



## **FORKLIFT SAFETY**

**Professional Certification: Forklift Safety**

**Course Code: M018/25**

**Duration:** 17 Hours

**Delivery Format:** Hybrid

**Target Audience:**

The target audience for forklift safety for production line workers includes production line workers, warehouse and logistics personnel, material handlers, and forklift operators who are directly involved in operating forklifts within a production environment.

**Program Outcomes:**

Upon completion of this program, participants will be able to:

- Accurately identify potential hazards associated with forklift operation in various workplace environments.
- Implement and explain effective risk mitigation strategies to minimize the likelihood and severity of accidents.
- Analyze the common causes of forklift accidents and incidents to prevent recurrence.
- Consistently apply and advocate for safe work practices in all forklift operations.
- Evaluate the potential consequences of unsafe forklift operation, including personal injury, property damage, and financial loss.

**Detailed Syllabus**

## **Module 1: Overview & Introduction**

**Outcome:** Participants will gain a foundational understanding of forklift safety and the course objectives.

### **Topics:**

- Course Objectives and Importance of Forklift Safety
- Introduction to Forklift Operations and Regulations
- Understanding Workplace Safety and Forklift Hazards

### **Activities:**

- Course introduction, outlining objectives and agenda.
- Discussion on the importance of forklift safety in the workplace.

### **Assessments:**

- Pre-course knowledge check on basic safety concepts.

## **Module 2: Safe Handling and Correct Operations**

**Outcome:** Participants will learn the correct procedures for handling and operating forklifts safely.

### **Topics:**

- Principles of Safe Forklift Operation
- Load Handling Techniques and Best Practices
- Maneuvering and Operating Forklifts Safely

### **Activities:**

- Demonstration of correct forklift operation techniques.
- Practical exercises on basic maneuvering and load handling (if practical setting is available).

### **Assessments:**

- Observation of participants' initial handling skills (if practical).
- Quiz on safe operating procedures.

## **Module 3: Basic Maintenance of the Forklift Trucks and About Forklift**

**Outcome:** Participants will understand basic forklift maintenance and key information about forklift trucks.

### **Topics:**

- Forklift Components and Functions
- Pre-Operation Inspections and Basic Maintenance
- Understanding Forklift Mechanics and Types

**Activities:**

- Explanation of daily checks and basic maintenance procedures.
- Discussion of forklift types, parts, and their functions.

**Assessments:**

- Quiz on forklift components and maintenance tasks.

**Module 4: Good Attitude and Driving Habits**

**Outcome:** Participants will recognize the importance of a positive attitude and safe driving habits for forklift operators.

**Topics:**

- Safe Operating Practices and Operator Conduct
- Preventing Accidents Through Positive Attitude
- Developing Responsible Forklift Driving Habits

**Activities:**

- Discussion on the role of operator attitude in preventing accidents.
- Case studies of accidents caused by poor driving habits.

**Assessments:**

- Role-playing scenarios on responding to workplace pressure while maintaining safety.

**Module 5: Care and Safety of Employer's Property**

**Outcome:** Participants will understand the importance of proper care for forklifts and the safety of employer's property.

**Topics:**

- Operator Responsibility for Equipment Care
- Preventing Damage to Forklifts and Surroundings
- Maintaining a Safe Work Environment

**Activities:**

- Discussion on the responsibilities of operators regarding equipment care.

- Review of potential damage scenarios and prevention.

**Assessments:**

- Short answer questions on operator responsibilities for forklift care.

**Module 6: Inspection & Audit of the Vehicle, Check List and Case Study**

**Outcome:** Participants will learn how to conduct thorough inspections and audits of forklifts using checklists and analyze case studies.

**Topics:**

- Forklift Inspection Procedures and Checklists
- Vehicle Audits and Safety Compliance
- Analyzing Accident Scenarios and Prevention Strategies

**Activities:**

- Demonstration of pre-shift inspection procedures using a checklist.
- Group exercise on analyzing a forklift accident case study.

**Assessments:**

- Practical exercise on completing a forklift inspection checklist.
- Group discussion on lessons learned from the case study.

**Module 7: Accident Caused by Forklift at Workplace and Case Study**

**Outcome:** Participants will analyze the causes of forklift accidents in the workplace and learn from case studies.

**Topics:**

- Causes of Forklift Accidents in the Workplace
- Case Studies: Learning from Past Incidents
- Strategies for Preventing Workplace Accidents

**Activities:**

- Analysis of common causes of forklift accidents in various workplace settings.
- Review and discussion of additional forklift accident case studies.

**Assessments:**

- Group presentation on the causes and prevention of a specific type of forklift accident.

## **Module 8: Practical**

**Outcome:** Participants will demonstrate safe forklift operation skills (if facilities permit).

### **Topics:**

- Hands-on Forklift Operation Training
- Practical Skills Assessment and Demonstration
- Safe Operation Exercises and Evaluation

### **Activities:**

- Supervised practical operation of forklifts.
- Maneuvering and load handling exercises.

### **Assessments:**

- Practical skills assessment based on a standardized checklist.