

# Manual Handling

## COURSE INFORMATION

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This course provides participants with the skills and knowledge required to recognise potentially hazardous manual tasks and then to prepare and complete those tasks in a safe manner.

This course covers the following unit of competency:

- HLTWHS005 Conduct manual tasks safely

## COURSE DURATION AND DELIVERY MODES

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St John offers the following options:

- **4 hours (face to face workshop):** This is a full face to face course and participants are required to attend the full workshop.
- **2.75 hours (face to face workshop with pre-learning):** This is a face-to-face course with pre-learning. Participants **MUST** complete the pre-learning module prior to attending the face-to-face workshop.

## ENTRY REQUIREMENTS

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### Participants must:

- Provide a valid Unique Student Identifier (USI) at enrolment
- Provide photo ID at attendance
- Have access to a reliable device (e.g., computer, laptop, or smart phone) connected to the internet for courses with pre-learning.
- Complete all pre-learning before the workshop (if applicable)
- Have sufficient Language, Literacy, Numeracy and Digital (LLND) skills to follow course requirements, instructions, and effectively participate in assessments and practical tasks.

*If you require any additional support or reasonable adjustments, please inform St John at booking or before enrolment; for enquiries, contact your St John State/Territory office or visit [www.stjohn.org.au](http://www.stjohn.org.au), or call 1300 ST JOHN.*

## WHO SHOULD ENROL

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The target audience for this training product includes individuals who perform manual handling tasks as part of their role and require training to carry out their work safely within a healthcare or related work environment such as nursing staff, aged care workers, store persons, packers, support staff, etc.

The course aims to support participants to identify and manage workplace health and safety risks, apply safe manual handling practices and procedures, and contribute to a safe working environment.

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## COURSE OUTLINE

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This course covers the below key highlights:

- Work health and safety requirements related to manual handling
- Hazardous manual tasks and musculoskeletal injuries
- Identifying manual tasks that involve risk
- Preparing for manual tasks, including the work environment and loads
- Performing manual handling tasks using safe techniques and equipment
- Contributing to safe work practices, including hazard and injury reporting

## ASSESSMENT INFORMATION

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A successful outcome for this statement of attainment will be determined by a range of different methods including written assessment, observation of simulated and practical activities etc.

## LOCATIONS

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St John delivers courses nationally and across many locations in Australia. Choose location as per your needs

- **PUBLIC** (at a venue near you)
- **ONSITE** (at a venue of your choice)
- **CUSTOMISED** (on-site consultation)
- **BLENEDED** (online learning & face-to-face session)

## DELIVERY BY ST JOHN'S THIRD PARTIES

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St John Ambulance Australia's courses are delivered by way of third-party arrangements (e.g. with our St John States and Territories). These St John states and territories (except WA) are authorised to deliver nationally recognised and accredited training on behalf of St John Ambulance Australia Ltd (RTO 88041). Contact details for St John's third-party organisations are available from [www.stjohn.org.au](http://www.stjohn.org.au) or call 1300 ST JOHN

## PARTICIPANT HANDBOOK

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Download the Participant's Handbook from [www.stjohn.org.au](http://www.stjohn.org.au) for more information about completing a course with St John Ambulance Australia. This includes information about complaints, appeals and privacy of information. We actively tailor training to meet the needs of people from diverse backgrounds and abilities and encourage all to apply.