

Course Outline

Learn the ergonomics Best Practices for **Manual Handling**



Duration: 2-Days

Conducted by:
Synergo Consulting Pte Ltd.

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Contents

ABOUT SYNERGO CONSULTING	3
COURSE OBJECTIVES AND LEARNING OUTCOMES.....	4
COURSE CONTENTS	5
BENEFITS OF TAKING THIS TRAINING.....	7
FEES.....	8
LEAD ERGONOMIST AND TRAINER	9

About Synergo Consulting

Established in 2008, Synergo is a pioneer and leader in ergonomics consulting in Singapore and the Asia Pacific. We help clients improve the way their employees work and feel across offices, factories, warehouses, plants, retail stores or laboratories. Our expertise includes:



- Workspace Audits
- Ergonomics Seminars and Training
- Personal Ergonomics Assessments
- Accident Prevention and Safety
- Product Design Audits and Reviews

Synergo is founded and led by Yogesh Tadwalkar – the longest serving President of Ergonomics Society of Singapore and a well-known ergonomist with over 15 years global experience. Supported by a highly qualified team of specialists in Ergonomics, Occupational Health and Physiotherapy; Synergo has a track record of successfully delivering many ergonomics projects and conducting ergonomics safety training courses in Singapore, China and the rest of the Asia Pacific region. We have helped thousands of people suffering from postural and musculoskeletal discomforts.

Chosen by world's Top Companies:

The best companies choose Synergo for their ergonomics programs in Singapore and the Asia Pacific. Some of our major clients include:



Full client list and client references are available on request.

Synergo on social media:



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Course Objectives and Learning Outcomes

This 2-day training course for is created to empower participants with world-class knowledge and practical tips to manage ergonomics safety relating to manual handling jobs and environments.

The language of instruction will be **English** although training in Mandarin can also be provided upon request.

The seminar will include informative **handouts, videos, pictures, demonstrations** as well as **interactive group exercises**.

Key Learning Outcomes:

- Familiarization with relevant health and safety regulations relating to manual material handling and ergonomics safety
- Understand the anatomical and biomechanical models relating to human body
- Identify the key risk factors and possible injuries related to manual handling
- Know the manual handling risk assessment process
- Assess the range of manual handling tasks and related postures
- Know the ergonomics intervention strategy and variety of controls to avoid and reduce the risk of injuries
- Empower participants to create and deliver effective manual handling training programmes
- Provide models and tools to assess the effectiveness of manual handling training programmes

Assessment:

60% - Skills Demonstration

20% - In-course Assignment

20% - Written Assessment

Course Outcome:

Training Competency Certificate issued by Synergo Consulting

Course Contents

Day 1:

1.1 Introduction to Manual Material Handling, Relevant Regulations and Standards

- Basics of Workspace Ergonomics and Manual Material Handling
- Highlights of Workplace Safety and Health Act (WSHA), Singapore and Employers' Responsibilities
- Relevant Standards:
 - ISO 11228
 - SS 569

1.2 Human Anthropometry, Anatomy and Biomechanics

- Anthropometry and how it's relevant in manual material handling job-design
- Anatomy of human spine
- Principles of Biomechanics
- Postures inherent in different material handling scenarios
- Assessing the force and strength requirements inherent in a task

1.3 Repetitive Strain Injuries (RSI)

- What are Musculoskeletal Disorders or Repetitive Strain Injuries (RSI)?
- Early warning signs of RSI and when to seek medical help
- Prevention and intervention strategies for RSI

1.4. Manual Handling Risk Assessment

- Introduction to Manual Handling Risk Assessment Process
- Typical manual handling scenarios: Packing / Unpacking, Lifting, Pushing / Pulling, Holding / Releasing, Storing / Retrieving, etc.
- Manual Handling Risk Assessment Checklist
- NIOSH Revised Lifting Equation and other techniques
- Interactive Assignment: Carrying out a Manual Handling Risk Assessment

Day 2:

2.1. Intervention Strategies

- Installing Systems and Ergonomics Best Practices
 - a) Roles, Processes and Tools to manage manual handling risks
 - b) Gathering and Analyzing Baseline Data
 - c) Employee and Manager Orientation
 - d) Periodical RSI Surveys
 - e) One-to-one Workstation Assessments for specific job types
- Practical Recommendations to resolve manual handling Issues
 - a) Systemic Changes
 - b) Mechanical Aides
 - c) Postural Changes
 - d) Behavioral Changes
 - e) Administrative Changes
 - f) Innovative strategies for ensuring Employee buy-in
 - g) Medical Treatment options for injury cases
- Interactive Assignment: Providing recommendations for specific manual handling issues

2.2 Case Studies

2.3 Creating and Delivering an Effective Manual Handling Training Program

- Effective Pedagogical Models for Manual Handling Training
- Sample Training Contents and Learning Aides
- Tips for effective transfer of knowledge
- Assessing the competency of participants

2.4 Q & A

Benefits of taking this training

For Operators:

- Awareness of basic principles and best practices relating to manual handling
- Increased opportunity to take control of risks and health at work
- Increased morale due to management's interest in their health and well-being
- Reduced work absences
- Reduced medical costs
- Reduced pain and suffering

For Trainers and Management:

- Increased operator morale
- Increase goodwill among employees
- Increased worker productivity, higher energy levels, less accidents/errors and increased competitiveness
- Reduced risk of workers' compensation claims and lawsuits
- Reduced sick leave and absenteeism
- Increased job satisfaction and job retention
- Improved employee work-life balance
- Greater goodwill for the organization in the society and media

Fees

S\$600 per person

For group discount, please contact us at yvonne@synergo.com.sg

Lead Ergonomist and Trainer



Yogesh Tadwalkar, MSc, CUA, ACA

Managing Director, Synergo Consulting Pte Ltd.
Ex-President, Ergonomics Society of Singapore (ERGOSS)

For over 15 years, Yogesh has worked extensively in the area of physical and cognitive ergonomics. A highly sought-after ergonomics expert who is currently engaged on retainership by prestigious companies such as Apple, ExxonMobil, and Shell, Yogesh has been consulting for fortune 500 clients like Google, Microsoft, Dell, Salesforce, Adobe, Yahoo, Intel, MasterCard, Sony, Samsung and others. He specializes in workspace ergonomics, human-computer interaction, and product innovation.

Over the years, he has conducted over 100 training courses and seminars in Singapore and abroad for various private sector clients and government ministries on various ergonomics related topics.

Yogesh teaches as adjunct faculty at the prestigious M.Tech. programme at National University of Singapore (NUS) since 2004. He has been a regular trainer various ministries of Singapore Government. He has also been a visiting lecturer at UniSIM, Singapore.

Yogesh has been the longest serving President of Ergonomics Society of Singapore (ERGOSS) (2007-2013). He is also a technical committee member of several government initiatives and international conferences. Yogesh was also the Vice President of Usability Professional's Association (UPA), Singapore (2003- 2005).

As a respected thought leader in the field, Yogesh is often invited to give keynote speeches and workshops at various forums. He has also been featured in the press and appeared on radio and TV shows in Singapore as a domain expert.

Yogesh holds a Master's degree in Human Factors Engineering from Nanyang Technological University (Singapore). He also holds a certificate in Human-Computer Interaction (HCI) from Stanford University (USA).

He lives in Singapore with his wife and two children. In his spare time, Yogesh enjoys watching comedy, surfing the internet and swimming. He also runs Ergo Matters! – a Facebook Group dedicated to practical ergonomics advice and happenings.

Connect with Yogesh via:

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