

Paper No. CB(2)692/99-00(01)

Secretary for Education & Manpower
Education & Manpower Bureau
9/F., West Wing
Central Government Offices
11 Ice House Street
Central, Hong Kong
(Attn: Mr Herman Cho)

17 December 1999

URGENT BY FAX

Dear Mr Cho,

**Provision of Training in support of the
F&IU Undertakings (Loadshifting Machinery) Regulation**

I am pleased to inform you that the captioned issue was discussed in the Council Meeting held on 16 December 1999. It was an unanimous decision that the Council should strengthen its training capabilities in Forklift Truck Safe Operation to prepare the employees of this trade for the oncoming new legislation.

In the next financial year 2000/2001, the Council has planned to conduct 100 classes for the forklift truck operators with the capacity of 2,100 trainees in one year. It is our intention to offer this training classes at a reduced fee of \$850 per person to assist the trainees and the enrolment. We have been making good progress with the Government Property Agency on leasing Pier 8 of the Kai Tak Airport at a concessionary rate. There should be a small training room, small office, and garage for the 4 forklift trucks and an outdoor training ground totaling at 1,250 sq.m. at the Kai Tak Pier 8. We shall be most grateful if you could kindly assist to support the Council in obtaining a concessionary rate for this lease.

We understand that some of the larger establishments may wish to conduct in-house training for their own staff. The Council has the capability to meet with their needs in forklift truck instructor training. In the past years, the Council has conducted 4 instructor classes and trained 52 instructors. We have planned to offer one instructor class in each quarter and more classes could be arranged if the need arise. Information on the Forklift Truck Instructor training course is listed

in **Appendix 1**.

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At the same time, we received an exciting proposal from the Hong Kong Container Freight Station Association (香港散貨集裝箱貨倉聯會) that the Council is being invited to conduct the testing and examination on the trainees trained by the instructors of the member-companies of the HKCFSA . This arrangement would expedite the training of operators and ensure the standard of quality be maintained. We are pleased to take part in this joint project as the Council's quality of service is being recognized by the trade. To prepare for this project, the Council is going to conduct instructors' classes for HKCFSA resulting with 30-40 instructors. Apart from training the operators and instructors, the Council is capable to conduct recognized examinations and trade test.

One crucial factor for our successful delivery of the forklift truck training courses is a permanent training ground. The current practice of renting VTC Seaman's Training Centre on ad hoc basis would not possibly allow any expansion of our training services. We do look forward to lease a permanent training ground at the Kai Tak Airport for 2-3 years at concessionary rate. Savings in the recurrent expenses of running these training courses would directly benefit the trainees.

We shall be most grateful if you could kindly convey our firm commitment to the Legislative Council Subcommittee on the F&IU(Loadshifting Machinery) Regulation. We have the experience and a proven record in enhancing the safe operation of forklift truck in Hong Kong.

Looking forward to your favourable reply.

Yours sincerely,

W S Tang
Executive Director

Appendix 1

**Occupational Safety & Health Council
Forklift Truck Instructor Training Course**

Objectives

Forklift trucks have played an important role in internal transportation of materials, products and tools in workplaces. In order to enhance the competence of forklift truck operators and their safe operations, the government proposes to introduce mandatory training for workers operating such machines in all industrial undertakings under the Factories & Industrial Undertakings (Loadshifting machinery) Regulation

This course aims to assist the industry to provide competent training for forklift truck instructors. It consists of theory and practical sessions based on the Independent Training Standards Scheme and Register (ITSSAR) under the Association of Industrial Truck Trainers (AITT) of the United Kingdom. The course is recognized by the Health & Safety Executive (HSE) in United Kingdom. On successful completion of the course, the participant will become a competent forklift truck instructor.

Content

1. Related occupational safety & health legislation
2. Engineering, principles and component parts of operation of forklift truck
3. Instruction techniques
4. Preparing lesson plans
5. Practical on demonstration and practical sessions
6. Test course design
7. Evaluation of operators

Lecturer

OSHC consultants and competent forklift truck instructors

Medium of Instruction

Cantonese supplemented with Chinese notes

Prerequisites

1. Form 3 or above or equivalent; and
2. 3 years practical experience in operating forklift truck
3. Holder of a certificate of Mandatory Basic Safety Training course issued by the Council or equivalent

Course fee

HK\$9,800 per person

Mode of training

48 hours of training including end of course assessment (written and practical)

Class size

12 trainees per class

Schedule

One class is offered in each 3-month quarterly period; additional classes could be

arranged subject to the venue availability and the market demand.