

***In 2004/05 an estimated 452,000 people in the UK suffered from a musculoskeletal disorder mainly affecting the back that was caused or made worse by their current or past work.***

*Source: H.S.E.(Health and Safety Executive)*

***Do your employees know the dangers of lifting and handling incorrectly?***  
People may associate manual handling with work on a construction site or in a warehouse, but a surprising amount of lifting and carrying takes place in a typical office. In fact, manual handling accidents are one of the main causes of not-fatal injuries in offices. One of the reasons for this, is that even relatively light objects can cause major damage if lifted or carried awkwardly or repeatedly. Even removing files or heavy folders from a shelf can be risky if not carried out correctly. With lifting and handling playing a role in everyday work our in-house course will ensure your employees learn how to lift and handle correctly.

## Manual Handling for Office Staff

**A 3 hour course designed for all office type employees (including temporary staff) and will cover the theory and practice of general manual handling in a typical office environment.**



- Course Location:** On-Site at your premises
- Course Duration:** 3Hrs (Dates and time arranged to suit you)
- No of Delegates:** 10 Max

This course provides important background information on the cause of back injuries as well as allowing delegates to practise the lifting and handing techniques under the direct supervision of our trainer. The practical exercises will use items from the company's office environment that delegates' actually move, lift and handle in their work situations.

### Course Objectives

*Delegates will be able to*

- Identify the risks associated with manual handling
- Demonstrate the correct method of lifting and moving objects

### Course Programme

- What causes back pain?
- Common causes of back pain
- Do's and don'ts of good posture
- Ergonomics
- Risk reduction
- Practical exercises

### Delegates Receive:

- Certificate of Training
- Course Notes
- Course Materials

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