



Hazardous Manual Tasks (Workstation Setup)

COURTENELL PTY LTD.

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AIMS

Businesses have a duty under the WHS Act to ensure a safe working environment for all employees, and that the employees are provided with enough information and instructions to be able to perform their jobs safely. Recognising and addressing the issue of setting up workstation correctly, **Courtenell's Two-hour Hazardous Manual Tasks (Workstation Setup) Workshop** has been designed to equip course participants with a comprehensive understanding and practical ability to apply workstation setup and safe manual handling principles.

The course will also cover the relevant requirements set forth in the Work Health and Safety (WHS) Act and Regulations regarding hazardous manual tasks and the responsibilities of Persons Conducting a Business or Undertaking (PCBU) to ensure *"the provision of any information, training, instruction or supervision that is necessary to protect all persons from risks to their health and safety arising from work carried out as part of the conduct of the business or undertaking."*

LEARNING OUTCOMES

On completion of this workshop, participants should be able to:

- Identify common hazardous manual tasks and their associated risks.
- Explain the ergonomic principles for safe workstation setup.
- Apply practical techniques to optimize workstation setup.
- Implement safe manual handling practices to reduce the risk of injury.
- Explain the WHS legislative framework related to hazardous manual tasks.
- Acknowledge the duty of their employer to provide the means for them to do their work safely including information, training and management of hazardous manual tasks and their own duties to adhere to the safe systems of work and information and training they have been given.
- Explain the function of their spine and nervous system.
- Perform stretch exercises that will relieve discomfort and help avoid overuse or manual handling injury.

BUSINESS BENEFITS

- **Improved Compliance:** Ensure compliance with the WHS legislation, reducing the risk of legal issues and financial penalties.
- **Boost employee engagement** – Employees will welcome the time and effort that goes into improving their workstations, thus preventing staff turnover, absenteeism, and low morale.
- **Cost Reduction:** Reducing ergonomic risk factors will protect the business against injury claims, sick days, and more.
- **Improving productivity** – Good posture and minimal exertion may make a workstation more efficient.

EMPLOYEE BENEFITS

- **Increased Comfort and Reduced Fatigue:** Correctly adjusted workstations can significantly enhance comfort, reducing physical strain and fatigue during work hours.



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- **Lower Risk of Manual Handling Injuries:** Correct adjustments help in mitigating the risk of developing musculoskeletal issues, such as back pain or carpal tunnel syndrome.
- **Enhanced Work Performance:** A correctly set up and ergonomically sound workspace allows employees to work more efficiently, with less discomfort and fewer interruptions due to physical ailments.
- **Increased Awareness and Self-Management:** Employees gain valuable knowledge on ergonomic principles and practices, enabling them to make informed decisions about their work habits and environments.

DURATION

2 Hours

TIME

Courtenell's on-site Courses run between 9.00am and 4.30pm.

Courtenell's Management of Hazardous Manual Tasks (Workstation Setup) workshop can be delivered according to the clients' preferences. Courtenell is flexible in providing on-site training during afternoon and night shifts, as well as on weekends (additional fees may apply).

TRAINER

All of our trainers are experienced consultants with qualifications and extensive experience across diverse industry sectors. Possessing TAE qualifications, our trainers are adept at tailoring their approach to meet the specific needs of the audience.

TRAINING EVALUATION AND CERTIFICATE

Through group and general discussions, practical demonstration, participants will engage in activities to reinforce their knowledge and to further improve their Workstation Setup skills.

Participants will receive a Certificate of Attendance on successful completion of this workshop.