

Ergonomics and Manual Handling in the Workplace

HRD Corp registered training program ID: 10001682541

*Better Ergonomics,
Better Productivity.*



Face to face
Instructor-Led Training



19 JUNE 2026
(FRI)



9:00 AM
5:00 PM



Jazz Hotel,
Penang



Register Now!



www.progresslink.com.my



"Small Adjustments, Big Impact"

Course Overview

Ergonomics awareness is a critical component of occupational safety and health management, as it helps organisations prevent work-related musculoskeletal disorders (MSDs), reduce physical strain, and promote a safer and more productive working environment. In line with the **Occupational Safety and Health Act 1994** and relevant DOSH guidelines, employers are expected to identify workplace hazards, assess associated risks, and implement suitable control measures, including ergonomic improvements where necessary.

Workplace ergonomic risks may arise from repetitive movements, awkward postures, excessive force, prolonged static positions, vibration, poor workstation design, and other environmental stressors. If these risks are not properly managed, they may contribute to discomfort, fatigue, injuries, reduced work performance, and increased absenteeism. This programme is designed to build basic awareness and practical capability in identifying such risks and applying appropriate ergonomic and manual handling principles in daily work activities.

The programme adopts a structured and practical approach by integrating hazard identification, risk assessment, and control principles consistent with workplace safety management practices. Participants will learn how ergonomic risks can be recognised during routine tasks, workstation arrangements, and manual handling activities, and how practical corrective actions can be introduced to improve safety, comfort, and efficiency. The programme also emphasises the shared roles and responsibilities of management and employees in supporting an effective ergonomics programme through commitment, communication, participation, monitoring, and continuous improvement.

Through practical exercises, guided observation, and workplace-related discussions, participants will be exposed to basic methods for assessing workstations, evaluating task-related ergonomic concerns, and improving manual handling practices. The programme also encourages early reporting of discomfort and proactive intervention to prevent long-term injuries. Overall, this training supports organisations in strengthening safety management practices, improving compliance readiness, and fostering a more proactive workplace safety culture.



Learning Outcomes

By the end of this workshop, participants will be able to:

- ✓ Explain the importance of ergonomics and manual handling in workplace safety and health management.
- ✓ Identify common ergonomic risk factors, including repetitive movement, awkward posture, excessive force, prolonged static position, vibration, and poor workstation setup.
- ✓ Describe how poor ergonomics and unsafe manual handling contribute to musculoskeletal disorders, fatigue, and reduced productivity.
- ✓ Recognise the basic application of hazard identification, risk assessment, and control principles in ergonomics-related situations.
- ✓ Apply correct body mechanics and safer manual handling techniques during lifting, lowering, carrying, pushing, and pulling tasks.
- ✓ Conduct basic observation of workstation and task-related ergonomic issues and suggest practical improvements.
- ✓ Understand the roles of management and employees in supporting an effective ergonomics programme.
- ✓ Promote early reporting of discomfort and proactive action to reduce the risk of long-term injury.
- ✓ Practise safer work habits that support comfort, efficiency, and injury prevention.
- ✓ Contribute to a more proactive and compliant workplace safety culture.



Course Benefits

This programme supports organisations in reducing work-related injuries, minimising absenteeism, and improving employee comfort and productivity. By strengthening ergonomic awareness and practices, it enhances workplace safety, supports regulatory compliance, and contributes to better operational efficiency and long-term cost savings.

Who Should Attend?

This programme is suitable for supervisors and team leaders, safety and health committee members, production and operations personnel, warehouse and store personnel, maintenance and technical staff, office and administrative employees, employees involved in manual handling or repetitive work tasks, prolonged workstation activities as well as any personnel exposed to ergonomic risk factors in the workplace.

Training Methodology

The programme adopts an interactive and practical approach incorporating group activities, hands-on workstation assessments, demonstrations, and scenario-based discussions. Participants will apply ergonomic principles to real workplace situations to enhance understanding and retention.

Training Duration

Full 1 day training (9:00 am-5:00 pm)

HRD Corp Registered Program ID Nos

10001682541

Public Program Course Fee

Single Registration – RM 1,200.00 nett per participant
Group Registration – RM 900.00 nett per participant
(Minimum 4 participants from the same organisation)

(The fee covers training materials, lunch, coffee/tea, snacks, supplementary notes, a detailed training report with assessment and a Certificate of Completion.

[Click here for more](#)



In-House Training Enquiry

For more information regarding our In-House/ Public Program courses, please email us your inquiry at sales@progresslink.com.my

or to speak to our Sales Consultant at +604- 297 6881 or 011-1289 6881

For public program schedules, please visit our website: www.progresslink.com.my/events/

Register
TODAY
TRAINING FEES ARE ELIGIBLE FOR
HRD CORP CLAIMABLE COURSE SCHEME.



PROGRESS LINK TRAINING & CONSULTANCY SDN BHD (880988-H)

Address: C-3-1, Vantage Desiran Tanjung, Jalan Tanjung Tokong,
10470 Tanjung Tokong, Penang, Malaysia.

Tel : +6 04- 297 6881 Fax : +6 04- 297 6882

Email: sales@progresslink.com.my

Website: www.progresslink.com.my

1 DAY COURSE MODULE

MODULE 1: INTRODUCTION TO ERGONOMICS AND OSH LEGAL FRAMEWORK

- Introduction to ergonomics and manual handling in the workplace
- Importance of ergonomics in preventing injury and improving work performance
- Impact of poor work practices on health, safety, and productivity
- Overview of the Occupational Safety and Health Act 1994
- General duties and responsibilities of employers under Sections 15–18
- General duties and responsibilities of employees under Section 24
- Shared roles in promoting compliance, safe work practices, and injury prevention

MODULE 2: ERGONOMIC RISK FACTORS IN THE WORKPLACE

- Repetitive movement
- Awkward posture
- Excessive force
- Prolonged static position
- Vibration and environmental stressors
- Poor workstation and task design

MODULE 3: MUSCULOSKELETAL DISORDERS AND EARLY WARNING SIGNS

- Understanding musculoskeletal disorders (MSDs)
- Common body areas affected
- Symptoms of strain and discomfort
- Consequences of delayed action
- Importance of early reporting and intervention

MODULE 4: ERGONOMICS, HAZARD IDENTIFICATION, AND RISK CONTROL

- Basic hazard identification in ergonomic situations
- Recognising task-related and workstation-related risks
- Introduction to risk assessment and control principles
- Practical examples of ergonomic improvements
- Importance of continuous monitoring and review

1 DAY COURSE MODULE

MODULE 5: PRINCIPLES OF GOOD POSTURE AND BODY MECHANICS

- Neutral posture and body alignment
- Safe bending, reaching, twisting, sitting, and standing
- Reducing strain through proper movement
- Balance, stability, and control during work tasks
- Applying proper body mechanics in daily work

MODULE 6: SAFE MANUAL HANDLING TECHNIQUES

- Planning before handling a load
- Assessing the load and surrounding area
- Safe lifting and lowering techniques
- Carrying, pushing, and pulling safely
- Team lifting and when to seek assistance
- Common manual handling mistakes to avoid

MODULE 7: PRACTICAL WORKSTATION AND TASK ASSESSMENT

- Basic workstation assessment
- Identifying posture-related and layout-related issues
- Reviewing common task-related ergonomic risks
- Practical improvements for comfort and efficiency
- Guided exercise on ergonomic observation

MODULE 8: ROLES, RESPONSIBILITIES, AND SAFER WORK HABITS

- Management commitment and employee participation
- Communication and awareness in ergonomics programmes
- Developing safer daily work habits
- Reporting discomfort and unsafe conditions early
- Supporting a proactive workplace safety culture

PROGRESS LINK

REGISTRATION FORM

BASIC ERGONOMICS AWARENESS TRAINING

19th June 2026 (FRI)

The Manager
PROGRESS LINK TRAINING & CONSULTANCY SDN BHD
C-3-1, Vantage Desiran Tanjung, Tanjung Tokong, 10470 Tanjung Tokong, Penang, Malaysia.
Tel: 04-297 6881; Fax: 04-297 6882
Email: sales@progresslink.com.my

Dear Sir/Madam,

Please register the following participant(s) for this program as follows:-

Course Title: BASIC ERGONOMICS AWARENESS TRAINING th

Venue: JAZZ HOTEL, PENANG

Date: 19th JUNE 2026

Registration (Please tick (✓) accordingly)

Single registration (1 x participant) = RM1,200.00 2 x participants = RM2,400.00 3 x participants = RM3,600.00

Group registration discount (Minimum 4 participants or more from the same organisation)

No. of participants _____ x RM 900.00 per pax = Total RM _____

Payment Method (Please tick (✓) accordingly)

Claim under HRD Corp Claimable Courses scheme (Program ID: 10001682541 - Public)

Enclosed cheque nos. _____ being payment made in favour of "PROGRESS LINK TRAINING & CONSULTANCY SDN BHD"

Online transfer / Direct bank-in to PUBLIC BANK BERHAD account number 3194 100 708 (please email us the bank-in slip)

Requested by:

Name: _____

Designation: _____

Email: _____

Company name: _____

Address: _____

Tel No.: _____ Mobile No.: _____ Fax No.: _____

Signature: _____

Date: _____

Company Stamp

Terms & Conditions:-

Kindly forward the payment to us at least one week before the commencement of the program. A completed registration form submitted by fax, mailed, or e-mailed to Progress Link & Consultancy Sdn Bhd would be confirmed. All cancellations must be made in writing. There will be no charge for cancellations received 14 or more working days before the start of the program. Cancellation received between 7 - 13 working days before the start of the program is subject to a cancellation fee of 50% of the course fees. Cancellation received 6 working days and below before the start of the program is subject to a full 100% cancellation fee of the course fees. If the full course fees are payable if the participant fails to attend the program. However, a replacement may be accepted at no additional cost, subject to approval. Progress Link Training & Consultancy Sdn Bhd reserves the right to change the facilitator, reschedule or cancel the program and all efforts will be taken to inform participants of the changes. Should the program be cancelled or postponed, Progress Link Training & Consultancy Sdn Bhd is not responsible for covering airfare, hotel, other travel costs, or any additional costs incurred by the participants.

1. Participant Name :

IC or Passport No :

Designation :

Mobile No:

Email address :

2. Participant Name :

IC or Passport No :

Designation :

Mobile No:

Email address :

3. Participant Name :

IC or Passport No :

Designation :

Mobile No:

Email address :

4. Participant Name :

IC or Passport No :

Designation :

Mobile No:

Email address :

5. Participant Name :

IC or Passport No :

Designation :

Mobile No:

Email address :

(If there are more participants, please attach a separate list)