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## MANUAL HANDLING COURSE

### Course Background

Under the NSW OHS Regulation 2001, an employer must ensure that each worker receives training that covers the following:

- arrangements for managing OHS, including reporting hazards to management
- workplace health and safety procedures relevant to the worker, including the use and maintenance of risk control measures
- how workers can access health and safety information that the employer is required to make available.

Employers must ensure that any person who may be exposed to a risk to health and safety:

- is informed of the risk
- is provided with any information, instruction and **training** necessary to ensure the person's health and safety.

The information, instruction and training (and the timing of that training) must also be commensurate with the risk to health and safety concerned. Training is essential if manual handling risks cannot be eliminated

The National Code of Practice: Manual Handling is guidance material published by the National Occupational Health and Safety Commission (NOHSC) which details two types of training, general manual handling training and particular or job specific training.

### General training in Manual Handling

The Manual Handling Training Course provides general training in the risk management of manual handling. It is delivered by suitably qualified and experienced trainers.

General training in manual handling is designed to:

- prevent manual handling injuries through risk identification, risk assessment and primary control through job and task design
- increase awareness and understanding of the complex nature of manual handling activities
- teach safe manual handling techniques.

This training should be provided to workers involved in manual handling, and also to the managers and supervisors of these workers, worker representatives, and staff responsible for work organisation, job and task design.

Course Duration: 4 hours

### Course Outline:

- Topic 1 Introduction to Manual Handling
  - Topic 2 NSW Legislation and Codes of Practice
  - Topic 3 The Human Body and Manual Handling
  - Topic 4 Hazard Identification and Risk Assessment
  - Topic 5 Risk Control Measures
  - Topic 6 Communication and Manual Handling
- Use of Mechanical and Other Aids

### Certification:

- Successful participants will receive a Certificate in OHS Manual Handling
- Training methods place an emphasis on group discussion, group exercises and the interaction of course participants.