



# EMPLOY ME

## TRAINING & EDUCATION

### Session Plan

HLTWHS005 - Conduct Manual Tasks Safely

<b>Day:</b>	Day 1
<b>Hours:</b>	6 hours
<b>Session title:</b>	HLTWHS005 - Conduct Manual Tasks Safely
<b>Time:</b>	08:30 - 17:30
<b>Venue:</b>	Unit 1 Paragon Mall, 8 Gladstone Street, Fyshwick ACT 2609
<b>Course:</b>	Conduct Manual Tasks Safely
<b>Unit/s of competency:</b>	HLTWHS005 - Conduct Manual Tasks Safely
<b>Session prepared by:</b>	Timothy Jones-Waterhouse - Group General Manager
<b>Resources/equipment required for delivery:</b>	Overheads (OH), flipcharts (FC), whiteboard (WB), handouts (HO), textbook (Text), pens and notebooks. Work permit, incident record, PPE, boxes, pallet jack and trolley jack.
<b>Supporting documents:</b>	SWMS, JSA

Time allocation	Notes/details	Training aids and resources <i>DM (Demo): Demonstration of technique or explanation in training presentation; A (Analysis): Analysis of response to case studies and scenarios; D (Direct): Questioning and answers in class environment; WE (Work evidence): Written understanding, questionnaire/exam or practical assessment.</i>	Activities/group work
8:00 - 8:30 AM	Welcome to country, meet and greet plus site induction.	Use PowerPoint.	Sit, listen and walk through training facilities.
8:30 - 10:00 AM	<b>Identify manual tasks involving risk.</b>  <u>Practical Task</u> 1. Manual tasks that may involve risk; 2. Identify risk factors that make the manual task hazardous; 3. Determine the nature and extent of the risk; 4. Identify, select and check safety equipment for serviceability; 5. Follow organisation procedures for controlling hazardous manual tasks.	DM, D, WE, A.	1.1 - Recognise manual tasks that may involve risk to self or others; 1.2 - Identify risk factors that make the manual task hazardous; 1.3 - Determine the nature and extent of the risk; 1.4 - Identify, select and check safety equipment for serviceability; 1.5 - Follow organisation procedures for controlling hazardous manual tasks.
10:00 - 12:45 PM	<b>Prepare for Manual Tasks.</b>  <u>Practical Task</u> 1. Identify correct lifting techniques, and manual handling procedure. Safe use of trolley jack please refer to manufactures specifications for safe use and maintenance procedures.	DM, D, WE, A.	2.1 - Prepare workplace layout and environment according to organisation procedures; 2.2 - Organise task and workflow appropriately; 2.3 - Prepare and package loads for movement, taking account of specific requirements for different



	2. Move boxes on a pallet using pallet jack to move pallet to designated area. Then restack the box safely.		materials and organisation procedures; 2.4 - Select and use personal protective equipment appropriate to the task; 2.5 - Ensure task is within personal capabilities.
12:45 - 1:45 PM	Lunch (or one on one with student).		
1:45 - 2:45 PM	<b>Complete manual tasks.</b>  <u>Practical Task</u> 1. Identify correct lifting techniques, and manual handling procedure. Safe use of trolley jack and removal-list dolly refer to manufactures specifications for safe use and maintenance procedures; 2. Move boxes on a pallet using pallet jack to move pallet to designated area. Then restack the box safely.	DM, D, WE, A.	3.2 - Select, adjust and use mechanical aids and handling devices according to manufacturer's instructions; 3.3 - Pace and schedule tasks according to procedures.
2:45 - 3:00 PM	Afternoon break (or one on one with student).		
3:00 - 4:30 PM	<b>Contribute to safe work practices.</b>  <u>Practical Task</u> 1. Report all injuries and illness; 2. Participate in workplace safety activities; 3. Contribute to risk management to reduce risks.	DM, D, WE, A.	4.1 - Follow organisation procedures for reporting symptoms of injury or actual injury to self and others; 4.2 - Participate in workplace safety activities and contribute to the improvement of manual tasks; 4.3 - Contribute to risk management approach to reduce risks from manual tasks.

4:30 - 5:30 PM	Recapping students' expectations and catch up.	DM, D, WE, A.	Allow students adequate time to digest all information and perhaps be reassessed if required.
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