



## HLTWHS005 Conduct manual tasks safely

### Course information

Description	<p>Manual Handling can be completed at your workplace using your equipment and processes OR at Daisy Learning, where we will simulate standard working conditions and scenarios.</p> <p>All participants must perform manual handling tasks including problem situations, so that we can correct postures and assess their safe handling skills.</p> <p>Just because we have fun, does not mean we aren't serious about safe and respectful handling of people.</p>
What is covered	<ul style="list-style-type: none"> <li>• <b>Identifying manual tasks involving risk</b> <ul style="list-style-type: none"> <li>○ Recognising risks to self and others</li> <li>○ Hazardous risk factors</li> <li>○ Determining the nature and extent of risk</li> <li>○ Following organisational procedures</li> </ul> </li> <li>• <b>Preparing for manual tasks</b> <ul style="list-style-type: none"> <li>○ Prepare workplace layout and environment</li> <li>○ Organise tasks and workflow</li> <li>○ Prepare and package loads for movement</li> <li>○ Select and use personal protective equipment</li> <li>○ Ensure task is within personal capabilities</li> </ul> </li> <li>• <b>Completing manual tasks</b> <ul style="list-style-type: none"> <li>○ Using appropriate posture and handling techniques</li> <li>○ Using mechanical aids and devices</li> <li>○ Pacing and scheduling tasks</li> </ul> </li> <li>• <b>Contribute to safe work practices</b> <ul style="list-style-type: none"> <li>○ Identify hazardous manual tasks and report</li> <li>○ Follow organisation procedures for reporting injury</li> <li>○ Participate in workplace safety activities</li> <li>○ Contribute to risk management</li> </ul> </li> </ul>
Delivery	<p>Training can be delivered onsite or at Daisy Learning</p> <ul style="list-style-type: none"> <li>• All students must participate in demonstrations performing manual handling tasks, to correct postures and assess safe handling skills.</li> <li>• We simulate difficult tasks during the training session so that participants are more competent in problem situations.</li> <li>• We have fun, but that does not mean we are not serious about safe and respectful handling of people.</li> </ul>
Duration / CPD Hours	<p>Approx. 4-5 hours onsite plus theory work to be completed before.</p>
Investment	<p><i>Costs may vary depending on group size, travel or additional costs incurred by Daisy Learning</i></p>