

# DEVELOPING MANUAL HANDLING SKILLS

## *Part 1 - Core Skills for the Workplace*

### ■ PARTICIPANT'S HANDBOOK





Participant's Name: \_\_\_\_\_

Please note that you **must bring** this Handbook to each of the 4 Parts of this training program. Your Trainer will not be able to make the final assessment if you have neglected to finish any section or cannot produce your Handbook at any stage.

**If you are under 18** you must come with the Consent to Participate Form filled in ready for each session (see form at end of Handbook).



In this workplace training package our central aim is **to enable you** as a participant to develop the basic knowledge and skills to be able **to protect yourself from manual handling injury**.

The delivery of this training will depend on the nature of your workplace and your work. There are 4 Parts to this training which may be done at say 1 Part per week (about 90 minutes) or over a whole day. Whichever way does not matter. Getting the skills and content to you is the aim.

There are a few key features to this training.

The **group size of 6 to 12 people** allows you sufficient time to think about what you have learned, get good practise during the exercises and plenty of chances to ask questions.

All group activities centre on the **co-operative learning approach** so that you can also learn off each other. Assessment, too, is done as you go and you will see relies in many places on **feedback from the other participants**. You can therefore expect you will leave your training room having genuinely achieved the learning goals of each session. You will be able to return to your job with new skills and knowledge that you can use straight away.

**It's practical training at its very best.**

In this package we have brought to you expertise that has been gathered from our work with elite sports professionals, the medical profession, rehabilitation specialists, risk managers and workplace trainers. Their combined expertise is now presented in a form for you to learn, and we hope enjoy.

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This Handbook for this training package contains the following:

- Notes and quotes from each section of the DVD
- Assessment Record
- Theory notes, diagrams and pictures
- Recording sheets for group activities
- Workplace Challenges
- Quiz Questions
- Consent to Participate Form
- Graduation Certificate

**This Handbook has all of the material you will need.**

This will help you to concentrate on the material presented without having to use valuable training time note taking. You then have a record and a future reference. It is also the key to your assessment.

### *An Advisory Note*

Although none of the activities that you will be required to do are in anyway hard on your body, in fact they generally require much less effort than anything contained in your job, there is a Participation Form that is required to be filled in. The **Consent to Participate Form is at the back of this Handbook** to be completed before commencement of each Part of training where it is said that it is required. This is just common sense as your trainer needs to be aware of any physical restrictions you may have that they should take into account.

## *Before you start:*

If this is the first time you have done any training with one of our packages expect each 90 minute session to go a little like this.

- **Introduction to each Part** by the trainer and some introductory group exercises. This lasts for 20 to 25 minutes.
- **The playing of the DVD** section that is relevant to the Part of training you are doing. This will be around 10 minutes.
- Doing together the **major group exercises** introduced by the DVD. This is designed to take 40 to 50 minutes.
- The final 15 to 20 minutes will be spent on a **Quiz** and or a **Workplace Challenge** to see how you have gone and how what you have learned would fit into your job.

### **On Assessment**

You will see as you go that the **assessment symbol** appears when someone else has to show you have completed an exercise. When you see this symbol **go to the Assessment Record Page** at the end of the notes for the Part of training that you are working on.



This is important as at the end of each part of training your trainer will also have to sign off on the Part of training completed. Watch for the symbol as you go.

If another participant is signing off on your work then you must use **someone different for each Part of the training**.

When you are signing off someone else's work **be very sure** that they have completed the requirements, it's your signature that says they have met the standard. If in doubt ask your trainer.

## *Why is Manual Handling so important?*

**The opening words of the DVD say it all:**

*“Every year in Australia **millions of dollars are wasted** by manual handling injuries in the workplace.*

*Apart from the human **tragedy caused to both family and the workforce** the cost to all of us is staggering.*

*If you guessed a figure in the order of **10 Billion Dollars a year** you,d be right on the money. And the statistics just get worse.*

*For every hundred workers, **70 to 75 per cent** can expect to have a **serious injury** during their working lives. Most of these injuries happen between 30 and 50 years of age.*

*So a worker injuring themselves at age 30 can only look forward to **around 45 years of pain and disability.**”*

**We do not want you to be one of the statistics!!!**



## *Know your Body Structure and Function*

### **Training Goals:**

- To introduce the national definition of manual handling.
- To gain individual appreciation of why this topic is so important.
- To gain knowledge of the structure of the human spine.
- To gain skills in postural assessment.

### **Group Exercise 1.1**

#### **Who knows what?**

Runs to the format where you have a **maximum of 30 seconds** to instinctively react to the following key question and record your answer in this space in the Handbook.

### **Key Question 1.1**

Name **five** things that come to mind when the term **manual handling** is mentioned.

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## National Definition of Manual Handling

Well, according to the **National Occupational Health and Safety Commission**:

It is a **very broad definition** but it's a good place to start your

*“Manual Handling means **more than just lifting or carrying** something. The term Manual Handling is used to describe a range of activities **including lifting, lowering, pushing, pulling and carrying, moving, holding or restraining an object, animal or person**. It also covers activities which require the use of force or effort such as pushing a lever, or operating power tools”.*

understanding of this crucial topic.



**ANOTHER PARTICIPANT MUST sign off** on the assessment page for this Part of the Training when the trainer has completed discussion (p.23).

## Group Exercise 1.2

### Who knows why?

Runs to the following format where you have **30 seconds** to react to the following Key Question.

## Key Question 1.2

Who knows *why manual handling is so important at work?*

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**ANOTHER PARTICIPANT MUST sign off** on the assessment page for this Part of the Training when the trainer has completed discussion.

The scene is now set for the **first chapter of the DVD.**

You will be required to take note of the main points as you go. These notes **will be used** in the group activities after the DVD has finished.

### **Viewing notes, Part 1 of DVD.**

In this part of the DVD you are expected to record **at least 3 main points** that have been made. Please watch carefully and record your points below:

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Go to page 18 for post DVD exercises

## *Participant's Reference Notes*

The script of the DVD develops the concept as follows and these notes are for your reference:

### **Why Knowing Your Body Structure is Important**

#### **Presenter –**

*We have all lived in our bodies for so long that we take them for granted. **We don't consciously think** about walking, jumping, lifting or generally moving. BUT...It's not until we injure ourselves that we realise how much we take our bodies for granted. What were once easy tasks such as driving, playing with your children, or even just having time with your partner, suddenly take on a new significance. Life is just not what it was!! Even tasks of daily life, such as sitting and sleeping can become major problems. How much better to **prevent this situation** from occurring in the first place!! Easy enough to say but how can we do it? Someone who knows the importance of keeping bodies in peak condition is.“*

### **Gino Fratangelo – former Olympic weightlifter**

*“People, whether they live in this country or anywhere else in the world, all have the same problem. They just don’t have any idea of the correct way to use their bodies. It’s terrifying to watch this happen to good people, -working hard and **slowly destroying their bodies**. And it’s not just a problem with those doing heavier manual work either. Throughout all industries- from retail to office – workers are needlessly damaging their bodies. Even our health care professionals such as doctors, nurses and paramedics are suffering. This **doesn’t have to happen**. There has to be a better way!”*

**The main points to emphasise** from this part of the presentation are:

- That we are generally complacent about our bodies until something goes wrong.
- We are also generally unaware that we are causing ourselves harm in our every day activities.
- That this harm affects all occupational activities.
- The first part of the solution has been emphasised as above Know your body structure and function.

## How Your Spine Works

### **Presenter –**

*“...A **strong spine is central to good function**. Most of us think that our spine should be a rigid upright structure, whereas in fact it’s made up of a series of flexible but **natural curves**...”*

*As we know, **the spine is not a rigid structure**, in fact it is made up of a series of bones called **vertebrae**. These are linked by flexible, **shock absorbing discs**. Through this structure travels your **central nervous system**. This branches out at many points to different parts of your body. One final part completes the picture – the **muscles surrounding** your spine which are vital in providing strength and controlling movement.”*

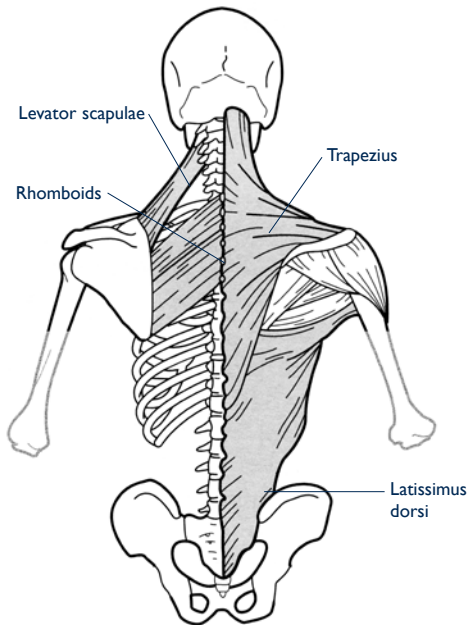


Diagram 1.1 – Muscles Overlay spine

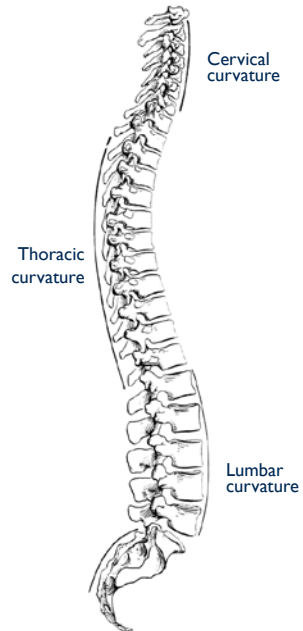


Diagram 1.2 – Side view of spine showing natural curve

## The Importance of Keeping the Curves

**Presenter –**

*“Notice again the way the spine **has three main areas of natural curve.**”*

***Keeping these curves is critical to doing manual handling correctly.***

**In this section the points to remember are:**

- That everyone has **three main natural curves** in their spine.
- That the **keeping of these curves**, no matter what tasks you are attempting, is the key to good manual handling performance.

These are most important points and as you will see,

## **Keeping the Curves is the Key Principle**

in the whole training package. If this concept can be remembered in all your daily tasks then the improvement in manual handling performance will be immediate.

### *Group Activities*

You have just finished the DVD and now is the best time to check what points you may have recorded from your viewing.

#### **Group Exercise 1.3**

##### **What was in the DVD**

**Share your viewing lists with one another for a few minutes.**

Explain to each other why you chose to record a point and adding new points to your list that the other person may have recorded.

Your trainer will ask you to swap partners when the above is finished and to share again with a different partner. Your list should be very complete by then for a general discussion.



**ANOTHER PARTICIPANT MUST sign off** on the assessment page for this Part of the Training when the trainer has completed discussion.

## Group Exercise 1.4

### Postural Assessment

This next exercise is the major one for this Part. It's aimed at giving you the **skills to make judgements** on your own posture and the posture of others.

Through this process you will become aware of your own postural shape which is of course largely determined by the underlying shape of your spine.

For this exercise you will need to look at the **two diagrams on the following page** showing different postures as well as the fold out **Postural Assessment Sheets** that are in the Appendices at the end of this Handbook. Also:

**FILL IN THE CONSENT TO PARTICIPATE FORM (Appendices)**



*Picture 1.1 – Poor posture*



*Picture 1.2 – Good Posture*

You have finished your Postural assessment Exercise. Now take **2-3 minutes** to individually put **three things under each heading**.

**When doing postural assessment the key things are...**

**When assessing**

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**When being assessed**

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**When giving feedback**

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**ANOTHER PARTICIPANT MUST sign off** on the assessment page for this Part of the Training when the trainer has completed discussion.

**At this point you have finished the major exercises for Part 1.**

## *Chapter Checklist*

You have now reached a time where the session is coming to a close. Depending on which method of delivery your trainer has chosen **you will now be given one of two choices:**

### **Returning to your Workplace or Going to a short break?**

If you are to go back to your workplace and return later for the next Part then you will need to do **Workplace Challenge 1** below. This brief “homework” will be required at the beginning of the next Part.

If you are to have a short break and return soon to the training room for another Part, your trainer will give you a quick Quiz called **Chapter Checklist Quiz 1**.

### **Workplace Challenge 1**

In this Part of Manual Handling: Core Skills for the Workplace, a number of key points have been made and some skills practised.

Your challenge is now to return to your workplace and:

**Find one manual handling task where you think it is important to maintain the correct posture.** Remember manual handling is very broadly defined so there will be many tasks to consider.

- **Explain what the task is and why you chose it.**

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- **What postural guidelines would you give to a new worker who had to do this task?**

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## Assessment Page - Part 1

This is the page that records your progress for this Part of the training. The signatures and date are required as follows:

**Date this Part attempted** \_\_\_\_\_

<b>Activity</b>	<b>Title</b>	<b>Signature</b>
Group Exercise 1.1	Who knows what?	_____
Group Exercise 1.2	Who knows why?	_____
Group Exercise 1.3	What was in the DVD?	_____
Group Exercise 1.4	Postural Assessment	_____

### **Participant to complete:**

Did Chapter Checklist Quiz 1? Y / N

Taking away Workplace Challenge 1? Y / N



**TRAINER to Sign off** and date before you leave from this Part of the training.

Signed \_\_\_\_\_ Date \_\_\_\_\_