



## Manual Handling

### Lesson 0: Course Outline

#### Introduction

Hello and welcome to this course on Manual Handling. The aim of this course is to equip the learner with the skills and competencies to be able to carry out safe working practises in the workplace and reduce the likelihood of injury.

#### On completion of this training course, you will be able to:

- Understand why manual handling instruction is critical in the workplace.
- Understand the legal requirements in relation to manual handling.
- Understand the anatomy of the back and how risks to back injury are addressed.
- Appreciate ergonomic principles and risk assessment.
- Understand the 8 principles of Safe Manual Handling.
- Be able to apply manual handling techniques to tasks in the workplace.

#### Who is this course for?

This course is ideal for those that are new to work situations where manual handling may be required or those who require refresher training.

This course is also beneficial to those who need to manage the risks of operations where manual handling may be required.

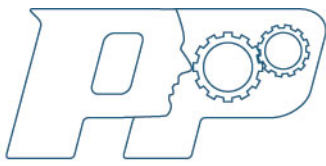
The course is divided into 4 lessons:

#### Lesson 1: Why we need Manual Handling Instruction

#### Lesson 2: Anatomy and Back Care

#### Lesson 3: Ergonomics in the Workplace

#### Lesson 4: Manual Handling – Principles and Techniques



## How to navigate the course

If this is your first course with People & Process Academy, be sure to look at “Studying with People & Process” before you begin. This short video shows you how to find your way around the lessons and modules.

Lessons are all presented in video format, and there's a transcript you can follow as you watch. If you like, you can download the video transcript to revise later on. In this course, each new lesson builds on previous information, so it's best to follow the lessons in order. Similarly, you should follow each module in sequence as you first go through the course. All registered users have unlimited access to video lessons and transcripts, and you can repeat each video as often as you like.

There's a discussion forum attached to this course. You'll find the discussion forum on the course homepage. In this forum you can chat to other students and leave questions and comments on the course. If you have any difficulties navigating the course, see the support section for help.

## The Assessment Method

There's a quiz at the end of each lesson to test your understanding of the material.

To successfully complete this course, you must pass the quiz for each lesson. Once all the lessons have been completed, you can then download and print the People & Process completion certificate.

So let's get started! In the next video, we'll examine “Why we need Manual Handling Instruction”.