

HLTWHS005

Conduct Manual Tasks Safely

THE HLTWHS005 – CONDUCT MANUAL TASKS SAFELY COURSE PROVIDES PARTICIPANTS WITH THE KNOWLEDGE AND SKILLS TO IDENTIFY HAZARDOUS MANUAL TASKS AND APPLY SAFE WORK PRACTICES TO REDUCE THE RISK OF INJURY. IT COVERS KEY AREAS SUCH AS RISK ASSESSMENT, CORRECT LIFTING AND CARRYING TECHNIQUES, USE OF MECHANICAL AIDS, AND STRATEGIES TO CONTROL WORKPLACE HAZARDS IN LINE WITH WORK HEALTH AND SAFETY (WHS) REQUIREMENTS. THE COURSE ENHANCES WORKPLACE SAFETY BY PROMOTING PROPER BODY MECHANICS AND INJURY PREVENTION, IMPROVES COMPLIANCE WITH WHS LEGISLATION, AND INCREASES EMPLOYABILITY BY EQUIPPING LEARNERS WITH PRACTICAL, TRANSFERABLE SKILLS APPLICABLE ACROSS INDUSTRIES SUCH AS HEALTHCARE, CONSTRUCTION, AND LOGISTICS.



Newcastle Rescue and Consultancy Pty Ltd

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HLTWHS005 Conduct Manual Tasks

Safely



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Course Description

This unit describes the skills and knowledge required to recognise potentially hazardous manual tasks, and then to prepare for and complete those tasks in a safe manner.

This unit applies to all workers involved in manual handling tasks.

The skills in this unit must be applied in accordance with Commonwealth and State/Territory legislation, Australian/New Zealand standards and industry codes of practice. The Hazardous manual tasks code of practice applies to this work.

Target Cohort / Entry Requirements

This course is intended for:

- New employees, apprentices or trainees requiring foundational manual handling skills
- Healthcare, aged care, and disability support workers involved in lifting, transferring, or assisting people with mobility and daily activities
- Warehouse, logistics and trade assistants handling goods, equipment, and repetitive physical tasks
- Plant operators and trade assistants involved in repetitive or physically demanding tasks
- Civil construction and infrastructure workers working on road, rail or utilities projects requiring safe manual task practices whilst performing manual tasks such as lifting, carrying, and handling materials on-site
- Site support personnel (e.g. cleaners, general hands) performing manual or physical duties
- Workers at risk of musculoskeletal injuries due to repetitive tasks, heavy lifting, or awkward postures
- Individuals needing WHS compliance training aligned with construction industry safety standards and practices

Entry requirements may include:

- There are no formal entry requirements for this qualification/unit.

- Language, literacy, numeracy and digital skills (LLND test may apply)
- Physical requirements - A participant must be in good health and medically fit for work.
- Minimum age of 18 (If under 18 parental consent is required).
- All students participating in VET qualifications are required to have a Unique Student Identifier (USI).
- The RTO will provide the prospective student with a Course Suitability Checklist that will help the student and the Trainer / Assessor if the course is relevant and applicable to students' needs.
- The RTO will provide constructive and honest feedback to the prospective student if it is decided that the VET student does not yet have the LLN+D skills or meet the entry requirements to cope with the rigor of the training and assessment material and process.

Selection Criteria

Learners should demonstrate:

- Reading and writing ability in varied contexts
- Oral communication and comprehension skills
- Basic numeracy and mathematical problem-solving

Course Duration & Delivery

- **Delivery Mode:** Face-to-face
- **Delivery Location:** 1/6 Pippita Close Beresfield NSW 2322
- **Duration:** 4 hours (1/2 day)

Assessment Information

Assessment methods may include:

- Written tasks
- Practical demonstrations
- Simulated tasks

Resources to be provided by the VET Student

- Transport to training facility.
- Appropriate clothing, closed-in footwear.
- Students will be required to provide their own digital devices, able to access reliable internet

Resources and services to be provided by the RTO

- A safe, inclusive and engaging learning environment.

- Pre-enrolment processes to ensure the course is appropriate and suitable for VET Students' needs.
- Access to LMS with personal secure login
- All Learning and Assessment resources.
- Public liability Insurance Cover (for on- and off-site training).
- Risk assessed facilities, equipment and processes for safety and duty of care, including accessibility.
- Policies and procedures to ensure and monitor delivery of high-quality services.

Course Fees

- **Total Course Fee:** \$325.00 per person

Please note all course fees must be paid before issuing qualifications.

Refund Policy

Refer to the Enrolment Agreement or Student Handbook for full terms, including refund conditions and withdrawal procedures. This can be accessed via the website <https://newcastlerescue.com.au/resources/>.

Support Services

All students have access to:

- LLND support.
- Wellbeing and counselling referral.
- Trainer support (via email enquiries@newcastlerescue.com.au, phone 1300 356 686, or online platform <https://newcastlerescue.com.au/resources/>).
- The enrolment application process identifies any support needs and possible matters which may impact training and assessment via the Suitability Checklist.
- Contextualisation and additional support needs are reviewed for reasonable adjustment and implementation prior to training commencement.
- Support, progression and adjustments are reviewed throughout the nominal duration of the training.

Recognition of Prior Learning (RPL) & Credit Transfer

All students may apply for RPL or Credit Transfer.

More information is available in the Student Handbook or from Newcastle Rescue and Consultancy Pty Ltd and RTO Website <https://newcastlerescue.com.au/resources/>.

Units of Competency

Code	Title
HLTWHS005	Conduct Manual Tasks Safely

The RTO reserves the right to adjust elective units to meet training package requirements.

Please refer to the Enrolment Form, for the terms and conditions of enrolment, which includes Enrolment and Selection; Training Guarantee; Course Fees, Payments and Refunds; Course Fees paid in Advance; Recognition of Prior Learning (RPL) or Credit Transfer