

Fundamentals Ergonomics and Manual Handling

Is your workplace safe?

Are you practising the correct posture when performing tasks?

Introduction

Consistently high and increasing numbers of occupational accidents and diseases continue to stem from lack of attention to ergonomics in the workplace. It is important to create a comfortable working environment so that workers feel less exhausted and stressed in the place where they must spend long hours. Creation of a comfortable working environment also believed will be able for workers to put their abilities to work more effectively and revitalise the workplace so call office. 40 or more hours per week is the average time an employee works in an organisation but justifying physically being there does not guarantee injury free. However, if the organisation focuses on the well-being and efficiency of employees; employee's motivation and work commitment to the company can concurrently improve. Thus, this practical and interactive programme has been specifically designed to assist the courier and postmen staff in terms to understand their work nature and how to effectively carry out their daily tasks.

Program Objectives

This training aims to:

- Understand what ergonomics and its application is at workplace
- Describe Musculoskeletal Disorders (MSDs) and Medical Intervention Programme
- Identify adverse health effect due to ergonomics risks especially from manual handling
- Review the major hazard from manual handling
- Identify practical methods used to reduce hazards due to manual handling

Learning Outcomes:

At the end of this training, participants should be able to:

- Assess the safety measures of oneself in the office
- Apply the correct posture while performing tasks

Who should attend?

Courier delivery staff, postmen, frontliners and anyone who directly involved with specific tasks

Methodology

Case studies, forum discussion, role-play, presentations, gamification

Program Outline

Time	Day One
9.00am– 10.30am	Objectives of Ergonomics In this module, participants learn what are ergonomics and the principles of ergonomics which are products, jobs, environment, organisations and tasks.
10.30am-11.00am	Morning Break
11.00am-1.00pm	Ergonomics Risk Factors Awkward posture refer to positions of the body (limbs, joints, back) that deviate significantly from the neutral position. Hence, in this module, participants learn the ergonomics risk factors when performing tasks.
1.00pm-2.00pm	Lunch
2.00pm-3.30pm	Work Related Injuries Manual handling relates to the moving of items either by lifting, lowering, carrying, pushing or pulling manually and identified as one of the main causes of MSDs. The term ‘musculoskeletal disorders’ in this module covers any injury, damage or disorder of the joints or other tissues in the musculoskeletal systems (muscles, bones, tendons, ligaments and joints).
3.30pm-4.00pm	Tea Break
4.00pm-5.00pm	Manual Handling and Ergonomics at Workplace In this module, participants learn the differences between acute and chronic injuries. Participants would also be exposed to the stages of chronic MSDs injuries.

Time	Day Two
9.00am– 10.30am	Control Measures in Manual Handling Those recommendations concerning health risks and control measures are introduced in this module. It is mainly based on experimental studies regarding musculoskeletal loading, discomfort/pain and

	endurance/fatigue related to methods of working.
10.30am-11.00am	Morning Break
11.00am-1.00pm	Prevention Of Back Injuries In this module, participants would learn the cause of back injuries and the methods to avoid them.
1.00pm-2.00pm	Lunch
2.00pm-3.30pm	Back Protection Exercise In this module, participants are given hands-on practical skills on how to perform back protection exercise to enhance the back strength.
3.30pm-4.00pm	Tea Break
4.00pm-5.00pm	Practical At Workplace In the last module, participants are given practical examples that can be applied in the workplace to avoid injuries and to perform tasks effectively and efficiently.