

6N0233

Instructing in Manual Handling

Training Handbook

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CMSE Training
Manual Handling Instructors Course Program (FETAC Level 6 – 6N0233)

Course Objectives

On completion of this course, participants will be able to:

- ❖ Assess the relative danger or safety of manual handling tasks
- ❖ Recommend preventive measures which can reduce the risk of injury.
- ❖ Lift and handle loads safely.
- ❖ Identify ergonomic risks and recommend control measures.
- ❖ Instruct others on the theory and techniques of safe manual handling.

Who Is This Course Intended For?

This course is intended for those who wish to instruct on their own manual handling courses.

Course Content

DAY 1

WELCOME AND INTRODUCTION

- ❖ Course objectives and overview
- ❖ Why are we here?

LEGAL ASPECTS OF MANUAL HANDLING

- ❖ Statutory and Common Law
- ❖ Implications of the Safety, Health and Welfare at Work Act 2005
- ❖ Implications of the Safety, Health and Welfare at Work (General Application) Regulation 2007

THE MANUAL HANDLING REGULATIONS

- ❖ Duty to avoid manual handling where possible
- ❖ Risk reduction and assessment when manual handling is unavoidable
- ❖ The duty to provide training and information to employees

DEMONSTRATION OF A MANUAL HANDLING TRAINING SESSION

- ❖ Review of Legislation
- ❖ Danger of careless work materials
- ❖ Principles of levers and the law of motion
- ❖ Anatomy of the spine
- ❖ How to protect your back

PRACTICAL

- ❖ Lifting
- ❖ Pushing
- ❖ Pulling
- ❖ Assessing participants

PRACTICAL DEALING WITH DIFFERENT TYPES OF LOAD

- ❖ Lifting from the floor
- ❖ Lifting from the table
- ❖ Lifting from low to high
- ❖ Handling sacks and drums
- ❖ Pushing and pulling

DAY 2

ERGONOMICS AND MANUAL HANDLING RISK ASSESSMENT

- ❖ Introduction to Ergonomics and Anthropometrics
- ❖ Review of Part 2, Chapter 4 of the Safety, Health and Welfare at Work (General Application) Regulations 2007
- ❖ Ergonomic Assessment and Auditing Techniques
- ❖ Reduction of Risks
- ❖ Case study and Assessment
- ❖ Checklist for Manual Handling Assessment

TRAIN THE TRAINER MODULE

- ❖ Theory
- ❖ Practical

DAY 3

WORK PHYSIOLOGY

- ❖ How various parts of the body function when lifting, pushing and pulling
- ❖ The energy required to do certain tasks
- ❖ The effects of carrying out a heavy task e.g. lifting

FITNESS AND FLEXIBILITY

- ❖ Flexibility as a basic requirement in the prevention of injury
- ❖ Physical capability

BIOMECHANICS

- ❖ The mechanics of bodily movement
- ❖ Principles of levers
- ❖ Muscle action

WORKING SAFELY

- ❖ Principles of lifting and moving techniques
- ❖ Safe and efficient techniques
- ❖ Workplace organisation to avoid obstructions to safe handling

EXAMPLES OF LIFTING AND MOVING TECHNIQUES

- ❖ Identifying the main risks associated with manual handling operations
- ❖ Developing lifting and moving techniques to overcome the identified risks

ANATOMY

- ❖ Structure and functions of the spine
- ❖ How different postures can adversely effect the spine

DAY 4

INSTRUCTIONAL SKILLS

- ❖ What makes us learn
- ❖ Teaching Strategies
- ❖ How to structure a training module
- ❖ Use of learning aids and other support materials
- ❖ *PRESENTATION BY EACH PARTICIPANT ON PREPARED TOPICS*

MECHANISMS USED TO ASSIMILATE KNOWLEDGE

- ❖ The course is highly participative and interactive. Participants practice the techniques of instruction as well as those of safe manual handling. Syndicate exercises, demonstrations and ergonomic assessments also form a major part of the program.

AUDIO VISUAL MATERIALS

- ❖ Overheads
- ❖ Slides
- ❖ Training Videos

DAY 5

PRESENTATION BY PARTICIPANTS ON MANUAL HANDLING MODULES

- ❖ Assessment of Instructional Skills
- ❖ Written Examination
- ❖ Practical Assessments

PARTICIPANTS: Up to 10 personnel

DURATION: The programme schedule is flexible. Normally the programme is scheduled for Five Days over a 2 Week period. However this may be adjusted to suit the needs of Clients who wish to run a private course

Please Note: While the delivery of the program is over a 5 day period it also requires a sizable amount of self directed study. The total duration of the program is set a 100 hours. Candidates should allow for approximately 60 hours of self directed learning

Special Requirements

Candidates should be familiar with the use of computers and ideally have a working knowledge of Power Point

Please make CMSE aware of any special learning needs/requirements to enable you to participate fully in the program. It is CMSE's policy to support any special requirements of learners during the course program & course assessment.

Full certification and a manual handling presentation CD will be provided for each participant. Each course is subject to course booking conditions. Please contact our office for further details.

For course application and further details, please contact CMSE on 1850 315 415

CMSE Training
Information for learners in relation to the
Manual Handling Instructors Course (FETAC Level 6)

Course Assessment

Assessment of Course

CMSE training department implement procedures for the assessment of learners, which are required to be fair and consistent. The contents of this document outline the requirements of the assessment.

Summary of learning outcomes to be assessed.

- Skills Demonstration 60%
- Examination – Theory Based 20%
- Assignment 20%

Assignment (1)

There is a choice of two **assignment** briefs which require candidates to produce evidence that demonstrates an understanding and application of a range of specific learning outcomes as identified in the assignment brief document.

Both options are based on a case study on a manual handling risk assessment

All assignments carry equal marks

Candidates must achieve a minimum of 50% in this section. Assignments must be submitted in hard copy by post to CMSE at the following address: **CMSE, Euro Business Park, Little Island, Cork**

Deadline for assignments: - All assignments must be submitted to the instructor within 2 weeks of completing the examination. Any assignment submitted after the examination will not be assessed. CMSE will take into consideration any learner that applies for compassionate consideration in relation to their assessment. The learner should provide appropriate evidence to CMSE to support the request.

Examination (Theory-Based)

Candidates must complete a theory-based examination that assess candidates' ability to recall and apply theory and understanding requiring responses to a range of short answer and structured questions. Candidates must achieve a minimum of 50% in this section

Examination Duration: - 1 hour 30 minutes

The format of the examination will be as follows

20 Short answer questions (1 mark each)

Assessment of skills – There are 3 components in this section

1. Candidates must carry out a range of manual handling techniques and apply these to a range of manual handling tasks and give effective instruction in practical manual handling techniques (20 marks)
Candidates must achieve a minimum of **50%** in this section
2. Candidates must analyse a learner's performance of manual handling techniques (20 marks)
Candidates must achieve a minimum of 50% in this section
3. Candidates must deliver an effective presentation (20 marks)
Candidates must achieve a minimum of 50% in this section

Grading

- Pass 50-64%
- Merit 65-79%
- Distinction 80-100%

Recognition of Prior Learning

Learners may be assessed on the basis of their prior knowledge and experience. Providers must be specifically quality assured to assess learners by this means. To do so they must complete B10, see Provider's Quality Assurance Guidelines and be included on the Register of RPL approved providers. See RPL Guidelines and www.fetac.ie/rpl for further information and registration details.

CMSE will take into consideration any learner that applies for compassionate consideration in relation to their assessment. The learner should provide appropriate evidence to CMSE to support the request.

Materials required for the examination: - Pens, paper, PPS number, identification & information approved by the instructor. Power point presentations must be used for the delivery of the presentation section

Assessment Monitoring: - All examinations will be monitored by invigilators appointed by CMSE. People attending the examination must follow the guidelines set out by the invigilator.

Access to Examination Room: - Learners will not be allowed access to the examination 15 minutes after an examination is scheduled to start. No additional time shall be allowed to learners who arrive at the examination centre after the commencement of an examination.

Behaviour during an Examination:-

- Learners may not communicate in any manner with anyone other than the invigilator during the assessment.
- Learners must not use any means whatever to obtain, directly or indirectly, assistance in an assessment or give or attempt to give, directly or indirectly, such assistance to any other student.
- Learners must not indulge in any behaviour which may disturb any other student or any form of conduct which may disrupt the smooth progress of an examination. Learners causing such disturbance or disruption may be required by the invigilator to leave the examination.
- Learners are required to hand their examination papers & completed examination scripts to the invigilator, including any rough work – which should be clearly indicated as such, and to remain seated at the end of the assessment until dismissed by the invigilator.
- Learners must clearly label all work handed back to the invigilator with **their name and PPS no.**

Authorship Statement: - All candidates must submit a statement with his/her assignments clearly stating the work is their own work. The authorship statement must be signed by the candidate and must be included with the assignment.

Equality & Diversity: - CMSE Training Services is committed to equality of opportunity for staff, learners, stakeholders and all under-represented groups and to a pro-active approach to equality in the workplace. We strive to support and encourage promotion of an inclusive learning culture and fully recognize the value of diversity.

CMSE recognizes that it has a responsibility to provide reasonable accommodation to learners who have a disability, or other persons covered by the nine grounds of Equality Legislation. An accommodation is a modification of classroom or an evaluation procedure designed to accommodate the particular needs of an otherwise qualified learner with a disability.

Please contact the Training Department in the CMSE office for further details – 021-497-8100

Learners with learning disabilities and special requirements: - If any learner has special requirements to complete the assessment of this course please make it known to the instructor. It is CMSE's policy to support any special requirements of learners during the course program & course assessment.

Access, Transfer & Progression: - It is CMSE's intention to recognize a student's prior learning and to promote an equitable and fair admission process whilst also providing programs of study which facilitate learners who wish to transfer or progress to other programs leading to recognized awards.

Award/Certification

FETAC Level 6 – 6N0233 - www.fetac.ie/modules/6N0233.pdf

Appeals/Repeats Process: - Any learner may appeal or repeat a result of an assessment. A learner may register an appeal within 14 days of receiving a result from CMSE.

Assessment malpractice: - Candidates found to be involved in any form of assessment malpractice will be immediately disqualified from sitting the course assessment. Some examples of assessment malpractice are,

- Cheating in the examination
- Plagiarism including copying large amounts of work from other sources and not acknowledging or referencing this work
- Pretending to be somebody else
- Fabricating evidence or results
- Failing to follow the instructions of an examination invigilator
- Bringing unauthorised materials into the examination.
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CMSE will investigate any form of assessment malpractice which could impact on the validity of the assessment result.

CMSE Learner Charter

CMSE Mission Statement

'To provide flexible and quality based health & safety training programmes to the highest national standards. We offer best value training solutions to meet our client's learning needs and are committed to continually improving our training programmes through systematic evaluation and valued client feedback'

To support our mission statement, we have developed this Learner Charter which details the standard of services you can expect from us.

CMSE will strive to ensure:

- that our training courses are relevant to the current and future industry needs
- the promotion of equality for all learners and the recognition of the diversity of all learner groups
- a safe and healthy training environment for all learners
- the provision of clear and relevant information on all programmes
- all learner personal information is handled sensitively and in accordance with the Data Protection Act
- all training is completed by experienced and qualified staff who deliver well prepared and up to date lessons and training sessions using a range of learning techniques
- that all assessment is fair and consistent
- all learners have opportunities to give feedback on our services
- that all queries and complaints are dealt with in a professional, consistent and timely manner