



0412 958 537  
admin@shegroup.com.au

**SHEGROUP**  
SAFETY, HEALTH & ENVIRONMENT

ABN 80 902 952 302  
www.shegroup.com.au

## HLTWHS005 CONDUCT MANUAL TASKS SAFELY

SHE Group (Safety Health & Environment) was initially established in 1997. We are committed to collaborating positively with our clients and students to instil self-confidence, skills, and knowledge. SHE Group (Safety Health & Environment) provides high-quality work health and safety (WHS) training and consulting services in consultation with Australian businesses to assist with WHS compliance and mandatory training obligations in the workplace. SHE Group is a third-party provider delivering nationally recognised training and assessment in WHS and First Aid courses on behalf of Allens Training Pty Ltd RTO 90909.

In every workplace, workers are exposed to day-to-day activities which involve manual handling, some more hazardous than others. These tasks are a common cause of injury in the workplace, and as such, understanding how to undertake these tasks safely is imperative. Without manual handling training, employees can make mistakes and even suffer serious injuries.

This is especially true if an employee is around hazardous substances or activities.

This training in this course allows you to develop the skills, knowledge and confidence required first to recognise potentially hazardous manual tasks and the sources of risks and risk factors. Then prepare for and apply controls to complete these tasks using manual handling techniques which support safe work practice.

You will also learn about the body's function in movement and performing manual tasks, the importance of posture and positioning, and how to recognise symptoms of an injury and report it. The skills in this course are applied by Commonwealth and State/Territory legislation, Australian/New Zealand standards, and industry codes of practice, such as the hazardous manual tasks code of practice applies.

### Unit Delivered:

The following units will be included in your certificate:

**HLTWHS005 - Conduct manual tasks safely.**

### Course Delivery

This course can be delivered/assessed in the workplace or at facility organised by SHE Group.

### Learner Rights, Responsibilities & Support

Please note that enrolment to this course is made with Allens Training Pty Ltd RTO 90909. Please refer to the student handbook on the RTO website [Student Handbook](#) for all details relating to rights and responsibilities, including complaints and appeals.



0412 958 537  
admin@shegroup.com.au

**SHEGROUP**  
SAFETY, HEALTH & ENVIRONMENT

ABN 80 902 952 302  
www.shegroup.com.au

## Entry Requirements

- Participants must be physically able to **use appropriate equipment, posture, and handling techniques** to conduct a manual move and lift.

**Pre-course study:** Students may be required to undertake online pre-course work prior to attending the face-to-face session, depending on the course delivery mode.

**Online study:** Students **must** have access to a computer, smartphone, tablet, or other electronic devices with access to the internet to complete the online / pre-course studies.

## COURSE DURATION

Course durations can vary for multiple reasons, so the durations below are the **minimum possible amount**.

<b>Refresher</b> Face to Face contact time of at least	<b>2 Hours</b>
<b>Blended Face to Face</b> contact time of at least	<b>3 Hours</b>
<b>Face-to-Face</b> Face to Face contact time of at least	<b>4 Hours</b>
<b>Online with face-to-face assessment</b> Face to Face contact time of at least	<b>40 Mins</b>

## ASSESSMENT REQUIREMENTS

Individuals undertaking this course will be expected to complete both written and practical assessment tasks.

### Assessment Activities

Assessments conducted during face-to-face training session(s) include:

Choose three scenarios from the scenario options list:

In relation to the scenarios, demonstrate each of the following for each of the scenarios:

- Identify a manual task involving risk
- Undertake risk assessment and complete a risk assessment form
- Prepare for the manual task
- Safely complete the manual task

### Documentation

Completion of a Discomfort Survey form and 3 x Risk Assessment forms.

### Theory assessment

A written exam consisting of multiple-choice and short-answer questions will be completed at the end of the training session. The student must complete all questions.



0412 958 537  
admin@shegroup.com.au

**SHEGROUP**  
SAFETY, HEALTH & ENVIRONMENT

ABN 80 902 952 302  
www.shegroup.com.au

#### CERTIFICATE RENEWAL REQUIREMENTS:

This certificate does not require renewal.

#### FURTHER INFORMATION

In addition, SHE Group provides work health and safety information, products, and consulting services. Our passionate, dedicated, and experienced facilitators and partners have years of experience in pre-hospital care and first-response environments. If you are interested in individual, small, corporate, or larger (Covid Safe) course bookings. We recommend on-site training services that suit your workplace requirements.