



FMM INSTITUTE

(C10626805080/ 199901000527/ 475427-W)
Centre for Professional Development



FORKLIFT SAFETY AT WORKPLACE

Part of the compliance of the Occupational Safety & Health Act 1994 is the training of personnel involve in the use of material handling equipment. A Forklift is highly powered industrial machinery, which needs to handled by properly trained personnel. The number of accidents involving forklifts are normally not reported. Damage and loses are usually noted upon receiving by the consignee. This results in insurance claims thus causing loss of confidence to the shipper and loss of revenue due to delays, loss of time due to accidents and many more. Handling the forklift safety will ensure accident prevention prevails and that products are delivered in good condition and contractual obligation are fulfilled. The forklift should be handled properly so that its life span can be prolonged.

WHO SHOULD ATTEND

Forklift Driver, Warehouse Supervisors, Safety Committee Members and Safety & Hesitative.

Requirements

Participants need to have at least 3 months basic on how to drive forklift.

ADMINISTRATIVE DETAILS

Date : **November 6-7, 2025**
(Thursday-Friday)

Time : **2 Days (9:00 am - 5:00 pm)**

Venue : **FMM Institute, Johor Branch**
No. 1 & 3, Jalan Kencana Mas 1/1,
Tebrau Business Park III,
81100 Johor Bahru, Johor

Fees : **RM 1,134.00 (FMM Member)**
RM 1,242.00 (Non member)
The fee inclusive Service Tax at 8%
(SST No: W10-1901-32000105)

Closing Date : **October 23, 2025 (Thursday)**

Training Provider : **FMM Institute Johor**
MYCOID: 475427W_JOHOR



COURSE CONTENT

General Safety Awareness & Accident Prevention

- Video Presentation Case Study – Forklift Operator 1st Day at Work
- Accident Causal Factors & Consequences
- Overview of OSH Act 1994 Employers & Employees Obligations
- Principles of Risk Assessment

Material Handling and Storage

- Warehouse Safety Principles
- Forklift Accident Type Case Study

Forklift Inspections Procedures

- Body Posture / Fluids Leakage
- Engine Compartments
- Forks, Uprights & Attachments
- Emergency Procedures

Forklift Operations

- Physics of Lifting & Stability
- Safe Driving Skills
- Operating Skills

U Practical Assessment

- Practical assessment will be conducted on the second day of the programme



OBJECTIVES

- Identify assess, select and develop suitable control strategies to reduce the risks associated with manual handling operations,
- Apply the basic manual handling principles to typical industrial workstations
- Adopt the basic management concepts for effective mechanical handling operations
- Identify their own unsafe habits and describe the safe way to operate a forklift professionally and appreciate the need to develop safe driving skills.

FACILITATOR

Mr. Tee Tuan Chuar, who has 20 years of training and consultancy experiences. He has wide extend of industrial experience ranging from general operations management. He is also been trained and conduct training in ICOP COMPLIANCE AND ROAD SAFETY – Latihan Keselamatan ICOP organized by Johor Tracking Association in collaboration with SPAD and PUSPAKOM. A regular and sought after forklift safety operations training.

All cancellations must be made in writing. There will be no charge for cancellation received 7 or more working days before the start of the programme. Cancellation received 5 working days before the start of the programme is subjected to a cancellation fee of 50% of the course fees. Cancellation received 3 working days and below before the start of the programme is subjected to cancellation fee of 100% of the course fees. If the participant fails to attend the programme, the full course fees are payable. However, replacement can be accepted at no additional cost.

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FORKLIFT SAFETY AT WORKPLACE

NOVEMBER 6-7,2025 | VENUE: FMM INSTITUTE, JOHOR BRANCH

FMM Institute (475427-W)

Puan Sabrina / Pn. Astri / Pn. AinEmail : sabrina@fmm.org.my / astri@fmm.org.my
/ nur_ain@fmm.org.my

Tel: 07-357 7613 / 14 / 15 / 16 Fax: 07-357 7618

Please tick accordingly:

Fees: ☐ **FMM Member: RM 1,134.00/pax**
(inclusive of 8% Service Tax (SST No: W10-1901-32000105))

☐ **Non Member: RM 1,242.00/pax**
(inclusive of 8% Service Tax (SST No: W10-1901-32000105))

Dear Sir/Madam,

Please register the following participant (s) for the above programme:

(To be completed in BLOCK LETTERS)

1.Name:	IC No:	Nationality:
Designation:	Email:	Mobile No.:
2.Name:	IC No:	Nationality:
Designation:	Email:	Mobile No.:

*(if space is insufficient, please attach a separate list)***Disclaimer**

Registration is on a first-come first-served basis. All cancellations must be made in writing. There will be no charge for cancellation received 7 or more working days before the start of the webinar. **Cancellation received 5 working days** before the start of the webinar is **subject to a cancellation fee of 50%** of the webinar fees. **Cancellation received 3 working days and below** before the start of the webinar is **subject to a cancellation fee of 100%** of the webinar fees. **If the participant fails to attend the programme, the full webinar fees are payable.** However, replacement can be accepted at no additional cost. The FMM Institute reserves the right to change the speaker, reschedule or cancel the webinar and all efforts will be taken to inform participants of the changes.

We hereby confirmed that (please tick accordingly):

☐ We will be claiming under **HRD CORP CLAIMABLE COURSES** and full payment would made to FMM Institute in the event that no disbursement from HRD Corp under any circumstances.

☐ I (self-sponsor) / We will **NOT BE CLAIMING** under **HRD CORP CLAIMABLE**. Payment will be made to the account payee **FMM Institute** by cheque or bank transfer to **Maybank Account No. 501280056601**.

Tin No. : C10626805080

BRO No. : 475427-W

SST No. : W10-1901-32000105

Submitted by:

Name: _____ Email: _____

Designation: _____ Tel No: _____ Moblie No: _____

Company: _____ Address: _____

Tin No. :
(Company Tax Number)Business Registration
No. (New/Old)SST No
(If Applicable):

Company Stamp & Signature: _____

Date: _____