

1 Day Course

Ergonomics and Manual Handling at Workplace

HRDCorp Claimable SBL Khas Course No : 10001373455



Training Objectives

Ergonomics is the science of a full range of tasks including, but not limited to, lifting, holding, pushing, walking and reaching. Many ergonomic problems result from technological changes such as increased work process speeds, adding specialized tasks and increased repetition. In this course, you will learn the importance of ergonomics in the workplace, how to avoid ergonomic injuries and the right way in handling goods. The contents of the course is following to the **2018 OSHA Guidelines for Manual Handling at Workplace**.

By end of the course, the participants should be able to:

- 1) Understand Ergonomics and the 10 Principles of Ergonomics
- 2) Identify Ergonomic problems in the workplace and what should be done.
- 3) Understand the spatial relationships between the equipment and worker's movement in the workplace.
- 4) Able to identify the BEST method in minimizing Ergonomics hazards.
- 5) Understand the means of repetitive trauma or repetitive multiple trauma disorder, carpal tunnel syndrome, white finger, Musculoskeletal Disorders etc.

Intended Audience

Managers, Safety Officers, Leaders and all staffs

Methodologies

Participants are guided through various practical steps of the topics with a combination of lectures, discussions, case studies and video presentations.

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Modules & Programme

Day 1

Module 1 Introduction

- Unit 1 What is Ergonomics?
- Unit 2 History of Ergonomics
- Unit 3 The Effect on Ergonomic Hazards
- Unit 4 The Objectives of Ergonomics Principles in Workplace

Module 2 10 Principles OF Ergonomics

- Unit 1 Work in Natural Postures
- Unit 2 Keep Everything in Easy Reach
- Unit 3 Work at Proper Height
- Unit 4 Reduce Excessive Motion, Reduce Excessive Force
- Unit 5 Provide Clearance, Minimize Fatigue and Static Load
- Unit 6 Minimize Pressure Points, Improve organization of work
- Unit 7 Maintain Comfortable Environment

Module 3 Ergonomics & Risk Factors

- Unit 1 Musculoskeletal System and Disorder (MSDs)
- Unit 2 Stretching Exercise to avoid MSDs
- Unit 3 Right Lifting Posture to avoid injury
- Unit 4 Vibration, Repetition, Twisting and Force
- Unit 5 Velocity, Acceleration, Heavy Dynamic Exertion

Module 4 Basic Understanding on Legal Responsibilities and Guidelines

- Unit 1 OSHA 1994 - Section 4
- Unit 2 Duty of employer to control – OSHA Section 15 (1),15 (2)
- Unit 3 Duties of employee - OSHA Section 24
- Unit 4 FMA 1967 - Section 10,12, 24, 70
- Unit 5 REGULATIONS 1970 – Reg 13 (2),23,24,25,28,29 etc
- Unit 6 Guidelines for Manual Handling at Workplace 2018
- Unit 7 Guidelines – Office, Sitting, Standing etc
- Unit 8 Guidelines on Ergonomic Risk Assessment 2017
- Unit 9 Niosh Lifting Equation
- Unit 10 Q & A, Written Test

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TENTATIF PROGRAMME

DATE	TIME	ACTIVITIES	ACTION BY
DAY 1	8.50 – 8.55 AM	Registration	<i>Optional</i>
	8.55 – 9.00 AM	Temperature Checking (If Required)	<i>Optional</i>
	9.00 – 10.15 AM	Module 1	<i>Trainer</i>
	10.15 – 10.30 AM	Morning Tea Break	
	10.30 – 12.00 PM	Module 2	<i>Trainer</i>
	12.00 – 1.00 PM	Module 3	<i>Trainer</i>
	1.00 – 2.15 PM	Lunch Break	
	2.15 – 2.45 PM	Module 3 (Continue)	<i>Trainer</i>
	2.45 – 4.00 PM	Module 4	<i>Trainer</i>
	4.00 – 4.15 PM	Afternoon Tea Break	
	4.15 – 5.00 PM	Assessment	All participants
	5.00 – 5.15 PM	Closing Talk.	Trainer and all participants

Trainers

Trainer Background

Mr. Noorazli bin Mustapa (IC No. 740322-10-5053) is an Assistant Professor of the Faculty of Allied Health Sciences. His highest education is a Master in Education (Sociology Education) from Universiti Pendidikan Sultan Idris. He has in-depth experiences in conducting training on Health Life Programme such as Basic Life Support and a facilitator in Disaster and Relief Medicine workshop.

Prior to this, he is a trainer in Ministry of Health before he left the Government. He received Certification from American Heart Association conducted by Universiti Kebangsaan Malaysia. He is also a registered Medical Assistant under Ministry of Health in 1997.

Working Experiences : EMERGENCY Dept.

- Hospital Sultanah Aminah Johor, Hospital Yan, Kedah. Hospital Kuala Kubu Bharu, Selangor, Lecturer for Medical Assistant College, Ministry of Health and Pusrawi International College of Medical Sciences.

Technical Skills : AHA (American Heart Association) Instructor, Trainer For Paramedic Services (Australia), Member Of Disaster Relief Medicine (CUCMS), Lead Instructor CPR And First Aid (CUCMS) American Heart Association.



Trainers

Trainer Background

Madam Norfaizah binti Mustapa (IC No. 650416-08-6210) TTT HRDCorp Exempted, is a retired Trainer under Kementerian Kesihatan Malaysia (KKM). She possess Master in Educational Psychology from Universiti Pendidikan Sultan Idris (UPSI), Degree in Nursing Nortumbria University United Kingdom and Diploma in Nursing, Nursing College. Melaka.



Working Experiences

Madam Norfaizah is registered under Malaysia Nursing Board (RN 25107). She has in depth experienced in conducting training in First Aid, CPR and AED Course, health Life Support Program and Emergency Life Support Program.

Working with Kementerian Kesihatan Malaysia from 1991 to 2019 until retired. She has been appointed as an Internal Nursing Lecturer for 2009 to 2019.

The summary of her hospitals attachment are as per below:

1991-1992 - Hospital Terengganu

1993-1999 - Hospital Kuala Lumpur

2000-2003 - Hospital Selayang

2002-2009 - Hospital Labuan

2009-2019 - Nursing Lecturer for KKM

Trainers

Dr. Mohd Fadzil bin Harun

PhD (UPSI), MBA (UUM), HRDF TTT No. 7855, Certified Forklift Instructor (AECS)

Dr. Mohd Fadzil bin Harun (IC No: 661107-08-5103) has more than 25 years industrial experience in managing people and operations particularly Warehousing and Logistics areas. He earned his PhD from Universiti Pendidikan Sultan Idris (Lean and VSM) and Master of Business Administration from Universiti Utara Malaysia.



As an experience Consultant and Trainer, Dr. Mohd Fadzil has experience in delivering Ergonomics Training under DOSH/JKKP programs, Conduct Lean and Value Stream Mapping (VSM) Courses, implement Lean tools in Malaysia and Indonesia, and setting-up many operations requirement for various industrial background such as E-commerce, Automotive, FMCG, Hard disk drives, Electronics, Plastics molding and 4th-party Logistics. He is also working as a trainer under FFM, IEM and possess Teaching Permit issued by the Ministry of Education. He is also had directly involved in the implementation of Lean Distribution through-out Malaysia (e.g. for Massimo Bread) , GDP, ISO9001, ISO27001, ISO14298, ISO45001, EMS and ISO 37001 (ABMS).

On top of the above, Dr. Mohd Fadzil possess a Certified Forklift Instructor Certificate and has contributes various Safety Forklift & Reach Truck Operating training. He is also an Industrial Advisor for local Universities (such as for UNISEL & DRB HICOM University programs). He also involves in modules writing and working as a Part time lecturer and Academic Facilitator for local Universities such as UMP, UTM Space, DRB-HICOM University, Open University, UUM and Asia e-University.

Mr. Mat Noor Bin Hassan (IC No: 630526-07-5741) has more than 20 years experience in Safety & Health Management and education. He earned his Master of OSH Management, from Open University Malaysia.

As a Trainer, Mr. Nizam had delivered various training regarding Safety & Health such as Ergonomic, Working at Height (WAH), Emergency Response Plan (ERP), Basic Fire Watch and others.



His Professional Development is as per below :

1. Registered Safety & Health Officer - JKKP/IS/438/2/175
2. Construction Safety & Health Officer - CIDB-J/CSHO/13/0018
3. Registered Authorized Gas Tester & ES - JKKP-HQ/13/AGTES/00/957
4. Registered Scaffold Erector - JKKP-SPP/A/PP/029/2007
5. Scaffolding Inspector - TRIDENT-C-2145
6. Registered ISO45001-2018 Auditor - IRCA-6008941
7. Registered SHASSIC Assessor - LPIM: SPT/SHQ1/14/3 JH3 435
8. Registered AESP-ESICW Trainer - JKKP/HIE/P38.4
9. Registered WSO - WSO-01780
10. Registered Trained Ergonomic Assessor
11. Certified Forklift Instructor - AECS-TTFL/6160623/26

Fees & Registration Form

Training Fees

RM 3,400.00 for a group of participants from 5 to 30 participants. **(All States)**

The fees includes the individual Certificate of Attendance and Training Materials. The overall fees is claimable under HRD SBL-Khas and SBL Scheme). The First Aid Certificate valid for 3 Years.

Registration

Please call us at 03-6038 58 38 or 013-512 7777 (Mr. Eddy) or email the registration form below to eddy@penyediaatihan.com

REGISTRATION FORM

[Click Here if you like to Register by using Google Form](#)

Dear Eddy, please register as per below :

Course / Training Subject : **Ergonomics and Manual Handling at Workplace**

Training Date Requested :

Venue :

Company Name :

Company Address :

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.....
.....

HR Contact Person :

HR Contact Number :

Email:.....

Popular HRDCorp Claimable Courses in 2024

PUBLIC TRAINING PROGRAM

Fees : All the fees below inclusive of SST, Certificates etc. for companies in Selangor / Kuala Lumpur

Click for TTV

OSH Coordinator Course (3 Days)

RM 660 per participant (Selangor, KL & other states)



[Click here to Request Module & Quotation](#)

Safety and Health Committee Training (1 Day)

RM 700 per participant (UNISEL, Shah Alam)



[Click here to Request Quotation](#)

HIRARC & OSHA (Amendment) Act 2022 (2 Days)

RM 1200 per participant (UNISEL, Shah Alam)



[Click here to Request Quotation](#)

Forklift Skills, Safety & Daily Maintenance (1Day)

RM 380 per participant (UNISEL, Shah Alam)



[Click here to Request Module & Quotation](#)

First Aid, CPR & AED Course (1 Day)

RM 380 per participant (UNISEL, Shah Alam)



[Click here to Request Module & Quotation](#)

Fire Fighting and Emergency Res. Team (1 Day)

RM 480 per participant (UNISEL, Shah Alam)



[Click here to Request Quotation](#)

Professional Certificate

Forklift Train The Trainer (3 Days)

RM 3,798 per participant (UNISEL, Shah Alam)



[Click here to Request Module & Quotation](#)

Professional Certificate

Reach Truck Train The Trainer (3 Days)

RM 3,798 per participant (UNISEL, Shah Alam)



[Click here to Request Quotation](#)

Contact Eddy / Nur Hidayah : 03-6038.58.58, 013.512.7777 OR 018-262.3723

Training Collaboration



Popular HRDCorp Claimable Courses in 2024

IN-HOUSE TRAINING PROGRAM (Venue: at your own premise)

Fees : All the fees below inclusive of SST, Certificates etc. for companies in Selangor / Kuala Lumpur.

Click for TTV

OSH Coordinator Course (3 Days)

RM 12,800 for 10 to 30 Staffs (at your premise)



[Click here to Request Module & Quotation](#)

Safety and Health Committee Training (1 Day)

RM 3,400 for 30 participants (at your premise)



[Click here to Request Quotation](#)

HIRARC & OSHA (Amendment) Act 2022 (2 Days)

RM 6,800 for 30 participants (at your premise)



[Click here to Request Quotation](#)

Forklift Skills, Safety & Daily Maintenance (1Day)

RM 3,400 for 30 participants (at your premise)



[Click here to Request Module & Quotation](#)

First Aid, CPR & AED Course (1 Day)

RM 3,400 for 30 participants (at your premise)



[Click here to Request Module & Quotation](#)

Fire Fighting and Emergency Res. Team (1 Day)

RM 3,400 for 30 participants (at your premise)



[Click here to Request Quotation](#)

Overhead Travelling Crane (1 Day)

RM 3,400 for 30 participants (at your premise)



[Click here to Request Quotation](#)

Ergonomic & Manual Handling in Workplace (1 Day)

RM 3,400 for 30 participants (at your premise)

[Click here to Request Module & Quotation](#)

Contact Eddy / Nur Hidayah : 03-6038.58.58, 013.512.7777 OR 018-262.3723

Email: eddy@penyediaatihan.com , admin@penyediaatihan.com

Training Collaboration

