

# CIEH Principles of Manual Handling

Course Code:	<b>PMH</b>
Course Duration:	<b>3 Hours</b>
Level:	<b>2</b>
QCA Accredited:	<b>YES</b>
Target Audience:	<b>All Employees</b>

## Course Overview

This course enables employees to contribute to the development of safer manual handling methods and tasks by introducing candidates to the hazards and risks involved in manual handling, outlining what to expect from a manual handling assessment.

The qualification covers the following topics:

- The process of manual handling in the workplace
- Manual handling injuries and the activities which cause them
- Manual handling assessment and control options
- Responsibilities imposed by the Manual Handling Operations Regulations

## CIEH – Chartered Institute for Environmental Health

The CIEH as an awarding body provides qualifications in food safety, health and safety, and environmental protection. The CIEH works closely with Ofqual and Sector Skills Councils to develop qualifications and training courses that meet the national demand for various skill levels. CIEH safety training courses are set at differing levels to ensure you get the exact training course you require, this course is set at Level 2 designed for people in the workplace who participate in activities related to the subject area. The qualification equates to the 'foundation' or 'basic' qualification.



## Course Syllabus

### *Introduction*

Candidates should understand that manual handling operations can be hazardous to the health and safety of workers and be able to:

- Define and explain what is meant by the term 'manual handling'.
- State common causes of workplace injury/harm, the significance of manual handling injuries/harm and the benefits of appropriate risk controls.
- Explain with reference to manual handling what is meant by the terms 'hazard', 'risk' and 'control measure'.
- Understand appropriate general actions that can be taken to reduce the risk from manual handling injuries including ergonomics.

### *Manual handling hazards*

Candidates should understand how manual handling operations can cause injury and harm and be able to:

- State the types of injury that can be caused by poor handling techniques and the types of occupations with which they are commonly associated.
- State the main functions of the musculoskeletal system.
- Explain the mechanics of movement such as stability, force and levers.
- List the factors that increase the risk of harm.

### *Legislation and guidance*

Candidates should understand the scope of legal requirements, and be able to:

- Outline the general legal responsibilities of employers, employees and the self-employed under the Manual

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Handling Operations Regulations 1992 (as amended), The Health and Safety at Work etc. Act 1974 and the Management of Health and Safety at Work Regulations 1999.

- Explain the duty placed on employers to provide information, instruction and training to those exposed to manual handling risks.
- Demonstrate an awareness of HSE guidance publications and where they can be found.

### *Risk assessment*

Candidates should understand the process for assessing the risks from manual handling and the factors that need to be considered, and be able to:

- Explain what is meant by the terms 'reasonably practicable', 'suitable and sufficient', 'competent person' and 'hierarchy of control' in the context of manual handling risk assessment.
- Outline the factors that need to be considered when carrying out a manual handling risk assessment.
- State the questions that need to be considered as part of undertaking a manual handling risk assessment.
- Explain the requirement for recording manual handling risk assessments.
- Explain the need for a review of manual handling risk assessments.

### Course materials

Each student will receive:

- Full joining Instructions
- Access to the student forum where you can review pre-course material, complete quizzes and finally download a copy of your certificate for safe keeping.
- Updates on changes issued by the CIEH / Health & Safety Executive

### Assessment

You will be assessed on your knowledge by completion of a 30 question paper at the end of the course.

### Certification

You will receive a certificate endorsed by the CIEH on successful completion of the course. Please remember to keep it in a safe place; you may need to produce it at an interview as proof of achievement.

