

COURSE OVERVIEW HE1251
Manlift & Forklift Operator
(E-Learning Module)

Course Title

Manlift & Forklift Operator (E-Learning Module)

Course Reference

HE1251

Course Format & Compatibility

SCORM 1.2. Compatible with IE11, MS-Edge, Google Chrome, Windows, Linux, Unix, Android, IOS, iPadOS, macOS, iPhone, iPad & HarmonyOS (Huawei)

Course Duration

0.2 online contact hours
(0.2 CEUs/02 PDHs)



Course Description



Forklifts are a critical element of warehouses and distribution centers. It's imperative that these structures be designed to accommodate their efficient and safe movement. In the case of Drive-In/Drive-Thru Racking, a forklift needs to travel inside a storage bay that is multiple pallet positions deep to place or retrieve a pallet. Often, forklift drivers are guided into the bay through guide rails on the floor and the pallet is placed on cantilevered arms or rails.



This course is designed to provide participants with a detailed and up-to-date overview of manlift and forklift operation. It covers the forklift operation, powered industrial truck, types of forklifts, forklift fatalities and regulatory requirements according to 29 CFR 1910.178; the forklift characteristics, nameplate, how a forklift works, stability of forklifts, load's center of gravity, stability triangle and combined actions; the vertical stability, approved OSHA safety cage, forklift safety features and operating hazards; the preoperational inspection, tip-over safety procedure, loading and unloading, picking up the load, traveling and placing a load parking; the propane refueling and battery charging, carbon monoxide poisoning and manual hydraulic pallet jacks; and the forklift safety and the components of a forklift including special safety concerns and current OSHA standard.



During this course, participants will learn the key safety procedures; the electric forklift; the potential hazards and requirements in the battery charging area, lifting the battery, eyewash station, sulfuric acid splash and hydrogen gas; the battery maintenance, forklift checks and servicing an electrical lift truck; the forklift operation, daily inspection, refueling and recharging and forklift health and safety awareness; working safely; the reasons for the problem and main risks; working at height and accident prevention; the law for lifting operations, health & safety at work act; managing health and safety at work regulations; and the work equipment, lifting equipment and operations, driver maintenance, lifting and transporting and battery charging.

Course Objectives

Upon the successful completion of this course, each participant will be able to:-

- Get certified as a “Certified Manlift & Forklift Operator”
- Carryout forklift operation and discuss powered industrial truck, types of forklifts, forklift fatalities and regulatory requirements according to 29 CFR 1910.178
- Explain the basics of forklift including forklift characteristics, nameplate, how a forklift works, stability of forklifts, load’s center of gravity, stability triangle and combined actions
- Recognize vertical stability, approved OSHA safety cage, forklift safety features and operating hazards covering pedestrians, environmental conditions, load carrying and leaving a forklift unattended
- Conduct preoperational inspection, tip-over safety procedure, loading and unloading, picking up the load, traveling and placing a load parking
- Perform propane refueling and battery charging, avoid carbon monoxide poisoning and discuss manual hydraulic pallet jacks
- Employ forklift safety and identify the components of a forklift including special safety concerns and current OSHA standard
- Implement key safety procedures and describe electric forklift and potential hazards and requirements in the battery charging area, lifting the battery, eyewash station, sulfuric acid splash and hydrogen gas
- Maintain battery, perform forklift checks and servicing an electrical lift truck
- Apply forklift operation, daily inspection, refueling and recharging and forklift health and safety awareness
- Work safely and identify the reasons for the problem and main risks
- Perform working at height and accident prevention as well as discuss the law for lifting operations, health & safety at work act
- Manage health and safety at work regulations as well as use work equipment and apply lifting equipment and operations, driver maintenance, lifting and transporting and battery charging

Who Should Attend

This course provides an overview of all significant aspects and considerations of manlift and forklift operations for forklift operators, technicians, foremen, engineers and HSE staff.

Course Certificate(s)

(1) Internationally recognized Wall Competency Certificate will be issued to participants who have successfully completed the course and passed the exam at the end of the course. Successful candidate will be certified as a “*Certified Manlift & Forklift Operator*”. Certificates are valid for 3 years.

Recertification is FOC for a Lifetime.

Sample of Certificates

The following are sample of the certificate that will be awarded to courses participants:-





- (2) Official Transcript of Records will be provided to the successful delegates with the equivalent number of ANSI/IACET accredited Continuing Education Units (CEUs) earned during the course.

Page 1 of 1

CEUs

Haward Technology Middle East
Continuing Professional Development (HTME-CPD)

CEU Official Transcript of Records

TOR Issuance Date: 19-Oct-17

HTME No. PAR11317

Participant Name: Eissa Al Dossari

Program Ref.	Program Title	Program Date	No. of Contact Hours	CEU's
HE0435	Certified Forklift Operation & Inspection	October 15-19, 2017	30	3.0

Total No. of CEU's Earned as of TOR Issuance Date **3.0**

TRUE COPY

Maricel De Guzman
Academic Director

Haward Technology has been approved as an Authorized Provider by the International Association for Continuing Education and Training (IACET), 1760 Old Meadow Road, Suite 500, McLean, VA 22102, USA. In obtaining this approval, Haward Technology has demonstrated that it complies with the ANSI/IACET 1-2013 Standard which is widely recognized as the standard of good practice internationally. As a result of their Authorized Provider membership status, Haward Technology is authorized to offer IACET CEUs for programs that qualify under the ANSI/IACET 1-2013 Standard.

Haward Technology's courses meet the professional certification and continuing education requirements for participants seeking Continuing Education Units (CEUs) in accordance with the rules & regulations of the International Association for Continuing Education & Training (IACET). IACET is an international authority that evaluates programs according to strict, research-based criteria and guidelines. The CEU is an internationally accepted uniform unit of measurement in qualified courses of continuing education.


Haward Technology is accredited by

P.O. Box 26070, Abu Dhabi, United Arab Emirates | Tel.: +971 2 3091 714 | Fax: +971 2 3091 716 | E-mail: info@haward.org | Website: www.haward.org



Certificate Accreditations

Certificates are accredited by the following international accreditation organizations: -


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USA International Association for Continuing Education and Training (IACET)

Haward Technology is an Authorized Training Provider by the International Association for Continuing Education and Training (IACET), 2201 Cooperative Way, Suite 600, Herndon, VA 20171, USA. In obtaining this authority, Haward Technology has demonstrated that it complies with the **ANSI/IACET 1-2013 Standard** which is widely recognized as the standard of good practice internationally. As a result of our Authorized Provider membership status, Haward Technology is authorized to offer IACET CEUs for its programs that qualify under the **ANSI/IACET 1-2013 Standard**.

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Haward Technology Middle East will award **0.2 CEUs** (Continuing Education Units) or **02 PDHs** (Professional Development Hours) for participants who completed the total tuition hours of this program. One CEU is equivalent to ten Professional Development Hours (PDHs) or ten contact hours of the participation in and completion of Haward Technology programs. A permanent record of a participant's involvement and awarding of CEU will be maintained by Haward Technology. Haward Technology will provide a copy of the participant's CEU and PDH Transcript of Records upon request.

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British Accreditation Council (BAC)

Haward Technology is accredited by the **British Accreditation Council** for **Independent Further and Higher Education** as an **International Centre**. BAC is the British accrediting body responsible for setting standards within independent further and higher education sector in the UK and overseas. As a BAC-accredited international centre, Haward Technology meets all of the international higher education criteria and standards set by BAC.

Course Fee

As per proposal

Training Methodology

This Trainee-centered course includes the following training methodologies:-

- Talking presentation Slides (ppt with audio)
- Simulation & Animation
- Exercises
- Videos
- Case Studies
- Gamification (learning through games)
- Quizzes, Pre-test & Post-test

Every section/module of the course ends up with a Quiz which must be passed by the trainee in order to move to the next section/module. A Post-test at the end of the course must be passed in order to get the online accredited certificate.

Course Contents

- Certified Forklift Operations
- Course Objectives
- Forklift Operation
- Powered Industrial Truck
- Defined
- Excluded
- Vehicles Covered Include
- Types of Forklifts
- Forklift Fatalities
- Fatalities by Age Group
- Regulatory Requirements
- Forklift Basics
- Forklift Characteristics
- Nameplate
- How a Forklift Works?
- Stability of Forklifts
- Determine a Load's Center of Gravity
- Stability Triangle
- Combined Actions



- Vertical Stability
- Stability of Forklifts
- Attachments – Approved OSHA Safety Cage
- Forklift Safety Features
- Bracket Extension
- Overload Guard
- Operator Restraints
- Pay Load Control System
- Operating Hazards- Pedestrians
- Operating Hazards- Environmental Conditions
- Operating Hazards- Load Carrying
- Leaving A Forklift Unattended
- Preoperational Inspection
- Inspection Walk-around
- While in the Operator Seat
- Operating a Forklift
- Tip-Over Safety Procedure
- To Prevent the Forklift from Tipping Over
- Loading and Unloading
- Picking up the Load
- Traveling
- Placing a Load
- Ramps and Railroads
- Docks
- Parking
- What's Wrong Here?
- Propane Refueling
- Battery Charging
- Gas & Diesel
- Carbon Monoxide Poisoning
- Manual Hydraulic Pallet Jacks
- Forklift Safety
- Components of a Forklift





- Special Safety Concerns
- Forklift Accidents are real
- Top Forklift Killers
- Top Forklift Killers Distribution
- Top Forklift Killers from OSHA Construction Data
- Typical Case Report: Overturn on Turning
- Typical Case Report: Overturn on Grade
- Typical Case Report: People Fall
- Typical Case Report: Load Fall
- A Not-So-Typical Case Report: Using Forklift as a Jack
- Current OSHA Standard
- Key Safety Procedures: Even Before You Start
- Key Safety Procedures: Pre-Start Inspection Detail
- Key Safety Procedures: When Starting
- Key Safety Procedures: On the Move
- Key Safety Procedures: Now It's Overturning
- Key Safety Procedures: When Loading and Unloading
- Key Safety Procedures: If People are Elevated
- Key Safety Procedures: If People are Transported
- Key Safety Procedures: After It Stops
- Be Safe!
- Electric Forklift
- Electric Motor Rider Trucks
- Electric Motor Narrow Aisle Trucks
- Motor Hand Trucks or Hand/Rider Trucks
- Electric Forklift
- Potential Hazards and Requirements
- Hazards
- Requirements and Recommended Practices
- Battery Charging Area
- Battery Charging and Changing Procedures
- Potential Hazards
- Lifting the Battery



- Eyewash Station
- Battery Components
- Battery Plates
- Cautions for Daily Handling
- Battery Maintenance
- Sulfuric Acid Splash
- Potential Hazards
- Requirements and Recommended Practice
- HINT
- Acid Splash
- Sulfuric Acid Spill
- Sulfuric Acid Spill (In the Event of Battery Breakage)
- Hydrogen Gas
- Potential Hazards
- Requirements and Recommended Practice
- Forklift Checks
- Operator Checklist -Electric Forklift
- Electric Forklift Operator's Daily Checklist
- Servicing an Electrical Lift Truck
- Internal Checks
- Controls (Start Lift Truck) Immediately Check Noises that are not Normal
- Gauges
- Lubrication Check: Use Compressed Air to Clean
- Inspect for Damage
- Hydraulic System Check
- Mast, Carriage, and Attachment Check
- Drive Assembly
- Comparison Between Gasoline & Battery Forklift
- Basic Forklift Operation
- Forklift Operation
- Interesting Facts
- Truck Body
- Overhead Guard

- Hydraulic Lift
- Gauges
- Truck Controls
- Switches
- Data Plates
- Tire Types
- Rear Wheel Steering
- Load Capacity
- Load Centering
- Speed
- Quick Turns
- The 8-Inch Rule
- If Your View is Blocked
- Overhead Clearance
- Center Your Loads
- Loose Loads
- Wide and Long Loads
- Driving on Ramps
- Driving Across Ramps
- Driving on Various Surfaces
- Loading Docks
- Parking
- Intersections
- Keeping Work Area Clear
- No Riders
- Wear Your Seatbelt
- Using Your Horn Often
- Backup Alarms
- Warning Light
- Daily Inspection
- Refueling and Recharging
- Forklift Attachments
- Side Shifters

- Carton Clamp
- Rotator
- Paper Roll Clamp
- Bar Arm Clamp
- Pallet Handler
- Single Drum Handler
- Double Drum Handler
- Pull and Push
- Forklift Health and Safety Awareness Situations?
- Working Safely
- H&S Awareness Course
- Purpose
- Introduction
- The Problem
- Reasons for the Problem
- Main Risks
- Struck by a Truck
- Training
- Working at Height
- Safe Working Platform!
- Accident Prevention
- The Law – Lifting Operations
- Health & Safety at Work Act
- Management of Health and Safety at Work Regulations
- Management Regulations
- Reasonably Practicable
- Work Equipment
- Lifting Equipment & Operations
- Day-to-Day Considerations
- Pedestrians
- Driver Maintenance
- Lifting & Transporting

- Battery Charging
- Don'ts
- Do's

