



COURSE TITLE	: Ergonomics and Manual Handling at the Workplace (Remote Learning)		
COURSE DURATION	: 2-day(s) / 13.00-hour(s)	COURSE CODE	: EMHW-RL
COURSE CATEGORY	: Non-Competency	COURSE LEVEL	: Basic
HRD CORP SCHEME	: Claimable		
COURSE FEE	: RM 432.00 (inclusive of 8% SST)		

1. OBJECTIVE(S):

At the end of the course, the participant will be able to:

- i. Explain the definition of ergonomics and its objectives.
- ii. State the 12 Ergonomics Principles.
- iii. State the statutory requirement for manual handling activities.
- iv. State the manual handling injuries.

2. TARGET GROUP(S):

- i. Managers/ Executives.
- ii. Safety and Health Officers.
- iii. OSH practitioners.
- iv. Safety and Health Committee members.
- v. Supervisors.
- vi. Occupational Health Doctor/ Occupational Health Nurse.

3. ENTRY REQUIREMENT(S):

- i. Must have device (Computer/Laptop) to participate in e-learning platform. The use of mobile phones is NOT PERMITTED; **AND**
- ii. Must have good internet connection; **AND**
- iii. Zoom account registered with personal email.
- iv. Must use Google Chrome or Mozilla Firefox only.

4. TOPIC(S):

- i. Introduction to Ergonomics & Manual Handling.
- ii. Ergonomics Risk Factor.
- iii. Case Studies - Identify Risk Factor.
- iv. Workshop – Conducting Body Symptoms Survey.
- v. Ergonomics Management Programme.
- vi. Control Measures in Manual Handling.
- vii. Back Strengthening Programme.



5. LIST OF REFERENCE BOOK(S):

- i. None.

6. LIST OF TEACHING AID(S):

- i. Computer/ Laptop.
- ii. Learning accessories.
- iii. Anatomical chart.
- iv. Back model.
- v. Back support.
- vi. Hard case travel bag.

7. LIST OF CLASSROOM ACTIVITIES:

- i. Lecture.
- ii. Group discussion.
- iii. Discussion based on Video/ Picture.

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DAY ONE

TIME	HOUR	TOPIC	TRAINER / FACILITATOR
0830 – 0900	0.50	Registration & Course Briefing	NIOSH
0900 – 1030	1.50	Introduction to Ergonomics & Manual Handling	
1030 – 1045	0.50	BREAK	
1045 – 1200	1.25	Ergonomics Risk Factor	
1200 – 1300	1.00	Case Study Identify Risk Factor	
1300 – 1400	1.00	LUNCH BREAK	
1400 – 1530	1.50	MSDs From Manual Handling Work	
1530 – 1545	0.25	BREAK	
1545 – 1630	0.75	Continuation	
1630 – 1700	0.50	Workshop – Conducting Body Symptoms Survey	
	6.50	END OF DAY ONE	

DAY TWO

TIME	HOUR	TOPIC	TRAINER / FACILITATOR
0900 – 1030	1.50	Ergonomics Management Programme	
1030 – 1045	0.25	BREAK	
1045 – 1300	2.25	Control Measures in Manual Handling	
1300 – 1400	1.00	LUNCH BREAK	
1400 – 1530	1.50	Controlling Manual Handling Workshop & Group Presentation (Create group using application WhatsApp)	
1530 – 1545	0.25	BREAK	
1545 – 1700	1.25	Back Strengthening Programme	
	6.50	END OF THE COURSE	