



## Manual Handling

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<b>Module purpose</b>	This module provides the learner with the knowledge, skills and competencies to identify, recognise the need for, and adopt methods to control manual handling risks, and modifying tasks, thereby reducing the frequency of injuries
<b>For whom</b>	All field personnel who carry out manual handling tasks. Other personnel identified by managers.
<b>Prerequisites</b>	Nil
<b>Summary of content</b>	<ul style="list-style-type: none"><li>• Occupational Health &amp; Safety Act</li><li>• Manual Handling Code of Practice</li><li>• Risk Assessment and Control</li><li>• Effects of manual handling on the body</li><li>• Factors resulting in manual handling injuries</li><li>• Preventive back and neck care</li><li>• Manual handling techniques</li><li>• Control strategies<ul style="list-style-type: none"><li>o Work organisation</li><li>o Job &amp; task design</li></ul></li><li>• Local manual handling issues</li></ul>
<b>Assessment</b>	Written assessment and practical assessment customised to suit the delivery method. Assessments, where appropriate should include: <ul style="list-style-type: none"><li>• Group activity.</li><li>• Risk assessment of common manual handling activity.</li></ul>
<b>Planned duration</b>	Training session: Initial: 3 hrs Refresher: 60-90 minutes Assessment: 20 minutes
<b>Frequency</b>	Three Yearly Assessment / Refresher Training, or as industry requirements change.