



## HLTWHS005 Conduct manual tasks safely

### Overview:

This nationally accredited course is designed for workers who are required to undertake manual handling tasks in their day-to-day work. Manual handling tasks are tasks that involve lifting, lowering, pushing, pulling, moving, holding, restraining, or carrying.

This course will cover the following topics:

- Types of hazardous manual tasks.
- The risks associated with hazardous manual tasks.
- How to perform a risk assessment.
- Ways of reducing the risk of injury/implementing control measures.
- Techniques for performing manual tasks safely.

### Pre-requisites:

Participants must have a trolley, cart, or similar mechanical aid that can be used to transport a box from one area to another.

Participants must also have access to a computer with reliable internet, email access and a method of filming themselves for their video assessment (students must be seen and heard clearly). Mobile phones and tablets cannot be used to complete the theory (learning module and exam) portion of this online course.

### Units:

On successful completion participants will be issued with a Statement of Attainment with the following unit:  
HLTWHS005 Conduct manual tasks safely

### Delivery method:

**Option 1:** Online/self-paced training (approximately 2-3 hours depending on the individual student and their personal circumstances and other commitments). This training involves reading through module information and testing the knowledge learnt via an exam. You will also be required to submit 3 videos demonstrating correct manual handling techniques (detailed instructions are provided), and complete a hazard identification form.

Students have 3 months from the date of enrolment to complete. Support for this online training is done via email with an assessor. You can start your online training as soon as you complete payment for the course.

Option 2: Group booking – 4-5 hours in classroom

### Fees and charges:

**Option 1 (online):** \$69

Fees include all assessments and resources provided online.

**Option 2:** Classroom – Group bookings please contact us for pricing

### More information:

#### Refund, Cancellation and Transfer Policy

Please take the time to familiarise yourself with our refund and cancellation policy on page 8 & 9 of our Student Handbook <https://atiaustralia.edu.au/student-handbook>. This handbook also includes more details on training and support services, as well as our terms and conditions.