



FORKLIFT OPERATOR SAFETY COURSE OUTLINE

Introduction

Time Allocation: 15 Mins

Module terminal objectives:

Upon completion of the module, the participants should be able to:

- Understand training centre's emergency plan and procedures (Knowledge)
- Demonstrate personal safety and occupational health awareness throughout the whole duration of the course (Knowledge)
- Comply with training centre's rules of personal and professional behaviour (Knowledge)

Module Enabling Objective(s):

Upon completion of the module, the participants should be able to:

- Understand training centre's emergency plan and procedures by successfully passing a short written test with a score of 100%.

Delivery Methods:

- Lecture

Topics:

1. Emergency Procedures
2. Personal safety & occupational health awareness
3. Personal rules & professional behaviour

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FORKLIFT OPERATOR SAFETY COURSE OUTLINE

Safety Culture

Time Allocation: 30 Mins

Module Terminal Objectives:

Upon completion of the module, the participants should be able to:

- Understand the importance of safety culture in accident prevention (knowledge)
- Understand the importance of safety in the oil & gas industry (knowledge)
- Understand the importance of safety at the worksite (knowledge)
- Understand company's HSE House Rules (knowledge)

Module Enabling Objective(s):

Upon completion of the module, the participants should be able to:

- Know the importance of safety culture in accident preventing at the workplace by successfully passing a short written test with a score of 100%.

Delivery Methods:

- Lecture Format

Topics:

1. Why safety culture is important in accident prevention?
2. Safety in oil and gas industry
3. Worksite safety
4. HSE house rules

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FORKLIFT OPERATOR SAFETY COURSE OUTLINE

Module One: Legislation and Regulations

Time Allocation: 30 Mins

Module Terminal Objectives:

Upon completion of the module, the participants should be able to:

- Understand the legal requirements, lifting and equipment regulation (LOLER/PUWER) (Knowledge).

Module Enabling Objective(s):

Upon completion of the module, the participants should be able to:

- Understand the legal requirements, lifting and equipment regulation (LOLER/PUWER) by successfully passing a short written test with a minimum score of 80%.

Delivery Methods:

- Lecture Format

Topics:

1. OSHA requirements
2. Provision & Use of Work Equipment Regulations (PUWER) 1998
3. Lifting Operations and Lifting Equipment Regulations (LOLER) 1998

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Module Two: Roles and Responsibilities

Time Allocation: 45 Mins

Module Terminal Objectives:-

Upon completion of the module, the participants should be able to:

- Know the roles as a Forklift Truck Operator (Knowledge)
- Know the responsibilities as a Forklift Truck Operator (Knowledge)

Module Enabling Objective(s):

Upon completion of the module, the participants should be able to:

- Know the roles and responsibilities as a Forklift Truck Operator by successfully passing a short written test with a minimum score of 80%.

Delivery Methods:

- Lecture Format

Topics:

1. Roles and Responsibilities
2. Reporting Structure

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FORKLIFT OPERATOR SAFETY COURSE OUTLINE

Module Three: Forklift Truck

Time Allocation: 45 Mins

Module Terminal Objectives:-

Upon completion of the module, the participants should be able to:

- Know many different types of forklift truck (Knowledge)
- Know the main components and function of Forklift (Knowledge)
- Know the safety devices, Safe Working Load and its limitation (Knowledge)

Module Enabling Objective(s):

Upon completion of the module, the participants should be able to:

- Know many different type of forklift and basic knowledge of its components and functions by successfully passing a short written test with a minimum score of 80%.

Delivery Methods:

- Lecture Format

Topics:

1. Type of forklift trucks
2. Basic forklift components and functions
3. Forklift truck safety devices
4. Forklift truck safe working load
5. Forklift truck limitation

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FORKLIFT OPERATOR SAFETY COURSE OUTLINE

Module Four: Forklift Truck Operations

Time Allocation: 75 Mins

Module Terminal Objectives:-

Upon completion of the module, the participants should be able to:

- Understand the Pre-Use and Post Use of Inspection (Knowledge)
- Understand refuelling, charging & replacing of LPG tank procedures (Knowledge)
- Know the operational and manoeuvring rule (Knowledge)
- Know the correct PPE, proximity hazards & material handling rules (Knowledge)
- Know all the load security and hazards location operation (Knowledge)
- Know the Do's and Don'ts when operating the forklift truck (Knowledge)

Module Enabling Objective(s):

Upon completion of the module, the participants should be able to:

- Understand the operational requirement in Forklift operations by successfully passing a short written test with a minimum score of 80%.

Delivery Methods:

- Lecture Format

Topics:

1. Pre-use inspection
2. Operational inspection
3. Refuelling, charging & replacing of LPG tank
4. Operational & manoeuvring rules
5. Personal protective equipment
6. Proximity hazards
7. Material handling rules
8. Load security
9. Hazards location operation
10. Do's & Don't
11. Post-use Inspection



FORKLIFT OPERATOR SAFETY COURSE OUTLINE

Module Five: Hazards Associated with Forklift Truck Operations

Time Allocation: 90 Mins

Module Terminal Objectives:-

Upon completion of the module, the participants should be able to:

- Know the hazards associated with Forklift Truck Operations (Knowledge).

Module Enabling Objective(s):

Upon completion of the module, the participants should be able to:

- Know the hazards during operating the forklift truck by successfully passing a short written test with a minimum score of 80%.

Delivery Methods:

- Lecture Format

Topics:

1. Forklift accidents statistic
2. Equipment malfunction
3. Human error
4. Lack of training & assessment

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Module Eight: Practical Exercise

Time Allocation: 645 Mins

Module Terminal Objectives:-

Upon completion of the module, the participants should be able to:

- Operate the forklift with or without load safely (Practical Practice)
- Demonstrate the stacking/de-stacking of forklift operation correctly and safely (Practical Practice)

Module Enabling Objective(s):

Upon completion of the module, the participants should be able to:

- Demonstrate the correct techniques of operating the forklift, stacking/de-stacking by successfully completing all the assigned exercises.

Delivery Methods:

- Practical Demonstration

Topics:

1. Operating with load
2. Operating without load
3. Stacking
4. De-stacking
5. Operating Figure 8
6. Operating on ram into container
7. Stacking/Destacking inside container
8. Operating Slippery on road
9. Pre use inspection
10. Operational inspection
11. Forklift familiarisation



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Module Nine: Skill and Knowledge Assessment

Time Allocation: 285 Mins

Module Terminal Objectives:-

Upon completion of the module, the participants should be able to:

- Operate the forklift with or without load safely (Skill)
- Demonstrate the stacking/de-stacking of forklift operation correctly and safely (Skill)

Module Enabling Objective(s):

Upon completion of the module, the participants should be able to:

- Demonstrate the correct techniques of operating the forklift, stacking/de-stacking by successfully completing all the assigned tasks (Skill) and passing a written assessment test with a minimum score of 80% (Knowledge).

Delivery Methods:

- Individual Demonstration

Topics:

1. Practical Assessment
2. Written Assessment

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