



ST BERNARD'S  
SAFETY TRAINING CENTRE

## **Manual Handling Course**

**Suitability:** This course is suitable for anyone who would like to learn the correct techniques for lifting, carrying, pushing and pulling loads as an individual and as part of a team. It provides clear information on how to avoid risks of an injury from manual handling. This course is also suitable to renew an already existing manual handling qualification

**Validity:** 3 years

**Course Duration:** 2 hours

**Course Assessment:** At the end of the Manual Handling course, participants are assessed by a multiple choice assessment sheet to assess understanding of main topics and any weaknesses are addressed to by the tutor

The Manual Handling course is made up of the 4 sections, which are:

### ***Introduction to Manual Handling***

1. Definition of Manual Handling
2. The Importance of Safe Manual Handling
3. The Costs to Businesses of Inappropriate Manual Handling
4. The Costs to Employees of Inappropriate Manual Handling

### ***Inappropriate Manual Handling Injuries***

5. Structure of the Human Musculoskeletal System
6. Common Factors which cause Injuries
7. Potential Injuries from Inappropriate Manual Handling
8. Commonly Affected Body Areas

### ***Manual Handling Hazards & Risks***

9. Manual Handling Hazards and Risks
10. Risk Assessing of Manual Handling
11. Hierarchy of Control
12. Reducing Manual Handling Risks

### ***Safe Handling Techniques***

13. Principles of Safe Handling
14. Checks Prior to Lifting
15. Individual Safe Handling Techniques
16. Team Safe Handling Techniques
17. Pushing of Loads as an Individual
18. Pushing of Loads as Part of a Team
19. Types of Mechanical Equipment available for Manual Handling Task
20. Safe Handling of Mechanical Lifting Equipment