



COURTENELL Pty Ltd  
as Trustee for the Vowles Family Trust

ABN 42164393628  
ACN 050109281  
PO Box 248, Broadway, NSW 2007  
147 St Johns Road, Glebe NSW 2037  
Email: [train@courtenell.com.au](mailto:train@courtenell.com.au)  
Web: [www.courtenell.com.au](http://www.courtenell.com.au)  
Phone: 02 9552 2066

WHS Training & Consulting Specialists

## WORKSTATION SET-UP & MANUAL HANDLING BASICS

### Aims

To minimize the risk of physical stress, overuse and manual handling injuries by providing course participants with an understanding of and ability to apply workstation set-up and manual handling principles.

### Objectives

To provide information and instruction to workers to help them perform their manual tasks correctly as required under Section 19(3)(f) of the NSW WHS Act 2011 for *“the provision of any information, training, instruction or supervision that is necessary to protect all persons from risks to their health and safety arising from work carried out as part of the conduct of the business or undertaking.”*

On completion of this course participants will be able to:

1. Use a checklist to identify any adjustments that should be made to their workstation to help prevent overuse injury.
2. Identify unsafe working habits and recognise the need to organise work so that tasks are varied.
3. Explain the function of their spine and nervous system.
4. Demonstrate safe manual handling principles.
5. Perform stretch exercises that will relieve discomfort and help avoid overuse or manual handling injury.

### Content

This course covers the anatomy and biomechanics of the spine and provides practical guidance on the correct set-up of workstations, the prevention of occupational overuse injuries and back pain.

<b>Duration</b>	2 hours.
<b>Location</b>	This course is ideally conducted in the actual workplace.
<b>Requirements</b>	Seating is classroom style, and a whiteboard is required by the trainer.
<b>Trainer</b>	Qualified health professional such as a chiropractor, physiotherapist or occupational therapist experienced in bio-mechanics, workstation ergonomics & manual handling problems.
<b>Cost</b>	Price on application, up to 20 participants.