



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
HRD CORP SCHEME	: Claimable		
COURSE FEE	: RM864.00 (inclusive of 8% 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.
- vi. Occupational Health Doctor/ Occupational Health Nurse.

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.
- v. Ergonomics Management Programme.
- vi. Control Measures in Manual Handling.
- vii. Back Strengthening Programme.

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.

 	NATIONAL INSTITUTE OF OCCUPATIONAL SAFETY AND HEALTH		
	COURSE SCHEDULE		
	Document No. NIOSH-PDD-CS-EMHW	Revision No. NAJ140420	Page 3 / 3

COURSE TITLE: ERGONOMICS AND MANUAL HANDLING AT THE WORKPLACE

DAY ONE

TIME	HOUR	TOPIC	TRAINER / FACILITATOR
0830 - 0900	0.50	Registration & Course Briefing	NIOSH
0900 - 1030	1.50	Introduction to Ergonomics & Manual Handling	
1030 - 1045	0.50	MORNING TEA BREAK	
1045 - 1200	1.25	Ergonomics Risk Factor	
1200 - 1300	1.00	Case Study Identify Risk Factor	
1300 - 1400	1.00	LUNCH	
1400 - 1530	1.50	MSDs From Manual Handling Work	
1530 - 1545	0.25	AFTERNOON TEA BREAK	
1545 - 1630	0.75	MSDs From Manual Handling Work (Cont.)	
1630 - 1700	0.50	Workshop – Conducting Body Symptoms Survey	
	6.50	END OF DAY ONE	

DAY TWO

TIME	HOUR	TOPIC	TRAINER / FACILITATOR
0900 - 1030	1.50	Ergonomics Management Programme	
1030 – 1045	0.25	MORNING TEA BREAK	
1045 – 1300	2.25	Control Measures in Manual Handling	
1300 – 1400	1.00	LUNCH	
1400 – 1530	1.50	Controlling Manual Handling Workshop & Group Presentation	
1530 – 1545	0.25	AFTERNOON TEA BREAK	
1545 – 1700	1.25	Back Strengthening Programme	
	6.50	END OF THE COURSE	