

HLTWHS005 Conduct manual tasks safely

by Safety Corp Pty Ltd, Registered Training Organisation (RTO) 91694

This nationally recognised training is offered by, or on behalf of Safety Corp Pty Ltd (RTO 91694). Training, assessment, and related educational and support services may be provided by an authorised third party training provider.

Safety Corp Pty Ltd is responsible for the quality of the training and assessment in compliance with government legislation, and for the issuance of certificates, including where services are provided by an authorised third party provider.

Jump to section

[Overview](#)

[Key Learning Outcomes](#)

[Unit of Competency](#)

[Course Requirements](#)

[Delivery Modes](#)

[Locations](#)

[Renewal](#)

[Fees and Payments](#)

[Complaints and Appeals](#)

[Additional Information](#)

Overview

This course describes the skills and knowledge required to recognise potentially hazardous manual handling tasks, and then to prepare for and complete those tasks in a safe manner.

This course applies to all workers involved in manual handling tasks.

Certain workplaces may require additional or specialised training, for high-risk environments. If you are unsure whether the training product is right for you, please seek advice from the training provider.

Key Learning Outcomes

Recognise manual tasks that may involve risk to self or others

Identify risk factors that make the manual task hazardous

Determine the nature and extent of the risk

Follow organisation procedures for controlling hazardous manual tasks

Prepare workplace layout and environment according to organisation procedures

Organise task and workflow appropriately

Prepare and package loads for movement, taking account of specific requirements for different materials and organisation procedures

Select and use personal protective equipment appropriate to the task

Ensure task is within personal capabilities

Use appropriate posture and handling techniques to reduce muscle load on exertion

Select, adjust and use mechanical aids and handling devices according to manufacturer's instructions

Pace and schedule tasks according to procedures

Identify hazardous manual tasks and report to supervisor according to organisation procedures

Follow organisation procedures for reporting symptoms of injury or actual injury to self and others

Participate in workplace safety activities and contribute to the improvement of manual tasks

Contribute to risk management approach to reduce risks from manual tasks

Unit of Competency

On successful completion of this course, students will be eligible for a Statement of Attainment (SOA) for:

- **HLTWHS005 Conduct manual tasks safely**

An SOA will be issued by Safety Corp Pty Ltd within 30 days of completion of the course, provided all USI, fees and charges have been finalised.

The units of competency listed above are current on the National Register of VET at the time of publication. To view all the training package requirements of these units, click on each of the unit titles above.

Pre-Requisites

There are no pre-requisites for this course.

Course Requirements

Successful completion of this course requires participants skills and knowledge required to recognise potentially hazardous manual handling tasks.

Foundation skills are the underpinning communication skills required for participation in the workplace, the community and in adult education and training.

Learning – to learn to provide first aid activities in the workplace.

Reading – to administer medication for anaphylaxis or asthma.

Writing – to complete documentation such as reports/risk assessments/first aid stores.

Oral communication – discuss first aid procedures in the workplace.

Numeracy – to order stores in the workplace.

All training and assessment materials and equipment will be supplied throughout the course. Students will need to bring a blue or black pen and wear comfortable, casual clothing.

If you are concerned about any of these requirements please contact your training provider prior to enrolling into the course.

Delivery Modes

4-hour classroom training and assessment.

Training and assessment can be adjusted to account for specific workplace requirements and the existing skills and knowledge of the students.

Locations

Training and assessment may be held at a training facility or on a client's site. Please contact your training provider or Safety Corp for more information.

Safety Corp Pty Ltd contact details:

☎ 1300 799 190

✉ training@safetycorp.com.au

Renewal

There are no re-certification requirements with this course. Ask your employer about their currency expectations.

Fees and Payments

This course may be offered and delivered by an authorised third party or directly by Safety Corp Pty Ltd. The course fee will be paid direct to the delivering organisation in either case.

This course may be arranged by an employer who can be invoiced for the training. If the student is booking direct, training fees must be paid by the student directly to the delivering organisation. Course fees and payment terms will be communicated to the booking party (employer or student) prior to enrolment.

To view our full Fees Cancellation and Refund Policy please visit our website safetycorp.com.au/resources.

In the event a course is cancelled, or the services are otherwise unable to be delivered, a full refund will be provided to the booking party.

Complaints and Appeals

Safety Corp Pty Ltd has policies in place to ensure complaints and appeals are recorded, acknowledged and dealt with fairly, efficiently and effectively. To view our full complaints and appeals policy please visit our website safetycorp.com.au/resources.

Additional Information

This course;

1. does not involve any work placement arrangements,
2. does not enable students to obtain a licensed or regulated outcome, and
3. is not associated with any VET FEE-HELP, government funded subsidy or other financial support arrangements