

## Manual Handling Awareness

**Course Length:** 4 hours

**Course Times:** eg: 8:00am - 12:00pm

**Cost:** \$200.00 per participant (gst inc)

### 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.

### Dress

A minimum standard of clothing consisting of short trousers, sleeved shirt and fully enclosed footwear is required. **Failure to wear the correct clothing may result in training being refused.**

### Drug and 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

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.





### 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 10 0 m.
3. Turn **LEFT** at Mendis Rd 400 m.
4. Turn **LEFT** into Accrete at 24 Mendis Rd

Note: You can not access Accrete from Berrimah Rd. Entry is available from Mendis Rd as shown on the map.

**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 complete the following methods of evidence collection: Theory, quiz and practical skills demonstration of the elements listed in the course information.

**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, within one month of the completion of the course. 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.

**Evidence of Prior Training:** Accrete has a recognition policy in relation to trainees gaining recognition for any Nationally Accredited qualifications or units of competency. Evidence may be submitted in the following forms:

- Evidence of current competency during the recognition process itself
- Relatively recent evidence presented by the trainee that provides a good indication of current competence
- Historical evidence provided by the trainee showing proof of prior learning at an earlier time

Other policies and information can be viewed on our website at [www.accrete.net.au](http://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 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.