



# HLTWHS005

## Conduct manual tasks safely

**Corporate Clients**

### Sonic HealthPlus Training Overview

Sonic HealthPlus is a trusted provider of workplace health and general medicine. With over 50 years' experience we understand the important role education plays in fostering a safe working environment. And it is for this reason we offer a number of training programs across the following topics:



Drug and Alcohol



Manual Handling



Ergonomics



Fatigue and Stress



Work Health and Safety



Rehabilitation and Returning to Work

Our programs are developed with flexibility and accessibility in mind, and are available in a range of formats including online and face-to-face.

### Course Overview

This course looks at an employee's awareness and knowledge of health and safety legislative requirements in order to work safely and prevent injury or harm to themselves and others.

#### This course covers:

- Identifying risks with manual tasks
- How to prepare to undertake manual tasks
- How to perform manual tasks safely, and
- How to contribute to safe work practices.

### **Course Suitability**

This course is suitable for all employees, whether they directly or indirectly perform manual task.

### **Course Location:**

Training can be provided at your worksite, or if you prefer, at one of our clinics nearest to you.

### **Certificate Issuance**

Upon successful completion of this course Sonic HealthPlus Pty Ltd RTO (Code 51535) will issue a nationally recognised Statement of Attainment.

Please note we are unable to issue certificates without a USI.

### **Course Status:** Nationally Recognised Training.

### **Delivery Mode:** Face-to-face training.

### **Dates:** Sonic HealthPlus will endeavour to deliver training on a day and time that meets your needs.

### **Entry Requirements:**

To participate your employees need to know how to:

- Use Microsoft Office - including Outlook (emails)
- Open, download, and upload documents
- Save documents
- Attach documents to emails

### **Credit Transfer:** Credit Transfer is an opportunity for participants to receive recognition of formal studies of Australian nationally recognised training which have a direct link to this course.

### **Course Cost:** \$950.00 per session, with a minimum of 4 and maximum 12 participants per session.

Additional Course costs may include mileage, flights, meals, and accommodation.

### **Course Duration:**

2 weeks, which includes:

- 2 weeks allocation for pre-reading and assessment preparation
- 5 hours face-to-face session.

### **Assessments:**

In this course, assessments include written responses, reflections and practical observations. To be assessed as competent, all assessments will need to be completed and be deemed competent.

### **Resources Required:**

Participants will need access to:

- A computer
- A printer
- Web browser software e.g. Chrome or Adobe
- Internet.

### **USI**

Each participant will need a USI. A USI is a reference number made up of numbers and letters, unique to each person who applies. Participants can register for a USI online, at no cost. They can create a USI by going to Click on [www.usi.gov.au/students/create-usi](http://www.usi.gov.au/students/create-usi)

### **Recognition of Prior Learning (RPL)**

RPL is an opportunity for participants to receive recognition of their previous skills and knowledge they have acquired from work experience, life experience and /or through recent studies. Through an RPL assessment process they may be able to gain recognition for this course. For further information please email your enquiry to [training@sonichealthplus.com.au](mailto:training@sonichealthplus.com.au)

### **Cancellation and Refunds:**

Generally, a two week lead time is required for scheduling training: however Sonic HealthPlus is flexible and will work to accommodate your training dates and request where possible.

All service delivered outside standard office hours, including weekends will incur a 25% surcharge.

Cancellation fees will apply in the events training services are cancelled.

## Sonic HealthPlus Terms and Conditions

For Sonic HealthPlus' Terms and Conditions please visit [www.sonichealthplus.com.au](http://www.sonichealthplus.com.au) (Terms) or contact us directly.

## Student Terms and Conditions

Student Terms and Conditions apply, please visit [sonichealthplus.com.au/sonic-training/](http://sonichealthplus.com.au/sonic-training/) or contact us directly.

## Next Steps

Should you wish to progress the training program further please contact us on [training@sonichealthplus.com.au](mailto:training@sonichealthplus.com.au) or phone 1300 793 004.

