



MHA Training Limited.
An IPAF / RTITB / IOSH Accredited Training Company
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Managing and Supervising Material Handling Equipment Operations.

TRAINING COURSE DESCRIPTION

Course Member Specification: Management and Supervisory staff who have responsibility for MHE operators or who have MHE operators amongst their operational resources.

Training Course Objective: By the end of this course, candidates will be able to discuss their management and supervisory responsibilities with regards to material handling equipment (MHE) operations, and they will be able to identify steps that can be taken to minimize risk related to MHE in the workplace.

Location: On-Customer Premises or In Centre.

Training Course Ratio: 12 course members to one instructor.

Training Course Durations: 7 Hours 10 minutes.

Course Schedule / Block Syllabus:

ACTIVITY	TIME
Course Introduction	10 minutes
Walking the Floor (Practical Exercise)	30 minutes
Why are we here today?	20 minutes
The regulations	60 minutes
Manager and Supervisor Responsibilities	40 minutes
Operator Training	60 minutes
Operational Safety	60 minutes
Theory in practice (practical exercise)	30 minutes
Next Steps	30 minutes
Course Closure	10 minutes
Assessment	1 hour 20 minutes
Total Duration	7 hours 10 minutes.



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Detailed Syllabus:

Course Introduction

Welcome, introductions, course administration, domestics and site health and safety, outline of course programme and objective, timetable and certification.

Walking the floor (practical exercise).

A tour around appropriate areas of the facility, giving those new to the role an opportunity to see what they know and what they can identify in the live environment (this session is supplemented later by a repeat of the tour, this time in context of what has been taught during the course). In circumstances where a walk around a facility is not possible, video clips are provided for discussion.

Why are we here today?

Overview of the manager and supervisor's role in the workplace.

The regulations.

Health and safety at work act, Provision and Use of Work Equipment Regulations (PUWER), Lifting operations and lifting equipment regulations (LOLER), ACOP L117 – Operator training and safe use, safety signs and signals.

Manager and Supervisor responsibilities.

Supervisor qualifications and experience, supervisor qualities, observation of operators, paperwork and records administration, general environmental health and safety responsibilities, communication.

Operator training.

Novice operator training, experienced operator training, basic operating skills test, certificate of basic operator training, specific job training, familiarisation training, authorisation to operate, the role of refresher training.

Operational safety and theory in practice (Practical Exercise).

A tour around appropriate areas of the facility, giving the candidates an opportunity to observe the environment in light of the things they have learnt on the course.

Next Steps

Course concludes with an analysis of what individual candidates have taken from the lessons and steps they will implement in their role.