in a set course
 - Pick up, carry, and stack load
 - Emergency stop & parking procedure
- Written Assessment
- Feedback session

Duration

The course is typically conducted over a 2-days period, combining theoretical instruction with practical training sessions.

Assessment

Participants will be assessed through a combination of written tests and practical evaluations to ensure their competence in safe forklift handling.

Certification

Upon successful completion of the course, participants will receive a certificate of competency in Safe Forklift Handling, recognized by industry standards. The competency is valid for 3 years.

Course Prerequisites

No prior experience is required for this course. However, participants should have a basic understanding of workplace safety and manual handling principles.

This course overview ensures that participants gain the necessary skills and knowledge to operate forklifts safely and effectively, contributing to a safer and more efficient workplace.



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