



## ERGONOMICS AND MANUAL HANDLING TRAINING



MTBM Group Sdn. Bhd. (1600656-M)

Level 8, MCT Tower, Sky Park, One City, Jalan USJ 25/1, 47650 Subang Jaya, Selangor

**Course Title:** Ergonomics and Manual Handling Training

**Course Validity:** 2 Days

**Validity:** Not Applicable

**HRD Corp Scheme:** Claimable

## **INTRODUCTION**

This 2-day training program focuses on understanding ergonomics and proper manual handling techniques to reduce workplace injuries and improve productivity. Participants will learn to identify ergonomic risks, implement corrective measures, and adopt safe manual handling practices to enhance workplace safety and efficiency.

## **OBJECTIVE(S):**

- Understand ergonomic principles and their importance in the workplace.
- Learn to identify and assess ergonomic risks.
- Gain knowledge on safe manual handling techniques to prevent injuries.
- Develop strategies to create an ergonomic and safe working environment.
- Enhance awareness of occupational health and safety in manual tasks.

## **TARGET GROUP(S):**

- Employees in manual labor and industrial work environments.
- Safety officers and supervisors.
- HR personnel and team leaders.
- Anyone involved in physically demanding tasks.

**ENTRY REQUIREMENT(S):**

- Able to read, write, and communicate verbally in Malay/English.

**TOPIC(S):**

1. Introduction to Ergonomics and Its Importance.
2. Ergonomic Risk Factors and Workplace Assessment.
3. Principles of Manual Handling and Risk Mitigation.
4. Techniques for Safe Lifting, Carrying, and Moving Objects.
5. Practical Application and Case Studies.

**LIST OF REFERENCE BOOK(S):**

- Occupational Safety and Health Administration (OSHA) Ergonomics Guidelines.
- Manual Handling and Ergonomic Best Practices.

**LIST OF TEACHING AID(S):**

- Ergonomic assessment tools.
- Demonstration equipment for manual handling.
- LCD projector and computer.
- Whiteboard with accessories.

**METHODOLOGY(S):**

- Lecture.
- Group discussions.
- Practical demonstrations of ergonomic practices.
- Manual handling practice and assessment.

## TRAINING SCHEDULE

### Day 1

Time	Activity/Topic
8:30 am - 9:00 am	Registration and Introduction
9:00 am - 10:30 am	Topic 1: Introduction to Ergonomics and Its Importance
10:30 am - 10:45 am	<b>Morning Tea Break</b>
10:45 am - 12:30 pm	Topic 2: Ergonomic Risk Factors and Workplace Assessment
12:30 pm - 1:30 pm	<b>Lunch Break</b>
1:30 pm - 3:30 pm	Group Activity: Identifying Ergonomic Hazards in Workstations
3:30 pm - 3:45 pm	<b>Afternoon Tea Break</b>
3:45 pm - 5:00 pm	Practical Session: Conducting Ergonomic Risk Assessments

## TRAINING SCHEDULE

### Day 2

Time	Activity/Topic
8:30 am - 9:00 am	Recap of Day 1
9:00 am - 10:30 am	Topic 3: Principles of Manual Handling and Risk Mitigation
10:30 am - 10:45 am	<b>Morning Tea Break</b>
10:45 am - 12:30 pm	Topic 4: Techniques for Safe Lifting, Carrying, and Moving Objects
12:30 pm - 1:30 pm	<b>Lunch Break</b>
1:30 pm - 3:30 pm	Group Activity: Applying Manual Handling Techniques
3:30 pm - 3:45 pm	<b>Afternoon Tea Break</b>
3:45 pm - 5:00 pm	Case Study: Improving Manual Handling Practices in the Workplace