



# SAFE FORKLIFT DRIVING SKILLS



Date: 17-18 December, 2025  
(Wed-Thurs)

Time: 9.00 am—5.00 pm

Venue : Palm Seremban Hotel &  
selected factory (practical)



## INTRODUCTION

A two days program that provides the audience an understanding of safety rules and regulations and the adherence to Key Safety Behaviours (KSB) in safe Forklifts driving at workplaces.

## OBJECTIVES

The best practices in safe forklift driving at work place are ever challenging. The two days Safe Forklift Driving Skills Program underlines the roles of the employer and employee in sustaining a high level and upholding the safety culture in the organization. Safety First at Workplace is the Key Priority and management's commitment to achieve an accident free environment. A safe and accident free environment results in an highly motivated workforce that snowballs into improving overall productivity, quality and cost for the organization. Safe Forklift Driving Skills is ever important as it's a main means of transport within a plant.

## COURSE CONTENTS

Outdoor Practical Sessions- 1/2 day at selected factory.

Time	Day 1	Day 2
8.30 am – 9.00 am	Registration	
9.00 am – 10.30 am	<b>Introduction</b> Company's Safety Goals and Culture <b>Legal Compliances</b> Elements of OSHA Act 1994 on Employee and Employer Roles. Legal Compliances as per DOSH requirements.	<b>Forklift Safety</b> Parking Pedestrian and Vehicle Safety Danger zone and load security Checklist and Maintenances
10.30 am – 10.45 am	<b>Tea break</b>	<b>Tea break</b>
10.45 am – 1.00 pm	<b>Forklift Safety</b> Types of Forklifts and Applications <i>Video</i> Accident Identifications Economic Losses due to Accidents	Practical Session
1.00 pm – 2.00 pm	<b>Lunch</b>	<b>Lunch</b>
2.00 pm – 3.30 pm	<b>Forklift Safety</b> Forklift Etiquettes. Safe Driving Skills Unsafe Acts and Unsafe Conditions Behavioral Safety- The Challenges Vehicle Conditions Safety Equipment	<b>Forklift Safe Driving Test</b>
3.30 pm – 3.45 pm	<b>Tea break</b>	<b>Tea break</b>
3.45 pm – 5.00 pm	<b>Forklift Safety</b> Personnel Safety Vehicle Misuse or Abuse Load and Handling Stacking and Unstacking	<b>Forklift Safe Driving Test</b> Theory Test



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## Registration & Payment

PARTICULARS	PARTICIPATION FEE	
	Member	Non-Member
Inclusive of SST at 8%	RM 1,080.00 / pax	RM 1,242.00 / pax
HRDCorp Registered Employer	<b>Claimable under HRDCorp SBL-Khas Scheme</b> <ul style="list-style-type: none"> <li>• No payment to FMM Institute</li> <li>• Fee will be deducted from the employer's HRDCorp contributions. Fund must be sufficient</li> <li>• Full payment is to be made to FMM Institute in the event that no disbursement from HRDCorp under any circumstances.</li> </ul>	
HRDCorp NON-Registered Employer	Cheque or online transfer made payable to FMM Institute	

- Registration is on a **first-come-first-serve basis**. Upon faxing/mailling the completed Registration Form to FMM, you are deemed to have read and accepted the terms and conditions. The program would also be deemed as confirmed unless informed otherwise.
- All registration together with the payment should be made **before the event date**. Certificate will only be issued upon full payment.
  - Malayan Banking Berhad A/C No: 505176 510352
  - FMM INSTITUTE SST Registration No: W10-1901-32000105
- For SBL-KHAS, **grant approval must be provided to FMM at least 3 days** before the event. An attendance of 100% is a must, otherwise employers will be billed in full.

## Who Should Attend

The program is tailored to meet the needs of fresh, trained Forklift drivers and Store keepers keen in grasping a full overview of Forklift safety at workplace.

## Trainer

**Mr. Konasaigran** holds a master's degree from New Zealand. He has since worked in the local university embarked on research projects funded by the International Tin Council. He left in 1985 to join a leading multi national glass manufacturer and over the past twenty five years has worked in the production encompassing productivity/process improvements, safety, TPM, waste elimination activities, quality, & Procurement. Konasaigran has vast hands on experiences conducting in house training programmes. Konasaigran is also a certified Safety Officer registered with DOSH Malaysia.

## Replacement / Cancellation

- Must be made in writing with reasons to FMM Institute
- Full payment fee will be charged by FMM Institute for cancellation within 2 days prior to the programme.
- 50% payment charged for cancellation between 3-6 days.
- No payment charged for cancellation within 7 days prior to the programme.
- Participants who did **not turn-up will be charged full payment**.
- Replacement can be accepted at no additional cost. FMM reserves the right to cancel or reschedule the program.

Closing Date :

16 December, 2025

## REGISTRATION FORM

FMM Institute Negeri Sembilan Branch Fax : 06-603 1628

Name	Designation	Email	I.C Number / Passport Number
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____

### Payment:

Full payment of RM \_\_\_\_\_ will be made via ☐ SBL-Khas ☐ Cheque ☐ Direct bank-in

Please Tick (/)

FMM Member ☐

ROC No : \_\_\_\_\_ SST No: \_\_\_\_\_

### Submitted By:

NON- Member ☐

Tin No. : \_\_\_\_\_ Membership No : \_\_\_\_\_

Name : \_\_\_\_\_ Designation : \_\_\_\_\_

Company : \_\_\_\_\_

Address : \_\_\_\_\_

Tel : \_\_\_\_\_ Fax : \_\_\_\_\_

Email : \_\_\_\_\_