



## Hazardous Manual Task Training

Training for front-line staff to build knowledge about basic anatomy and physiology, manual task risk factors, the interaction of risk factors, and the principles associated with risk management and good work design as they apply to manual task risk management.

Specific task problem solving is encouraged in a highly interactive forum for participants. Workplace competency assessment is included. We turn some age-old assumptions upside-down and inside out (about lifting technique!). We focus on hazard identification, risk assessment, and application of a hierarchy of controls.

Training may be customized for management, also, in train-the-trainer practice with guidance for risk assessment, interpretation of legislative or regulatory compliance, and development of strategies for risk controls in the workplace.

### Key content:

- Functional Anatomy & Physiology: Implications for musculoskeletal disorder and injury management
- Manual task discomforts and injury types and symptoms
- Manual task hazards and contributing factors
- Biomechanics (& the implications when hazards are present) - foundations
- Control implementation

### Competency developed:

- Able to identify at least 3 hazardous manual task examples
- Able to identify at least 3 elements of hazard exposure as they apply to manual task risks
- Applied understanding of the safe manual task approach for one or more person(s)
- Applied understanding of load or task variations that affect muscular effort

- Able to identify appropriate equipment, tool use, or devices for safe approach in manual tasks
- Applied understanding of the “Handshake Zone” – controlled work area
- Demonstrated knowledge of principals for minimizing risks – problem solved at least 2 control strategies to minimize risk following reasonable hierarchy of controls

**Participants are assessed for competency in the following ways:**

- Observation of participant engagement: group brain storming, case study discussion, nominating worksite examples for task (re)design or new methods of approach – with facilitated hazard identification and control interventions
- Participation in practical performances for demonstrations such as functional movement analysis of squats (and why “safe lifting” is NOT the focus of our training), static postural variations, the illustration of an awkward posture hazard and neurological movement pattern effects, and discussion regarding work application.

# About ViVA health at work

We are a human-centred design consultancy and training service working across a range of industries including mining, construction, transportation, agriculture, manufacturing, retail, education and office settings. We work with organisations of all sizes to optimise their work design literacy and capacity through improved work systems, job role design, communication & training methods, products & equipment, spatial layouts, ergonomic equipment and environmental design. The ViVA business includes many sub-brands that address different aspects of environmental design, workplace ergonomics, employee performance, physical and mental wellbeing, risk assessment and education.



ViWork

A productive workplace relies on a positive climate and supportive culture. This is influenced by factors such as job autonomy, independence, control, support, and requirements, which are framed by governance, leadership and job design. ViWork applies human-centred approaches to design work and jobs so that the way work is done, imagined, prescribed, and disclosed are well-aligned and in concert with company strategy.



ViOffice

How employees work and think while at a computer workstation is dependent on physical, environmental, micro and macro ergonomics, and workplace systems. ViOffice addresses essential workplace factors including design, training, equipment choice and set-up, workstation layout, lighting, and acoustics to manage workstation wellness and employee performance. Recommendations can be made for fit-outs, large or small groups and 1:1 consultations.



ViLearn

Educating employees on the reasons for and health benefits (physical and mental) of good work design is key to engagement. From vehicles to workstations, ViOffice and ViWork Design practitioners can advise on ergonomics and work design, and we provide this training. ViLearn also provides custom-made in-house webinars, online interactive training and guest speakers for public events.



ViMind

How people perform, make decisions and respond to demands in the workplace is determined by job and work design: how they interact with the environment, equipment, tools, systems, and each other. By analysing and advising on a range of these cognitive and psychosocial factors, ViMind can boost employee satisfaction and engagement.



ViBody

The physical conditioning of employees can be optimised and managed through participatory ergonomics, work and job design, education, training, and environmental design. ViBody takes a holistic approach to evaluate the physical demands on employees to reduce risk factors, provide early intervention and offer strategies to improve health.



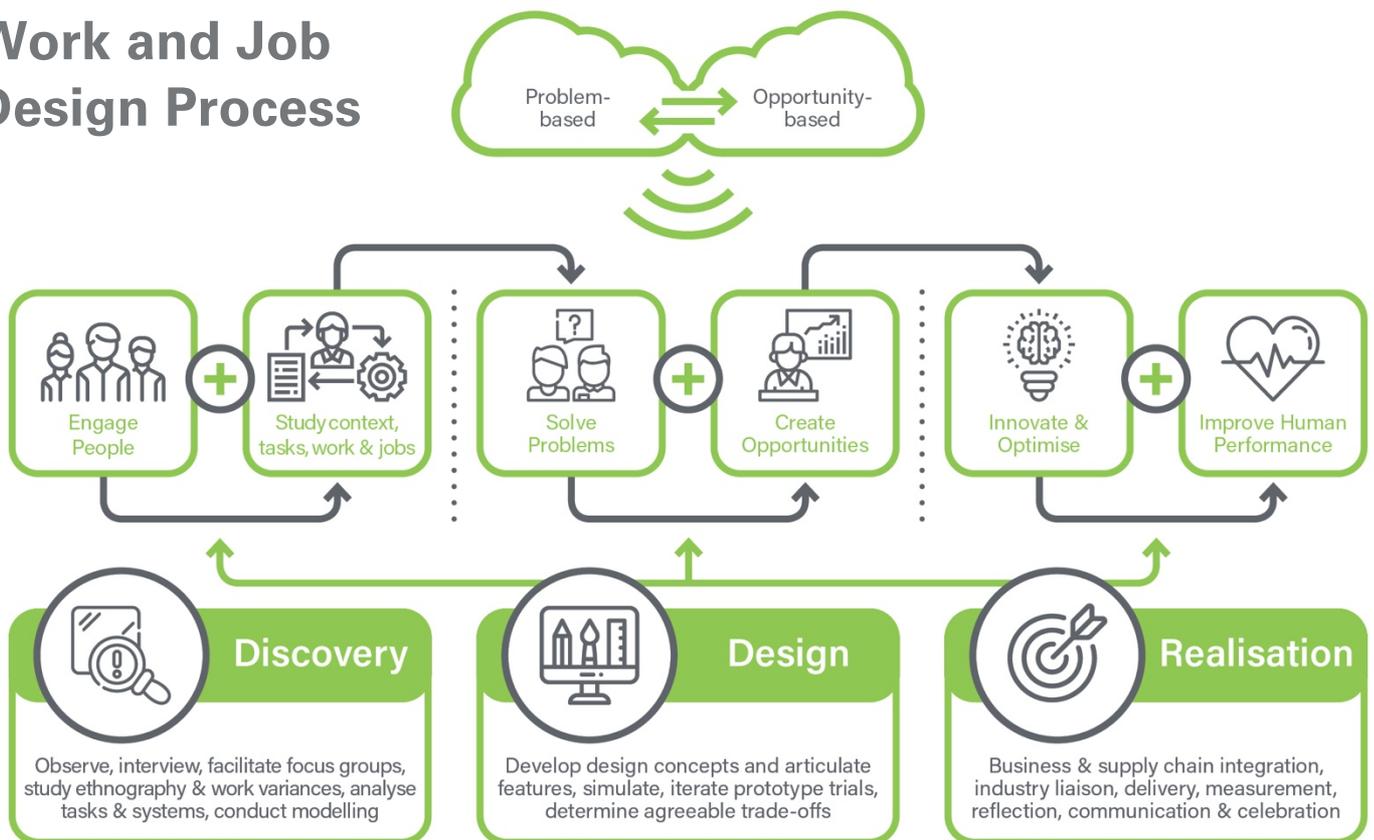
ViWell

ViWell can develop evidence-based strategies to boost employee health, wellness, and engagement through assessment, collaboration, co-design and education. A well-designed and implemented plan can improve productivity, create a culture of fun, build resilience, and prevent burn out, by addressing sedentary environments, fatigue, physical fitness, mental agility and positive thinking.

# Our Approach to Ergonomics

- We help organisations achieve award-winning outcomes and leave a legacy of positive change.
- We advance good work through human-centred design consultancy and training, working across industries including mining, construction, transportation – road/rail/aviation, agriculture, manufacturing, health care, education, banking, insurance, education, government, and all office settings.
- We optimise work design literacy, capability, and capacity through improved work systems & methods, job role design, communication & training, product & equipment, spatial layout, procurement practices, and environmental design.

## A Human-Centred Work and Job Design Process



Revised with permission received from Pazell (2019)

Figure 1: A Human-Centred Work & Job Design Process