

One Day Course

Reach Truck Safety, Skills and Daily Maintenance Course

(HRDC Claimable SBL Khas)

(HRD Corp SBL Khas Course No: **10001110626**)



From:

Mr. Eddy Faizal bin Mohd Fauzi

PENYEDIA LATIHAN DOT COM

Comprises of:

FR Talent Resources (DOSH & Safety Training)

FR Resources Group PLT (Soft Skills & Hospital Training)

FR Fire Systems and Services (Fire System Training)

Penyedia Latihan Dot Com Enterprise (Government Training)

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Email: eddy@penyediaatihan.com

TikTok: <https://www.tiktok.com/@forkliftcourse>

Our DOSH Safety Coordinator Training Academy

No 45-1, Jalan 11/10, Pusat Perdagangan Hillpark

42300 Puncak Alam. Selangor Darul Ehsan.

Our Forklift & Reach Truck Training Academy

Balai Bomba & Penyelamat Sukarela Saujana Utama,

47000 Saujana Utama, Selangor

Registered Training Provider with DOSH/JKKP and HRDCorp

MOF Registration No: 357-02283578

Website: www.penyediaatihan.com

Instagram: [PENYEDIALATIHAN](https://www.instagram.com/PENYEDIALATIHAN)

Proposal for :

Reach Truck Safety, Skills and Daily Maintenance Course

(1 Day In-House Course)

Training Objectives

- ✓ To provide theory and practical training for new and experience Reach Truck operators.
- ✓ To ensure safety in workplace by applying right behavioural and defensive approach.
- ✓ To guide operator's in performing Daily Self-inspection and Maintenance.
- ✓ To ensure compliance in OSHA 1994 (2022) requirement in training.
- ✓ To guide the operators in creating quality Safety Checklist by applying QR code scanning which shall reduce manual contact.
- ✓ To guide Reach Truck operators in performing Covid-19 sanitization before use the Reach Truck , as well as perform RIGHT ergonomic and manual handling methods as per OSHA Manual Handling Guidelines 2018.

Target Participants

Safety Officers, OSHC, New and Experience Reach Truck operators.

Methodology

Lecturing, Slides Presentation, Video Presentation, Discussion, Case Study and Practical Test/Quiz.

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Course Outline – 1 Day Course

Module 1

- Introduction to Reach Truck functions and its limitations.
- Review OSHA 1994 (2022) Requirements.
- Major causes of accidents related to Reach Trucks.

Module 2

- Right Behavioural and Defensive driving techniques.
- Types of hazards and minimizing risks.
- [Load Balance and Weight Capacity](#).
- Maintaining a safe SPEED !
- *Shisa Kanko* (a way to avoid accident).
- Ergonomic & Manual Handling for Reach Truck Drivers.
(Reference : OSHA Guidelines 2018).



Module 3

- The importance and steps in Reach Truck Daily Maintenance and Self Inspection.
- Guidelines in creating [Paperless Daily Self Inspection Checklists](#) by using QR Code.



Module 4

- Training Written Test
- Practical Daily Inspection Test
- [Practical Driving Skills Verification](#) & Guidance



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Tentative Program for 1 Day Course

Number of participants will be based on HRDF guidelines

DATE	TIME	ACTIVITIES	ACTION BY
DAY 1	8.55 AM - 9.00 AM	Arrival / Registration	<i>Trainees</i>
	9.00 AM - 9.15 AM	Introduction - Module 1	<i>Trainer</i>
	9.15 AM - 10.15 AM	Module 1	<i>Trainer</i>
	10.15 AM - 10.30 AM	Morning Tea Break	
	10.30 AM - 12.00 PM	Module 2	<i>Trainer</i>
	12.00 PM - 1.00 PM	Module 2	<i>Trainer</i>
	1.00 PM - 2.00 PM	Lunch Break	
	2.00 PM - 3.00 PM	Module 3	<i>Trainer</i>
	3.00 PM - 4.00 PM	Module 4	<i>Trainer</i>
	4.00 PM - 4.15 PM	Afternoon Tea Break	
	4.15 PM - 5.00 PM	Module 4	<i>Trainer</i>

Our Trainers

Dr. Mohd Fadzil bin Harun

PhD (UPSI), MBA (UUM), HRDC TTT Accreditation No. 7855.

Dr. Mohd Fadzil bin Harun (IC No: 661107-08-5103) has more than 25 years experience in managing Warehouse, Yard, Logistics and Supply Chain Departments. He earned his PhD in Warehousing, Lean and Value Stream Mapping from Universiti Pendidikan Sultan Idris and Master of Business Administration from Universiti Utara Malaysia. ([video](#))



As a Certified Forklift and Reach Truck Trainer, Dr. Mohd Fadzil also involves in Lean tools implementation in Malaysia and Indonesia, setting-up many new Warehouses for various industrial background such as E-commerce, Automotive, FMCG, Hard Disk Drives, Electronics, 3rd and 4th Party Logistics. He is also working as a trainer under FMM, IEM and possess Teaching Permit issued by the Ministry of Education. He had directly involved in the implementation of Lean Distribution through-out Malaysia (e.g. For Massimo Bread), GDP, and is a Lead Auditor for ISO9001, ISO 27001, ISO37001 and ISO45001.

On top of the above, Dr Mohd Fadzil contributes as a Forklift & Reach Truck Trainer, and contributes as an Industrial Advisor for local Universities (such as for UNISEL PhD and Master program & DRB HICOM University Bachelor program). He involves in modules writing and working as an Academic Facilitator for local Universities such as DRB-HICOM University, UMP, UTM Space, Open University, UUM and Asia e-University. His lectures involves in Warehouse Management, OSHA, Lean Manufacturing, Vendor Management, Vendor Development, International Business, Operational Management and Supply Chain Management for Diploma, Degree as well as Master students.

Abd Muthalib Bin Abdullah

HRDF TTT Accreditation No. 60472

Mr. Abd Muthalib bin Abdullah (IC No: 640328-07-5037) is a Certified Forklift and Reach Truck Trainer and has a vast experience in providing Forklift and Reach Truck Safety and Skills Training. His technical knowledge and huge industrial experiences, has contributes in numerous Public and In-House training for Workers, Executives and Managers. ([video](#))



Other Trainers

Mr. Mohd Noor Bin Hassan, Mr. Suhaimi bin Ahmad, Mr. Mohamad Najip Bin Mesman, Mr. Mohd Nizam bin Ahmad and Officers from DOSH/JKKP.

Fees & Registration

Course Fees

PUBLIC TRAINING - RM 430.00 per person

Our fees includes the Meals, Training Materials, Certificate and Authorised Driver Card. The fees are Claimable under HRDC.

IN-HOUSE TRAINING - RM 4300.00 for 10 to 30 participants

Our fees includes the Training Materials, Certificates and Authorised Driver Cards. The fees are Claimable under HRDC.

Terms & Conditions

1. Validity of Proposal / Quotation : 30 Days
2. Term of Payment : Online Banking or 100% Claimable Under HRD Corp..
3. Checks payable to : FR RESOURCES GROUP PLT
4. Bank Account No : 1216 8010 0235 94 (Bank Islam Malaysia Berhad)

Registration

Please Call us at 03-6038.58.38 or 017- 406.5551 or 013- 512.7777 or Email us at: admin@penyediaatihan.com

REGISTRATION FORM

Dear Mr. Eddy, please register as per below :

Subject : Reach Truck Safety, Skills and Daily Maintenance Course

Requested Date :

Company Name :

Company Address :

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HR Contact Person :

HR Contact Number : Email