



# MANUAL HANDLING TRAINING

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## COURSE CONTENT OVERVIEW

The Manual Handling Training course is intended to give the learner a thorough grounding in how to move objects in the workplace, as well as avoiding injury to the person and damage to the goods. The course is balanced and informative, and should apply to all businesses and workplaces, and is of the standard needed for it to comply with the Manual Handling Operations Regulations 1992.

This course should be considered essential for any employee who is likely to undertake manual handling in the workplace or who will be supervising those who will be performing such tasks. It can also be used as a refresher course for employees who may not have been involved in manual handling tasks for a while to update and reaffirm their knowledge.



## MODULE ONE

# 01

### MANUAL HANDLING AND WORK-RELATED ACCIDENTS

In Module One, we take a look at what manual handling can be said to consist of and detail the legal obligations of both workers and employers. We also cover how to identify a potential hazard, the types of injury that may occur and how to put safety measures in place in the workplace that ensure the wellbeing of the workforce as well as legal compliance.

- The definition of manual handling and examples
- The legal obligations and responsibilities of employers
- The legal obligations and responsibilities of employees
- Recognition of manual handling hazards
- The common causes of manual handling injuries and MSDs
- The types of injury caused by poor manual handling
- The control measures that can be put in place to control manual handling accidents
- HSE guidance: best practice for manual handling and maintaining a safe working environment

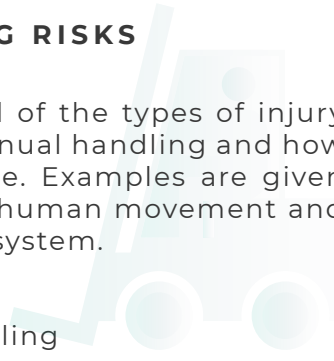
## MODULE TWO

# 02

## IDENTIFYING MANUAL HANDLING RISKS

In Module Two, we go into more detail of the types of injury that can be sustained through poor manual handling and how to spot likely dangers in the workplace. Examples are given and we also gain a basic grounding in human movement and the mechanics of the musculoskeletal system.

- The ten steps to safe manual handling
- Identifying risks in manual handling
- What are the riskiest occupations?
- The musculoskeletal system and the mechanics of human movement
- Factors which contribute to the risk of injury



## MODULE THREE

# 03

## MANUAL HANDLING RISK ASSESSMENTS

In Module Three, we gain an understanding of standard preventative practice in the form of risk assessment and learn the responsibilities of both employers and employees in avoiding injury. We learn the logical and systematic methods of identifying workplace hazards and how to evaluate and control them.

- Definitions of terms in a risk assessment
- Identifying hazards using the TILE method
- What are the hazards and who might be harmed?
- Controlling risk
- The hierarchy of control measures



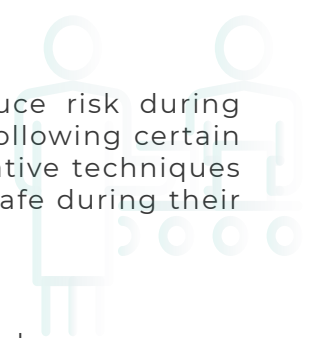
## MODULE FOUR

# 04

## CONTROLLING THE LEVEL OF RISK

In Module Four, we will learn how to reduce risk during manual handling in much greater detail by following certain protocols. We will delve into several preventative techniques and requirements that will keep employees safe during their tasks.

- How to prepare for a manual handling task
- The hierarchy of control measures
- How to avoid manual handling
- What is Personal Protective Equipment?
- How to organise team handling



In Module Five, we itemise the best practice manual handling techniques to make sure that workers make all reasonable efforts to avoid injury. We will explain how to handle a load from conception to transport, to placing it where it needs to go in an understandable and holistic way.

- The main manual handling lifting techniques
- Lowering a load from a height
- Carrying a load
- Pushing and pulling
- Team handling



## LEARNING OUTCOMES

By the end of the course learners will be able to demonstrate that they can:

- Learn about the external factors that affect your capability and how to account for these.
- Develop your understanding of the musculoskeletal system and how this is relevant in your role.
- Identify the various types of injuries that can be caused by manual handling and how you can protect yourself against them.
- Explore various manual handling techniques to increase your productivity, all while decreasing your risk of injury.

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