



MANUAL HANDLING IN THE WORKPLACE

The Importance of Manual Handling Training

Corporate.Work.**Health.**
Australia.

“Training for life rather than just sitting through another health and safety course”

Manual handling is the most common cause of injury in Australia.

107,355 serious claims were lodged in the 2014-15 financial year. Injury and musculoskeletal disorders led to 90% of these serious claims, with the most common traumatic joint/ligament and muscle/tendon injuries (almost 45%).

In 2012-13, work-related injury and disease cost the Australian economy \$61.8 billion. Injuries accounted for \$28 billion (45%) of the cost.

Manual handling (now manual tasks 2010) means more than just lifting or carrying something. The term ‘manual tasks’ is used to describe a range of activities including lifting, lowering, pushing, pulling, carrying, moving, holding or restraining an object, animal or person. This means that all of your workers are exposed to and are at risk of manual handling injuries.

Australian WHS (OH&S) legislation requires employers to identify, assess and control workplace hazards. One of these hazards is the risk of injury caused by manual tasks. The national standard for manual tasks requires that all tasks in your workplace which involve manual handling are identified and that the risk of injury is assessed. Where there is risk of injury, suitable ‘control measures’ must be introduced. Manual handling training is one such control measure.

Excellence in Manual Tasks Training

All our manual handling programs are written using evidence-based material and the most up to date Australian legislation. Corporate Work Health Australia’s training team are fully qualified Physiotherapists, Osteopaths or Exercise Physiologists who pride themselves on delivering effective, easy to understand, jargon free training, best suited for up to 12 workers.

Corporate Work Health Australia brings a wealth of experience of working across a broad spectrum of both public and private sectors of industry offering a full and varied portfolio of services aimed at reducing the costs associated with musculoskeletal injury.

Easy to Understand

Our fully qualified training team can provide ‘real life’ examples of injuries they treat daily which reinforces the importance of applying good techniques and teaching the ‘why’ behind the ‘how’ of good technique that people can relate to. The training ensures delegates acquire safe lifting and handling practical skills specifically to their work environment and reinforces the importance of good technique being applied to all aspects of everyday life. The training also has a strong focus on involving workers in the risk management processes.

Customisation is Key

Corporate Work Health Australia is proud to rise above the generic. We understand that different industries require different training, which is why we work with our clients in developing customised training tailored to their workplace and solutions that really work. We ensure that our training courses meet our client’s exact training needs including visual, practical and written materials where appropriate.

Benefits to employer

- Control and minimise the costs of workplace injuries from manual tasks.
- Reductions in back injuries, shoulder injuries and repetitive injuries.
- Comply with workplace health and safety legislation to provide a safe workplace.
- Improve worker’s understanding of the risk assessment and risk control processes.
- Increase the participative approach to reducing manual tasks risk factors and workplace safety culture.
- Decreased absenteeism & increased productivity.
- Reduced exposure to health and safety risk.

Our Manual Handling Course Options

1.5 Hour Manual Tasks ‘Direct to the Workforce’ Practical Skills Course

Who: This training course is designed for the office worker and allows our consultant to come to the workplace and train groups of up to 12 office workers on how to identify, reduce and complete manual tasks safely within their work environment.

Why: Manual handling training for the office worker enables the worker to be educated on manual tasks risk factors, and practice simple manual handling tasks specifically to their role. An often underestimated source of manual tasks injuries are the lighter, repetitive tasks often found in the office.



2.5 Hour Customised Manual Tasks ‘Direct to the Workforce’ Practical Skills Course

Who: Companies looking to create and deliver industry specific manual handling training to workers in their industry. This training course is designed for the worker who completes manual tasks on a daily basis. It involves a two step process (initial site visit and design, followed by training delivery) allowing a course to be delivered which is customised to specific workplace tasks, hazards, risk assessment tools and control measures. This allows our consultant to come to the workplace with a course designed specifically for your company and train groups of up to 12 workers on how to identify, reduce and complete manual tasks safely within their work environment.

Why: Manual handling training specific to your industry enables the worker to practice common manual handling tasks specific to their role. A review of the workplace prior to the training allows us to design a tailored course that meets your company needs. Theoretical and practical training is delivered specifically to your industry.

Our 2.5 hour course includes:

- Onsite workplace viewing and consultation, including photographs and video of core workplace tasks.
- Manual handling training program design.
- Delivery of 2.5 Hour manual handling training with theoretical and practical components designed specifically for your industry.
- Step-by-step practice of common manual handling tasks in the workplace.

Manual Tasks Training Schedule 2019

General objectives of both courses are:

What Is This Assessment For?

1. Briefly define manual handling and the need for training.
2. Discuss worker's expectations of the training session.
3. Discuss the research findings surrounding manual tasks training, including what training should include.
4. Discuss common manual tasks and the related issues relevant to the workplace, including current control measures.
5. Discuss worker's legislative duties, participation and consultation in risk management.
6. Define manual tasks risk factors and how injuries occur – what is a hazardous manual task?
7. Introduce workers to neutral versus awkward postures.
8. Educate workers on simple risk assessment strategies including the hierarchy of risk control.
9. Educate workers on incorrect movement patterns, the semi-squat and leg lift techniques.
10. Educate workers on twisting and turning, pushing and pulling and team lifting.
11. Introduce self-application of the principles of hazard identification, risk assessment and control measures for common manual tasks.
12. Workers to know the limits of their competence and identify when it is unsafe to continue with a task and when professional advice/guidance should be sought.
13. Answer any further questions related to manual tasks in the workplace.



Manual Handling Training Course Outline 2.5 Hour

Classroom Setting Part 1

Who Would Benefit From This Assessment?

Registration Part 1

Introduction & Expectations

- The need for manual tasks training
- What does the research say?
- What should manual tasks training include?
- What is manual handling?
- Defining hazards and risks
- Worker's duties and consultation in risk management

Group discussion of common workplace tasks and the associated issues

- Hazardous tasks in my role
- Issues within the workplace with specific tasks
- What is currently done to avoid injury
- Reporting issues – how, when and to whom?

Introduction to Risk Management

- What is risk management – the 4 steps
- My role in risk management

Manual tasks injuries

- The characteristic of hazardous manual tasks
- How do injuries occur
- An introduction to awkward postures and neutral joint positions
- Repetition & static postures

Break 10 minutes

Classroom Setting Part 2

Basic risk assessment skills

- The risk assessment
- The risk control hierarchy
- Group discussion / demonstration of the application of a risk assessment
- Frequently asked questions

Bending & lifting practical

- Common incorrect movement patterns
- Semi-squat and leg lift technique theory
- Semi-squat and leg lift practical
- Twisting and turning, pushing and pulling, and team lifts

Application of the principles of hazard identification, risk assessment and control measures for common manual tasks

- The basic principles of completing manual tasks
- Analysing common tasks and group discussion of control measures
- (Completion of a basic risk assessment if necessary)

Classroom Setting Part 3

Manual tasks issues and techniques relevant to the workplace – a walkthrough

- Practice of common manual tasks in the workplace using the semi squat, leg lift and team lifts
- Use of mechanical lifting devices (if necessary)
- Discussion and application of hazard identification, risk reduction and control measures in the workplace

Classroom Setting Part 4

Closing

- Questions and answers
- Completion of feedback forms

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**Complete Injury Management for the Workplace:
Your Ergonomic & Manual Handling Specialist**

AUSTRALIA WIDE