

1 Day Course

# Ergonomics and Manual Handling at Workplace

HRDCorp Claimable SBL Khas Course No : **10001318255**



## 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.

# Ergonomics and Manual Handling at Workplace

## 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

# HRDCorp Accredited Trainer



## 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. **DOSH Registration** : Ergonomic Trained Person (ETP 2197 DOSH).

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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

Training Collaboration

