



(003587769-K)

Persiaran Mayang Pasir
Bayan Baru, 11950
Pulau Pinang, Malaysia

Mobile: 019-9790786

Email: hr.department@softspheretraining.my

Website: www.softspheretraining.my

Course Name: **Ergonomics and Manual Handling**

Synopsis

Our training provides a comprehensive overview of ergonomic principles, emphasizing the importance of optimizing work environments for both productivity and health. Participants will learn how to identify ergonomic risks, implement practical solutions, and promote a culture of well-being. Join us to unlock the secrets of ergonomic success and create a safer, more comfortable workplace for all.

What You Will Learn

After attending this program, your **EMPLOYERS/EMPLOYEES** will be able to:

- Apply Ergonomic activities to your organization .
- Uncover and identify environment failure in working area.
- Understanding the Hypokinetic and Self Awareness Environment.

Who Should Attend

- Anyone in the company Employers/Employee who may be required.

Prerequisite

N/A

Course Methodology

- Physical and Group discussion activities
- Via Active Learning Face to Face and Classroom
- Interactive Gamification activities
- Experience sharing & Simulation Activity
- Conducted in both Language Bahasa Malaysia/ English

Course Duration

2 day(s) 9am - 5pm

Course Structure

Session 1 : Introduction to Physical Ergonomics

- Meaning and values of physical ergonomics in work activities.
- Ergonomics and OSH Act 1994
- Overview of the guideline of ERA
- Ergonomic Risk Assessment OSH 2017

Session 2 : Health Effects Due to Exposure to Ergonomic Risk Factors

- What are work-related musculoskeletal disorders (MSDs)
- Back pain

- Prevention or Pain Management

Session 3 : Procedure to Correctly Fill In and Manage Self-Assessment Form/Complaint Form

- Scope Regulations – All Workplace covered under OSH Act 207 involved in the implementation of any risk control or safe work procedure.
- For self-employed person, he himself is responsible in the implementation of any risk control or safe work procedure.
- Duty of an employer or self-employed person, where any risk control is being identified.

Session 4 : Ergonomic Risk Factors

- Poor / awkward postures
- Static and sustained work posture
- Static postures
- Forceful exertion
- Contact stress
- Repetitive motion

Session 5 : Ergonomics Control Measures, Improvement/ Management Program

- Hierarchy of control
- How to develop ergonomic solutions based on identified root cause (discussion and case studies)

Session 6 : Level 1 – Initial ERA (Use of Ergonomics Checklist)

- Musculoskeletal Assessment
- Identified MSD's
- Ergonomics Risk Factors Assessment
- Checklist Monitoring and Identified

Session 7 : Case Studies

- What are work-related musculoskeletal disorders (MSDs)
- Actual recorded cases (office and non-office tasks)
- Gathering data skills
- Group Analysis and discussion

Session 8 : Report Writing Skills

- Scope Regulations – All workplaces covered under OSH Act 2017
- Analysis and writing according to Management expectations
- Internal consultation between operation and management
- External consultation for further guidance and support coordinate with internal departments and management
- Establish forward actions to propose budgeting for implementation

Session 9 : Moving Forward After the Assessment

- Analysis and writing according to Management expectations
- Internal consultation between operation and management
- External consultation for further guidance and support coordination with internal departments and management
- Establish forward actions to propose budgeting for implementation