

Document Ref: LHS2012/07
Revision Date: 17/07/2013

Clane Business Park
Clane, Co. Kildare
Ph: 045-868342
Fax: 045-861447
www.liftingandhandling.ie
enquiries@liftingandhandling.ie

LIFTING AND HANDLING SERVICES – TRAINING GUIDE 2013



LIFTING AND HANDLING SERVICES
TEST HOUSE
SOLUTIONS FOR INDUSTRY



Company Profile

Lifting and Handling Services is an independent Test House, carrying out statutory inspection and certification of materials handling and safety equipment. Our company takes inspection to the next level by combining the right people, processes and experience with personal attention to provide our clients with an unrivalled quality of service.

We were the first company of our kind in Ireland to develop a state of the art bespoke online safety management programme which our clients can access 24/7 to view a comprehensive suite of reports surrounding statutory inspection history, plant failures, repairs and statistical analysis.



Services Provided

Lifting and Handling Services provide the following services to our clients nationwide:

✓ Statutory Inspection and Certification of Materials Handling & Safety Equipment	✓ Calibration & Certification of Torque Measure Devices
✓ Product Investigation & Reporting	✓ P.A.T. (Portable Appliance Testing) Solutions
✓ Non Destructive Testing Services	✓ Static Testing
✓ Safety Management Consultation & Training	✓ Fuel Dispense / Pump Testing
✓ Accident & Incident Investigation	✓ Air Receivers & Pressure Vehicles
✓ Expert Witness	✓ Fire Extinguishers Inspection
✓ Safety Audits & Risk Assessments	✓ Access Equipment including ladders
✓ Ergonomics – Work Risk Analysis & Solutions	✓ CAD Design & Simulations for steel structures
✓ Fire Safety Risk Assessment / Audits	✓ Pallet Racking and Storage Systems



Training Course Options

"Staff development must be seen less as a series of events and more as an integrative function" Brown (1992)

"A structured learning experience to develop abilities, knowledge and skills" (T. Kenny 1998)

To work Safely & Effectively, all of us require training; both specific for the tasks that we will carry out and generally for the improved Safety of ourselves, our colleagues and our work place. Learning by example from other workers is prone to the passing on of 'Bad Habits' and the proliferation of 'Lack of Safety Awareness'

With over 30 year's experience in supplying the needs of industry, LHS Services will apply the efforts of a qualified and highly experienced staff in providing the correct training for your needs. All areas of Safety Training are catered for at all levels. Standard Courses may be quickly adapted to suit your requirements. Consultation with our clients ensures that specific and important points are adequately covered.

Where necessary, we will train your staff in our training centre, BUT we believe that there is a greater uptake of knowledge when Safety Training is carried out at the work place. Participants, being on 'Home Ground', feel more at ease and become more involved, relating the subjects directly to the applications relevant to them.

Courses are presented primarily in a classroom format using PowerPoint and/or DVD, combined with practical instruction. Clients actual plant items are also used to demonstrate particular safety features and to give 'Hands On' experience.

A number of courses require individual certificates to be awarded to qualifying participants e.g. Manual Handling Training). LHS Services will supply individual certificates for presentation as and when required.

A list of Reference Literature used in the preparation of courses is available for further study by participants or Safety Officers.



LHS Training Options

FALL PROTECTION – WORKING AT HEIGHTS

SAFE SLINGING AND RIGGING

TRAINING ON ELECTRIC & PENUMATIC HOIST / TROLLEYS

ABRASIVE WHEELS TRAINING COURSE

BASIC FIRE SAFETY TRAINING COURSE

FIRE WARDEN (MARSHAL) TRAINING COURSE

FETAC LEVEL 5 OCCUPATIONAL FIRST AID REFRESHER TRAINING COURSE (D20188)

OTHER ; PLEASE CONTACT LHS

MANUAL HANDLING TRAINING COURSE

Manual Handling Training Course Description

This course is designed to instruct employees in the theory and practice of safe manual handling. To comply with Part 4 Chapter 2 of the "General Application Regulation Regulations 2007, Manual Handling of Loads", which states that staff engaged in manual handling must be given training in the safe manual handling of loads.

Manual Handling Training Course Objectives

On completion of this Manual Handling course participants will be able to:

- Recognise a load which is too heavy or awkward
- Understand the limitations of the spine and muscular system
- Conduct a manual handling risk assessment
- Lift and handle loads safely.
- Dangers of careless and unskilled methods
- Manual handling legislation
- Hazard Identification and Risk Assessment
- Principles of levers and laws of motion
- Anatomy of the spine and muscular system
- How the body is harmed through incorrect manual handling techniques
- Importance of physical fitness
- Personal protective equipment
- How to handle loads safely
- Practice in safe manual handling of loads to include:-
 - Lifting to and from ground level
 - Lifting to and from a height
 - Pushing
 - Pulling
 - Lifting bags/sacks or other loads appropriate to the workplace



Trainers: The training provider is a FETAC registered training provider and all instructors are fully qualified manual handling trainers, having achieved Level 6 in the National Framework of Qualifications. All course instructors hold a Train the Trainer qualification and are qualified safety practitioners holding a minimum of a Diploma in Occupational Health and Safety.

Course Duration: 3.5 hrs **Participants per course:** Maximum of 12 participants

Who Should Attend: Any-one whose work includes Manual Handling activities i.e. the transporting or supporting of loads that includes lifting, putting down, pushing, pulling, carrying or moving of heavy or awkward loads, where those activities are likely to lead to back injury.

Assessment: Theory test, followed by a practical assessment of safe manual handling lifting.

Refresher Training & Certification Validity Period

Refresher training is recommended at intervals not greater than 3 years.

Additional Information: DVD and laptop/projector presentation are used. Notes on safe Manual Handling are provided for each participant.

Certification: A Manual Handling Certificates are awarded to all participants upon successful completion of course.



Ladders

The following issues should be taken into consideration when using a ladder

- Height of the work
- Duration
- Nature of the job
- Equipment and tools to be carried
 - Ladders are classed primarily as access equipment.
 - They will be included on the plant register and maintained
 - The site standard is (fibreglass stringers with aluminium steps etc?)

Planning the Work

A ladder should only be used when working at height if the work can be carried out safely at the height involved

The following considerations should be made during the planning of the job.

- The nature of the job;
 - short duration
 - hand tools requiring little use of force
 - low risk
 - alternative methods not feasible or practicable
 - The **height** of the ladder required
 - The **type** of ladder required (step, 'A' frame, materials of construction)
 - Safe **positioning** of the ladder is possible
It can be placed where it is clearly visible
Also positioning should be such that the worker does not have to over reach or stretch outside the base of the ladder which may lead to an unstable situation and a fall.
 - Can the ladder be **climbed safely** (i.e. three point contact be maintained at all times).
 - Does the ladder need to be **tied off**?
If yes, then the ladder must be footed for the first ascent in order that it may be tied off safely and securely.
 - It should be possible to place the ladder at the correct **angle** (1:4 ratio)
 - Will there be someone **working below**? What extra precautions need to be taken (e.g. extra care, hard hats for those working below, tool belts to be used, etc.)

Ladders should be considered primarily for access and inspection purposes only.

Note: Where the feet are at or above 2m, suitable fall protection will be required. See the section on fall protection.

Where a ladder is deemed suitable for a particular work activity, the rules for safe working from ladders must be observed fully.

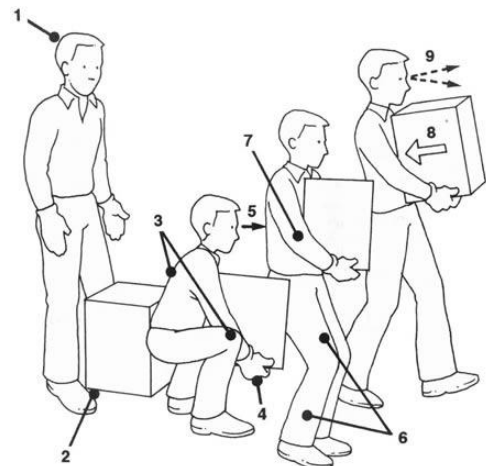
FETAC LEVEL 6 MANUAL HANDLING INSTRUCTOR TRAINING COURSE (6N0233)

FETAC Level 6 Manual Handling Instructor Training Course Description

This FETAC Level 6 Manual Handling Instructors course is designed to provide participants with the knowledge, skill and confidence to design and deliver manual handling instruction in the workplace and to complete manual handling risk assessments as required by Part 4 Chapter 2 of the "General Application Regulation Regulations 2007, Manual Handling of Loads", which states that staff engaged in manual handling must be given training in the safe manual handling of loads.

Manual Handling Instructors Course Content

- Manual handling legislation
- Anatomy and physiology of the spine
- Preventing back injury
- Ergonomics
- Manual handling risk assessment
- Dealing with unfamiliar loads
- Instruction and training techniques
- Presentation skills
- Conducting assessments and providing feedback



Code 6N0233
Level 6
Credit Value 10

Trainers : Our training partner is a FETAC registered training provider and all our trainers are fully qualified Manual Handling Instructors having achieved Level 6 in the National Framework of Qualifications. All Course instructors hold a Train the Trainer qualification and are fully qualified safety professionals, holding a minimum of a Diploma in Occupational Health and safety.

Course Duration: 5 days (over two weeks)

Maximum Participants per Course: 10

Who Should Attend: Health & Safety Practitioners or trainers who intend to deliver Manual Handling Training. Those who wish to deliver and certify in-house Manual Handling Training Programmes.

Assessment: Assessment is comprised of three parts, Skills Demonstration (60%), Theory Exam (20%) and Assignment (20%). Participants must pass all three assessments to qualify for award.

Certification: A 'Manual Handling Instructor FETAC Level 6' Certificate is awarded to participants on successful completion of course.

Refresher Training & Certification Validity Period: Certificates are valid for 5 years.

Additional Information: DVD and lap/top projector are used. Extensive notes on Safe Manual Handling Instructors Course are available to all participants.

Special Instructions for this Course: Comfortable clothing and closed toe shoes is recommended for this course as there is a high level of practical activity throughout.

Lifting and Handling Services would be happy to discuss your training needs with you - Contact us for advice or a quotation on 045-868342 or email sales@liftingandhandling.ie