



LHS 290

Manual Handling

Course Introduction:

Manual Handling helps employees assess the risks involved in moving, lifting or carrying heavy or awkward objects, and explains the correct techniques to use. With confident, well-trained staff, a business will reduce the risk of workplace injuries which can lead to long-term absence and costly legal action. This course ensures all employees are aware of correct lifting techniques and government guidance on maximum weight recommendations.

Course Objectives:

At the end of the course participants will be able to:

- Learn how to lift and carry to minimize strain
- Learn guidelines for safe lifting and lowering
- Minimize risk through evaluation

Who Should Attend?

This course is for anyone who has to do any manual handling in the workplace – this includes office duties as well as the more obvious workshop & warehouse lifting & carrying. This course guides the delegates in a very practical way how to manually handle safely.

Course Outline:

LIFTING AND CARRYING TECHNIQUES

- Create a stable base
- Bend the knees
- Correct grip and hold
- Changing direction

GUIDELINES FOR LIFTING

- Recommended maximum weights for men and women
- Different weights apply in different levels of bending
- Comparative Risk Levels
- Lifting while seated
- Review – Guidelines for Lifting

EVALUATING RISK

- The Task (Movement, Distance, Work process)

- The Load (Weight, Shape, Hazards)
- The Environment (Layout, Floor Condition, Temperature)
- Capability (Strength, Training, Preparation)

Course Certificate:

International Center for Training & Development (ICTD) will award an internationally recognized certificate(s) for each delegate on completion of training.

Course Methodology:

A variety of methodologies will be used during the course that includes:

- (30%) Based on Case Studies
- (30%) Techniques
- (30%) Role Play
- (10%) Concepts
- Pre-test and Post-test
- Variety of Learning Methods
- Lectures
- Case Studies and Self Questionnaires
- Group Work
- Discussion
- Presentation

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Course Fees:

To be advised as per the course location. This rate includes participant's manual, and-Outs, buffet lunch, coffee/tea on arrival, morning & afternoon of each day.

Course Timings:

Daily Course Timings:

08:00 - 08:20	Morning Coffee / Tea
08:20 - 10:00	First Session
10:00 - 10:20	Coffee / Tea / Snacks
10:20 - 12:20	Second Session
12:20 - 13:30	Lunch Break & Prayer Break
13:30 - 15:00	Last Session