

Manual tasks are a major cause of injuries in the workplace.

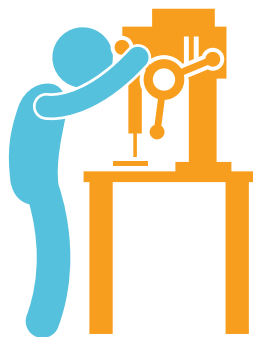
Manual tasks are physical work activities that can be defined as any activity requiring a person to use a part of their musculoskeletal system in performing their work.

Manual tasks if performed incorrectly can be hazardous; potentially causing musculoskeletal disorders which can lead to injury, disease or death.

Examples of manual tasks include:



Lifting, lowering, pushing, pulling, carrying or otherwise moving, holding or restraining any person, animal or item.



Repetitive actions



Sustained and or awkward work postures, and



Exposure to sustained vibration.

## Option 1: One hour practical training session

This practical workshop aims to define manual tasks and what characteristics contribute to them becoming hazardous. It will explore the impact manual tasks have on the musculoskeletal system and what techniques can be utilised to prevent sprain and strain injuries.

Content that will be covered includes:

- ▶ The definition of manual tasks
- ▶ How manual task injuries occur and the difference between sprain and strain injuries
- ▶ The anatomy of the spine and the harmful movements we perform
- ▶ The key principles of safe lifting techniques

## Option 2: 3 hour theory and practical training session

This workshop aims to increase the knowledge of employees in relation to manual tasks, the hazards and risks they are exposed to when completing required tasks, and preventative strategies they can use to minimise the effect on their musculoskeletal system. The workshop is kept interactive with practical activities completed throughout the session to increase awareness of the impact manual tasks can have on the musculoskeletal system as well as challenge perceptions of physical capacity and lifting techniques.

Content that will be covered includes:

- ▶ The definition of manual tasks
- ▶ The hazardous characteristics of manual tasks
- ▶ How manual task injuries occur and the difference between sprain and strain injuries
- ▶ The anatomy of the spine, shoulders and knees and the harmful movements we perform
- ▶ The principles of lifting and moving and our physical capacity whilst bending
- ▶ The key principles of safe lifting techniques