



Manual Handling

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