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# LIFTING AND HANDLING SERVICES – TRAINING GUIDE



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
✓ <b>Safety Management Consultation &amp; Training</b>	✓ 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



## CLASS Inspection and Certification Programme

Our award winning **Inspection and Certification Programme - CLASS** (Computerised Lifting and Statutory Service) gives full visibility of all details of the inspection and a full suite of reports are available on line. CLASS has been designed to ensure that every plant item that is inspected and certified is done so in conformance with I.S./EN.45004 (General criteria for the operation of bodies performing inspections). This is done to protect our clients - their personnel safety, their good name and product reputation.



**CLASS Web - Your access to data 24/7**

Our systems and procedures give our clients and their parent organisations peace of mind regarding their statutory obligations. CLASS delivers accurate and consistent reporting whilst providing transparency and traceability throughout, the inspection program has been proven in the Irish courts and recognised by the leading health and safety consultants in Ireland.

**The key features of C.L.A.S.S. include:**

- ✓ Management of Large Asset Register
- ✓ Asset Tracking of equipment over multiple sites nationwide
- ✓ Inspection to a professional Standard European standard IS/EN 45004
- ✓ Accurate and Consistent Reporting through our C.L.A.S.S. Programme for Statutory Inspection.
- ✓ Transparency and Traceability view your equipment on the web.
- ✓ All your training certificates and documentation is added to the CLASS programme.



## 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

**Awareness and Practical Application** - This is a workplace orientated course, to provide the user of fall protection equipment with a working knowledge of current legislation, relevant standards and the correct use of the equipment for working at height.

This course covers the following areas:

- Introduction to working at height and the need for Fall Protection Equipment
- Legislation, guidelines and standards
- Principles of Fall Protection Equipment
- Equipment connection and adjustment
- Pre use inspection.
- Application and use of Fall Protection Equipment in the workplace.
- Rescue Procedures
- Q/A.
- Assessment for certification.



Certificate supplied on successful completion.

### SAFE SLINGING AND RIGGING

We can provide you with a Safe Slings and Rigging course which includes any content you require from the table below. On completion of this course, delegates will know:

- a) Their main duties and responsibilities under the current legislation.
- b) The safety checks to perform prior to using an O/H crane or hoist
- c) How to identify and use the types of slings
- d) Care and maintenance of slings.
- e) General safety for operation of cranes and hoists

The content of this course will include:

- Overview of current Safety, Health and Welfare at Work Acts and Regulations
- Identification of sling types, their care & maintenance as required by legislation.
- Assessment and handling of loads.
- Safe rigging, sling angles, use of spreader beam
- Safety checks (unpowered & powered) for cranes and hoists.
- Guidelines for safe operation of cranes and hoists.
- Suitable lifting methods for differing load types.



Please contact us to discuss your course content needs, and the duration of the course required. We would be happy to advise you on same.

## TRAINING ON ELECTRIC AND PNEUMATIC HOISTS AND TROLLEYS

The course objectives of this training course are as follows:

- a) The training would be workshop based with our engineer going over operation, inspection, and maintenance of the manual, electric and pneumatic hoists and trolleys.
- b) The safety checks to perform prior to using hoisting equipment.
- c) How to identify problems with hoisting equipment.
- d) Care and maintenance of hoisting equipment.
- e) General safety for operation of hoisting equipment.

### Course Content includes:

- How to dismantle and change out hoists parts and fittings.
- Procedure for pendant assembly
- Testing of pendant after repair.
- Problem solving
- Inspection of trolley parts
- Checking operation of control parts
- Checking wheels, gears etc.
- Gearbox problems
- Inspection of hoist, chain and collector
- Changing silencer
- Limit switch/lever (dismantle and assemble)
- Limit valve (dismantle and assemble)
- General
- Electric cables /Air hose, connections, and fittings
- Operational checks

### Notes:

1. There would need to have an electric/pneumatic hoist and trolley unit in the workshop to work on.
2. Class size 3- 4 maximum

**We would be happy to discuss any of the above courses with you, please just contact us for a quotation.**

### Notes:

1. Prices do not include VAT.
2. Training schedule to be agreed by the Client and Lifting & Handling Services.
3. Client to cover on-site insurance.
4. Standard course cancellation charges apply.
5. Our Standard Terms and Conditions apply.





## ABRASIVE WHEELS TRAINING COURSE

**Abrasive Wheels Training Course Description:** This course is designed to instruct employees in the theory and practice of safe use of Abrasive Wheels to comply with the "Abrasive Wheels Regulations 1982" (SI 30 / 1982).

### Course Objectives

On completion of this training participants will be able to:-

- Safely store and identify abrasive wheels
- Be able to select the appropriate wheel use
- Be able to inspect and recognise damaged wheels
- Be able to mount an abrasive wheel
- Understand the hazards and risks when using abrasive wheels

### Abrasive Wheels Course Content

- Abrasive wheels regulations
- Identifying the hazards working with abrasive wheels
- Selecting the correct wheel for the job
- Inspection & testing of abrasive wheels
- Guarding of grinding and cutting operations
- Dressing and truing of abrasive wheels
- Functions of components, flanges, blotters etc
- Differences between grinding and cutting operations
- Safe mounting of the abrasive wheel

**Course Duration:** 4 hrs (half day)

**Maximum Participants Per Course:** 8

**Trainers:** Our training partner is a FETAC registered training provider and all our trainers are fully qualified Abrasive Wheels Instructors. All course instructors hold "Train the Trainer" certification and are qualified health and safety practitioners.

**Who Should Attend:** This abrasive wheels training course is legally required for all those who are involved in the purchase & selection, storage & handling, mounting, dressing and use of abrasive wheels. This includes either fixed (e.g. Bench grinders or polishers) or portable (e.g. angle grinders) abrasive wheels.

**Assessment:** Assessment is by a theory and practical test.

**Certification:** "Abrasive Wheels Certificate" is awarded to participants on successful completion of course.

**Refresher Training & Certification Validity Period:** Refresher Training is recommended at intervals not greater than 2 years.

## BASIC FIRE SAFETY TRAINING COURSE

### Basic Fire Safety Course Description

This Basic Fire Safety Training Course is designed to raise awareness of fire hazards in the workplace and how to act safely in the event of an emergency fire situation, including selecting and using a fire extinguisher.

### Basic Fire Safety Course Objectives

On completion of this Basic Fire Safety Course, participants will be able to:-

- Describe the chemistry of fire
- Identify fire hazards in the workplace
- Follow evacuation procedures
- Select and use appropriate fire fighting equipment

### Fire Safety Course Content

- Fire safety legislation (Overview)
- Understanding the physics and chemistry of fire
- Development and spread of fire
- Action in the event of fire
- Means of raising alarm
- Means of summoning the fire brigade
- Action on hearing the fire alarm
- Evacuation procedures
- Practical demonstration in the use of foam and CO<sub>2</sub> fire extinguishers using our state of the art gas fired training system.



**Course Duration:** 2½ hrs

**Maximum Participants per Course:** 20

**Who Should Attend:** This course is aimed at all employees, regardless of the industry type.

**Assessment:** Assessment is by a theory test and practical demonstration.

**Refresher Training & Certification Validity Period:** Refresher training is recommended at intervals of not greater than 3 years.

**Additional Information:** DVD and laptop / projector presentation are used. Notes on Fire Safety / Fire Prevention are provided to course participants.

**Certification:** Certificates in "Basic Fire Safety" are awarded to participants on successful completion of course.

## FIRE WARDEN (MARSHAL) TRAINING COURSE

### Fire Warden Training Course Description

The Fire Warden course has been designed to meet the requirements of both the 1981 Fire services act and regulation 9 of the Safety, Health and Welfare at Work act 2005.

### Fire Warden Training Course Objectives

On completion of the Fire Warden Training Course, participants will be able to;

- List their duties as fire wardens
- Describe the chemistry of fire
- Identify fire hazards in the workplace
- Assist in the management of evacuation procedures and drills
- Select and use the appropriate fire fighting equipment to deal with an undeveloped fire

### Fire Warden / Marshal Course Content

- The mechanics of fire, smoke and dangerous gases.
- Fire extinguishers, hose reel equipment and fire suppressants.
- Incidents involving flammable liquids and gases.
- Storage of flammable liquids and gases.
- Common fire safety features.
- Elements of compartmentation.
- Means of escape.
- Duties of the fire marshal in emergency, pre emergency and post emergency situations.
- Hazard spotting and elimination of bad practices.
- Legislation.
- Methods of Evacuation

**Trainers:** The training provider is FETAC registered training Provider and all instructors are fully qualified trainers having achieved Level 6 in the national Framework of Qualifications. All course instructors hold a minimum of Train the Trainer Qualification and are qualified safety practitioners holding a formal qualification in fire safety.

**Course Duration:** 1 day (Approx 5 hrs)

**Maximum Participants per Course:** 20

**Who Should Attend:** Employees designated in the employers Safety Statement emergency plans to act as Fire Warden / Marshals.

**Assessment:** Assessment is by theory test. Practical demonstration in the safe selection and use of fire extinguishers.

**Refresher Training & Certification Validity Period:** Refresher training is recommended at intervals not greater than 3 years

**Additional Information:** DVD and lap/top projector presentation are used. Fire Warden/Marshal notes are provided for each participant.

**Certification:** A Fire Warden Certificate is awarded upon course completion.



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

### FETAC Level 5 Occupational First Aid Refresher Course Description

It is a legislative requirement for all first aiders to ensure that they keep up to date with developments in First Aid Practice while also refreshing skills that may only be occasionally used. This course will keep a current First Aid Certificate in-date so that you can continue as an occupational first aider in the workplace.

**Important:** Refresher training should be repeated every two years.



### Occupational First Aid Refresher Course Content

- First Aid in the workplace
- Legal requirements and the role of the First Aider
- Patient Assessment: Primary survey, vital signs, protecting casualties with suspected neck injuries.
- Respiratory Emergencies
- Cardiac First Response: The chain of survival; calling for an ambulance, starting CPR and using a Defibrillator.
- Wounds and Bleeding: how to deal with blood injuries, how to recognise different types of wounds and how to treat them, minimising the consequences of internal bleeding.
- Altered levels of consciousness how to treat shock and the recovery position. Treating a casualty with loss of consciousness.
- Musculoskeletal Injuries: treatment of broken bones, sprains, strains and dislocations.
- Burns and scalds, chemicals, electric shock: causes and treatment of burns, electric shock & electrocution, poisoning.

*(Content of course is similar to 3 day course as the aim is to refresh prior knowledge, topics are therefore covered at a faster pace.)*

**Code** D20188

**Level** 5

**Credit Value** Skills update of your existing Level 5 Occupational First Aid Certification

### Our Trainers

Trainers are FETAC registered training provider and all are trainers are fully qualified Occupational First Aid instructors registered with OFAAA (The Occupational First Aid Assessment Agent)

**Course Duration:** 1 day

**Maximum Participants per Course:** 10

**Who Should Attend:** Those who wish to continue in their role as Occupational First Aider and update their skills.

**Assessment:** This is a highly interactive course with emphasis on practice and demonstration. Assessment is by written test and practical skills exam.

Basic life savings skills 40%  
Examination (short answer question) 30%  
Skills demonstration (x 2) 30%

**Certification:** An "Occupational First Aid Refresher" certificate is awarded to participants on successful completion of course. This should be kept as evidence that First Aid skills have been updated.

**Refresher Training & Certification Validity Period:** Refresher First Aid certificate is valid for 2 years and can be renewed every two years on completion of the 1 day refresher course. (Note those whose Certificates have lapsed are required to re-sit the 3 day Occupational First Aid course)

**Additional Information:** DVD and lap/top projector are used. Notes on Occupational First Aid are available to all participants. A full range of occupational first aid equipment is utilised as part of this training.

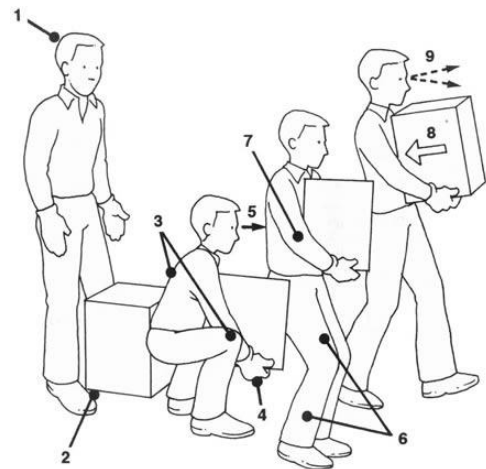
## FETAC LEVEL 6 MANUAL HANDLING INSTRUCTOR TRAINING COURSE (6N0233)

### 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.

Participants are required to have a reasonable level of fitness and flexibility and this course is not suitable for those with any back, hip or knee injuries or those with any condition which may be aggravated by practical lifting.

## 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 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 Certificate is awarded to all participants upon successful completion of course.

**Special Instructions for This Course:** Course participants should wear loose fitting comfortable clothing (trousers) and closed toe shoes. Any special needs/requirements should be identified at time of booking.

## **FETAC LEVEL 6 PEOPLE HANDLING INSTRUCTOR TRAINING COURSE (6N0234)**

### **FETAC Level 6 People Handling Instructor Course Description**

This People Handling Instructors course is designed to provide participants with the knowledge, skill and confidence to design and deliver People 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.

### **People Handling Instructors Course Content**

- Manual handling legislation
- Anatomy of the spine and muscular system
- Dangers of careless and unskilled methods
- Principles of levers and laws of motion
- People handling risk assessment
- Importance of physical fitness
- Personal protective equipment (PPE)
- Normal people movement
- People handling aids & techniques
- Bariatrics
- Problem solving for complex handling tasks
- Instruction and training techniques
- Presentation skills
- Conducting assessments and providing feedback

<b>Code</b>	<b>6N0234</b>
<b>Level</b>	<b>6</b>
<b>Credit Value</b>	<b>10</b>

**Trainers:** Our training partner is a FETAC registered training provider and all are fully qualified People Handling Instructors having achieved Level 6 in the National Framework of Qualifications. All Course instructors hold a minimum of Train the Trainer qualification and are qualified safety / care professionals.

**Course Duration:** 5 days (over two weeks)

**Maximum Participants per Course:** 10

**Who Should Attend:** Health & Safety Practitioners, health care professionals or trainers who intend to deliver People Handling Training. Those who wish to deliver and certify in-house People 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 'People Handling Instructor FETAC Level 6' Certificate is awarded to participants on successful completion of course.

**Refresher Training & Certification Validity Period:** It is recommended that you update your skill at least every 5 years.

**Additional Information:** DVD and lap/top projector are used. Extensive notes on People Handling Instructors Course are available to all participants. We have a purpose built care room on site which is equipped with a hospital bed, hoist, wheel chair, commode and patient chair as well as sliding and transfer devices.

**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.

Participants are required to have a reasonable level of fitness and flexibility and this course is not suitable for those with any back, hip or knee injuries or those with any condition which may be aggravated by practical lifting.

## SAFE PASS TRAINING COURSE

### Safe Pass Training Course Description

It is a legal requirement under section 4 of the Construction Regulations 2006 that staff working on sites or any works that qualify as construction projects under the regulations undergo basic Health & Safety training.

### Safe Pass Training Course Objectives

On completion of this Safe Pass Training course, participants will have a greater understanding of the hazards associated with working on sites and how accidents can be avoided.

### Safe Pass Course Content

- Health & Safety at work legislation
- Health & Safety duties and responsibilities at work
- Promoting a Safety Culture
- Accident Prevention and accident reporting
- Working at heights
- Excavations, confined spaces, underground and overhead services
- Working with Electricity
- Personal Protective Equipment
- Use of hand held equipment, tools & machinery
- Safe use of Vehicles





- Noise & Vibrations
- Manual Handling
- Health & Hygiene

**Trainers:** The trainer is a FETAC registered training provider and all our trainers hold formal Safety Qualifications. All course instructors hold 'Train the Trainer' Certification

**Course Duration:** 1 day

**Who Should Attend:** This Safe pass course is intended for construction workers, local authority workers, craft workers, on-site security personnel, including students, apprentices and seasonal workers.

**Assessment:** Theory test

**Refresher Training & Certification Validity Period:** Safe Pass recertification is required every four years.

**Additional Information:** DVD and laptop/projector presentation are used.

**Certification:** Guardian Safety will issue a letter of completion to all participants at the end of the course which can be given as evidence to employers until Safe Pass cards are issued to participants by Fás.

**Special instructions for this course:** This course is run through English and a good understanding of the language is expected from participants. (Courses can be run in other languages by prior arrangement if all participants speak the same language) Participants must bring their PPS number on the day and a recent passport photograph. (Those who do not bring passport photographs may purchase one on the day at an additional cost of €5)



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](mailto:sales@liftingandhandling.ie)