



# **KELRON HEALTH AND SAFETY SERVICES**

# **MANUAL HANDLING**

# **Manual Handling**

*The programme will enable learners to deliver Manual Handling. It will ensure competency in the preparation of Manual Handling assessments.*

*Delivery of this programme may be in-house or is offered on a public basis in venues around the country. The facilitation of the program will consist of a variety of lectures, practical demonstrations and student centred learning.*

*With a duration of 1 half day this programme may provide transfer to other awards.*

## **Learner Profile**

*This programme is open to all learners specifically those who have a responsibility in health & safety within their work environment.*

## **How many will be in the class?**

*To ensure maximum participation and to enable each student gain the most out of the day, we are adopting the ratio of a maximum of 12 students per course.*

## **What certification will I receive?**

*Successful students will receive a Manual Handling certificate.*

*It is our belief at Kelron, that people learn more when they are involved. We therefore will encourage each student to define their specific requirements and then design the course content where possible to address their needs.*

## **What do I need to provide before the course?**

*You need to fill out the booking form which is available at the back of this document.*

# *Manual Handling*

The aim of the course is to reduce the risk of manual handling injuries in the workplace.

The course provides participants with the knowledge and skills to effectively identify, assess and control risks arising from manual handling tasks.

By the end of the course, participants will be able to: Provide the definition of manual handling; Describe the principles of the Manual Handling; Apply the principles to identify and assess risks in their workplace and Discuss and apply the process for controlling risks of Manual Handling in their workplace.

## **Health, Safety & Manual Handling Law**

General Application Regulations 2007  
Safety, Health & Welfare at Work 2005  
The Health and Safety Authority

## **Back Basics**

Vertebrae and Discs  
Vertebrae Injuries  
Disc Injuries (Slipped Disc)

## **Prevention of Back Injury**

Who is at Risk?  
Avoiding and Minimising Injury  
Reducing the Weight  
Converting to Pushing or Pulling  
Work Levels  
Storage of Work Equipment

## **Ergonomics and VDU's**

Introduction to ergonomics  
Display Screen Equipment Law 1993  
Hazard identification  
Risk Assessment  
Reduction of Risk  
Purchasing policy

## **Manual Handling Assessment**

Task, Individual,  
Load, Environment

## **Individual Lifts & Carrying**

**(This section will be tailored to suit the group)**

Low Down Lifts  
On-End Lifts  
Carrying and Lifting  
Pushing and Pulling  
Shoulder Lifts

## **Safe Lifting**

Preparing for the lift  
Size up the load  
Survey your Route  
Where will you end up?  
Making The Lift  
Get Close to your Load  
Feet Apart  
Bend Knees, Back Straight  
Lift with your legs

## **Equipment**

Levers, Sliding Rails and Conveyors  
Cranes and Hoists  
Positioning Equipment  
Fork Lift Trucks, Pallet Trucks

## **Exercises for Your Back**

Upper Body Exercises  
Lower Body Exercises  
Muscle Toning  
Workplace Breaks  
Multiple Choice Question Paper

**Manual Handling**

# **Booking Form**

**Name**

**Telephone**

**Mobile**

**Email**

**Address**

**PPSN Number**

**Date of Birth**

**Preferred venue and date:**

*In the unlikely event of a course failing to reach any minimum student number, you will be offered a full refund or a place on the next available course*

