

WHS MANUAL HANDLING AWARENESS

“Protect your workforce from musculoskeletal injuries through proper manual handling techniques.”

Schedule

Venue	Fees
In-House	ASK FOR THE QUOTATION

► Available delivery methods: In-House Training

Introduction

Manual handling is a key component of many jobs—but if done incorrectly, it can result in injuries, productivity loss, and legal risks. This awareness-level course provides participants with foundational knowledge and skills to understand, assess, and safely carry out manual handling tasks in compliance with Work Health and Safety (WHS) legislation and guidelines.

Objectives

- By the end of this training, participants will be able to:
- Identify manual handling hazards and associated risks
 - Understand the body’s response to poor lifting techniques
 - Apply safe lifting, carrying, and pushing/pulling practices
 - Recognize control measures to minimize manual handling injuries
 - Comply with workplace health and safety policies

Why Attend

Manual handling injuries are among the most common workplace incidents. This course equips workers with knowledge and awareness to proactively prevent them—protecting both staff and organizational performance.

Target Audience

- General employees across all sectors
- Warehouse and logistics personnel
- Construction and maintenance workers
- Health, aged care, and disability support staff
- Supervisors and safety representatives

Individual Benefits

- Learn correct manual handling techniques to prevent injury
- Understand WHS responsibilities in handling materials
- Boost personal safety confidence when lifting, moving, or transferring loads
- Reduce fatigue and increase ergonomic efficiency

Organizational Benefits

- Reduce incidents, compensation claims, and lost-time injuries
- Ensure compliance with WHS laws and duty of care obligations
- Promote a safety-first culture
- Improve staff wellbeing and operational efficiency

Instructional Methodology

- Interactive presentations
- Live demonstrations and ergonomic assessment
- Video examples of correct/incorrect manual handling
- Group exercises and hazard ID tasks
- Knowledge check quizzes and toolbox talk integration

Course Outline

DETAILED 5-DAY COURSE OUTLINE (CUSTOMIZABLE)

Training Hours: 7:30 AM – 3:30 PM

Daily Format: 3–4 Learning Modules | ☕ Coffee Breaks: 09:30 & 11:15 | 🍽️ Lunch Buffet: 01:00 – 02:00

Day 1: Introduction to Manual Handling & Risks

Module 1: What is Manual Handling? Definitions and Relevance (07:30 – 09:30)

Module 2: Common Injuries and How They Occur (09:45 – 11:15)

Module 3: Legal Duties under WHS Act & Regulations (11:30 – 01:00)

Module 4: Case Studies of Manual Handling Failures (02:00 – 03:30)

Day 2: Manual Handling Hazard Identification

Module 1: Task, Load, Environment & Individual Risk Factors (07:30 – 09:30)

Module 2: Recognizing High-Risk Tasks in Your Workplace (09:45 – 11:15)

Module 3: Conducting a Manual Handling Risk Assessment (11:30 – 01:00)

Module 4: Workplace Observation and Hazard Reporting Exercise (02:00 – 03:30)

Day 3: Principles of Safe Manual Handling

Module 1: Posture, Leverage, and Biomechanics Basics (07:30 – 09:30)

Module 2: Safe Lifting Techniques and Equipment Use (09:45 – 11:15)

Module 3: Push vs. Pull – When and How? (11:30 – 01:00)

Module 4: Practical Handling Drill: Boxes, Drums, and Furniture (02:00 – 03:30)

Day 4: Control Measures and Ergonomic Design

Module 1: Substitution, Engineering, and Administrative Controls (07:30 – 09:30)

Module 2: Mechanical Aids: Trolleys, Hoists, and Adjustable Platforms (09:45 – 11:15)

Module 3: Ergonomics in Workplace Design (11:30 – 01:00)

Module 4: Group Workshop – Designing a Safer Task Flow (02:00 – 03:30)

Day 5: Review, Simulation, and Evaluation

Module 1: Recap: Manual Handling Do’s & Don’ts (07:30 – 09:30)

Module 2: Incident Response and Reporting Process (09:45 – 11:15)

Module 3: Final Quiz + Video Scenario Analysis (11:30 – 01:00)

Module 4: Feedback, Wrap-up, and Certificate Distribution (02:00 – 03:30)

Certification

Participants will receive a **Certificate of Awareness in WHS Manual Handling**, confirming understanding of risk recognition and injury prevention practices under national safety laws.

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