

1 Day Course

Ergonomics and Manual Handling at Workplace

HRDCorp 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 needed 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 (Theory)

- Unit 1 What is Ergonomics?
- Unit 2 The 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 (Theory & Practical)

- 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 (Theory & Practical)

- Unit 1 Musculoskeletal System and Disorder (MSDs)
- Unit 2 Types of 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 (Amendment) 2022
- Unit 2 Duty of Employer to Control – OSHA Section 15 (1),15 (2)
- Unit 3 Duties of Employee - OSHA 1994 (Amendment) 2022 - Section 24
- Unit 4 Guidelines for Manual Handling at Workplace 2018
- Unit 5 Guidelines – Office, Sitting, Standing etc.
- Unit 6 Guidelines on Ergonomic Risk Assessment 2017
- Unit 7 Q & A, Written Test

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TENTATIF PROGRAMME 1 DAY FIRST AID, CPR & AED TRAINING

DATE	TIME	ACTIVITIES	ACTION BY
DAY 1	8.30 – 8.45 AM	Registration	<i>Optional</i>
	8.45 – 9.00 AM	Temperature Checking	<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 / Q&A	All participants
	5.00 – 5.15 PM	Closing Talk.	Trainer and all participants

About The Trainers



Trainer Background 1

Mr. Noorazli bin Mustapa (IC No. 740322-10-5053) TTT HRDCorp Exempted, 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.

About The Trainers

Trainer Background 2

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 K.Lumpur

2000-2003 - Hospital Selayang

2002-2009 - Hospital Labuan

2009-2019 - Nursing Lecturer for KKM

Popular HRDCorp Claimable Courses

PUBLIC TRAINING PROGRAM

Fees : All the below fees inclusive of SST, Certificates, Meals, Notes etc.

OSH Coordinator Course (3 Days)

RM 690 per participant (UNISEL, Shah Alam)

Click for VTT



[Click here to Request Quotation](#)

Forklift Skills, Safety & Daily Maintenance (1 Day)

RM 380 per participant (UNISEL, Shah Alam)



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

First Aid, CPR & AED Training (1 Day)

RM 380 per participant (UNISEL, Shah Alam)



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

Emergency Res. Team / Fire Fighting (1 Day)

RM 480 per participant (UNISEL, Shah Alam)



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

Safety and Health Committee Training (1 Day)

RM 450 per participant (UNISEL, Shah Alam)



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

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

RM 900 per participant (UNISEL, Shah Alam)



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

Contact Eddy : 03-6038.58.58, 013.512.7777

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Popular HRDCorp Claimable Courses

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

Fees : All the fees below inclusive of SST, Certificates etc. for companies in Peninsular Malaysia.

Click for VTT

OSH Coordinator Course (3 Days)

RM 12,800 for 20 to 30 Staffs (at your premise)



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

Forklift Skills, Safety & Daily Maintenance (1 Day)

RM 3,800 for 30 participants (at your premise)



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

First Aid, CPR & AED Training (1 Day)

RM 3,800 for 30 participants (at your premise)



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

Emergency Res. Team / Fire Fighting (1 Day)

RM 3,900 for 30 participants (at your premise)



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

Overhead Travelling Crane (1 Day)

RM 3,900 for 30 participants (at your premise)



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

Ergonomic & Manual Handling in Workplace (1 Day)

RM 3,800 for 30 participants (at your premise)

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

Safety and Health Committee Training (1 Day)

RM 3,800 for 30 participants (at your premise)



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

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

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



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

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