

Manual Handling

Course Length:	4 hours
Course Times:	e.g. 8:00am - 12:00pm (7.45am registration. Finish times may vary depending on group size)
Cost:	\$200.00 per participant

Course overview

This course is designed to highlight the problems associated with manual handling techniques in the workplace and the potential for injury through bad practice. Every day, in every job, we find ourselves lifting, lowering, pushing, pulling and manoeuvring objects - both in the office and outdoors. Statistically, manual handling injuries account for approximately 40% of all workplace accidents and injuries. This workshop trains participants on how to identify potentially hazardous manual handling tasks and understand techniques to conduct safe manual handling.

A practical scenario is conducted to reinforce the objectives of this course. The practical may be tailored to include real time situations in your workplace environment.

Clothing & Footwear

A minimum standard of clothing consisting of long trousers (preferred), short-sleeved shirt and fully enclosed footwear is required. Accrete operates an enclosed shoe site.

Failure to wear the correct clothing or footwear may result in training being refused.

Drug & Alcohol Policy

Alcohol cannot be consumed on Accrete premises. In the opinion of management, if a participant is under the influence of drugs and/or alcohol, then management shall remove that person from Accrete premises. Notification to the person's employer may be made if the employer paid for the course.

Pre-requisites

There are no pre-requisites associated with the course. However, if there are any medical concerns they must be discussed with Accrete prior to attending the course.

Key Topics

- Introduction
- Defining Manual Handling
- The Human Body
- History and Legislation
- Safe Manual Handling Techniques
- Manual Handling Injuries
- Hazard Management Process
- Hierarchy of Controls
- PPE



Assessment

Upon successful completion of this course, participants will be awarded a Certificate of Attendance.

Berrimah Facility: 24 Mendis Road East Arm
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Contact details: P 08 8947 4737 F 08 8947 3738
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ABN 47 104 880 391 RTO National Provider No 2382

Directions to Accrete

From the corner of STUART HWY and BERRIMAH RD.
Drive: 6.5 km – about 5 minutes

1. Head south on Berrimah Rd until Casey St. 6 km.
2. Turn **LEFT** at Casey St 100 m.
3. Turn **LEFT** at Mendis Rd 400 m.
4. Turn **LEFT** into Accrete at 24 Mendis Rd

We are located between MTU and Komatsu.

Competency Based Assessment: Competency Assessment is the collection of evidence by the Registered Training Organisation (RTO) demonstrating that the trainee can perform to the standard expected in the workplace as expressed in the relevant endorsed industry competency standard. As a trainee on a competency based training course you will be required to be assessed by the method described on the front of this information flyer.

Complaints and Appeals: All trainees who find themselves deemed "Not Yet Competent" have the right to appeal that decision. All appeals shall be directed, in writing, to the General Manager, Accrete. The appeal must identify and provide evidence of one of the following:

- The judgement as to whether competence has been achieved and demonstrated was made incorrectly.
- The judgement was not made in accordance with the Assessment Plan.

Where there is no satisfactory solution, provision will be made for reassessment.

Where participants believe that they have been treated unfairly, unruly or unjust by any member of staff or contractor whilst attending an Accrete run course, or whilst having contact with Accrete, they should out their concerns in writing after initial consultation with the General Manager.

Alternatively, participants can register their complaints to the NT Department of Education and Training on 8999 5511 or to the National Training Complaints Hotline on 1800 000 674.

Cancellations and Refunds: Accrete will safeguard fees paid by customers in advance. Customers who have paid in advance for training will be entitled to a full refund in the event of withdrawing five working days prior to training. Those customers who withdraw from training less than five working days prior to the training will be given the opportunity to enroll on alternative dates.

Support Services: Should you have any difficulty understanding any assessment method you should approach your facilitator as soon as possible. If you have literacy or numeracy difficulties, then alternative assessment processes can be implemented.

Evidence of Prior Learning: Course participants may seek to have Accrete recognise prior learning (RPL). RPL allows for recognition of competencies currently held, regardless of how, when or where the learning occurred. Under the AQTF, competencies may be attained in a number of ways. This includes through any combination of experience and/or general life experience.

Accrete will consider any request for RPL as long as the appropriate evidence of prior learning can be presented and that any legislated certification period has not been exceeded. A fee is chargeable for RPL applications.

Other policies and information can be viewed on our websites at www.accrete.net.au

Catering: Sample our great range of coffee from our coffee bar, tea and cool water is also provided. Lunch can be purchased from the smoko van which visits at 12 p.m. most days or from nearby take-away shops. A fridge is provided if you would prefer to bring your own. Dine in our air-conditioned lunchroom or in our garden pergola. **Catering can be provided for group bookings for an additional cost.**