COURSE TITLE: Ergonomics and Manual Handling at the Workplace

COURSE DURATION: 2-day(s) / 13.00-hour(s)
COURSE CODE: EMHW

COURSE CATEGORY: Non-Competency
COURSE LEVEL: Basic

HRDF SCHEME: SBL
COURSE FEE: RM848.00 (inclusive of 6% SST)

1. OBJECTIVE(S):
At the end of the course, the participant will be able to:
   i. Explain the definition of ergonomics and its objectives.
   ii. State the 12 Ergonomics Principles.
   iii. State the statutory requirement for manual handling activities.
   iv. State the manual handling injuries.

2. TARGET GROUP(S):
   i. Managers/ Executives.
   ii. Safety and Health Officers.
   iii. OSH practitioners.
   iv. Safety and Health Committee members.
   v. Supervisors.

3. ENTRY REQUIREMENT(S):
   i. None.

4. TOPIC(S):
   i. Introduction to Ergonomics & Manual Handling.
   ii. Ergonomics Risk Factor.
   iii. Case Studies – Identify Risk Factor.
   iv. Workshop – Conducting Body Symptoms Survey.
   vi. Control Measures in Manual Handling.

5. LIST OF REFERENCE BOOK(S):
   i. -
6. LIST OF TEACHING AID(S):
   i. LCD projector.
   ii. Computer.
   iii. White board with accessories.
   iv. Flip chart with accessories.
   v. Anatomical chart.
   vi. Back model.
   vii. Back support.
   viii. Hard case travel bag.

7. LIST OF CLASSROOM ACTIVITIES:
   i. Lecture.
   ii. Group discussion.
   iii. Practical.
COURSE TITLE: ERGONOMICS AND MANUAL HANDLING AT THE WORKPLACE

**DAY ONE**

<table>
<thead>
<tr>
<th>TIME</th>
<th>HOUR</th>
<th>TOPICS</th>
<th>TRAINER / FACILITATOR</th>
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<tbody>
<tr>
<td>0830 - 0900</td>
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<td>Registration &amp; Course Briefing</td>
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<td>0900 - 1030</td>
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<td>Introduction to Ergonomics &amp; Manual Handling</td>
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<td>1030 - 1045</td>
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<td>MORNING TEA BREAK</td>
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<td>1200 - 1300</td>
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<td>Case Study Identify Risk Factor</td>
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<td>1300 - 1400</td>
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<td>LUNCH</td>
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<td>1400 - 1530</td>
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<td>MSDs From Manual Handling Work</td>
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<td>MSDs From Manual Handling Work (Cont.)</td>
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**END OF DAY ONE**

**DAY TWO**

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<td>1045 – 1300</td>
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<td>Control Measures in Manual Handling</td>
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<td>1400 – 1530</td>
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<td>1545 – 1700</td>
<td>1.25</td>
<td>Back Strengthening Programme</td>
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**END OF THE COURSE**