



REGULATIONS FOR THE PROFESSIONAL CERTIFICATE IN FIRST AID AND MANUAL HANDLING

These regulations shall be read in conjunction with Constitution of the Centre for Occupational Health and Safety (Standard Operating Policies, Practise and Procedures Manual, 2021)

Name of Qualification: Professional Certificate in First Aid and Manual Handling Management

1. **Duration of the course :** 1 week
2. **Student entry qualifications:**
 - i. Normally a prospective student must possess a minimum of 5 O LEVELS
 - ii. University degree, professional qualification, tertiary certificate or equivalent from a recognised institution or class 2(two) driver
 - iii. Relevant work experience
 - iv. The centre shall, at its discretion and if it deems fit, subject any prospective student to an entry interview as part of entry requirements.

PROGRAMME STRUCTURE

This is an intensive, multidisciplinary programme designed to equip students from various backgrounds with skills and knowledge.

MODE OF DELIVERY

Teaching methods includes lectures, case studies, seminars, group presentations, practical exercises and scenarios.

LEARNING RESOURCES

Each module shall be guided by a detailed course outline, lecture notes; electronic and hard copy hand outs, and reading texts in the library. Students shall also be required to conduct online research.

CONTINUOUS ASSESSMENT METHOD

- i. Each student shall be required to submit two (2) typed assignments per module on stipulated due dates
- ii. Group work shall sometimes be give as an assignment
- iii. Each assignment shall be marked and converted into a percentage
- iv. Each candidate shall submit an examinable practical research project which shall be marked out of 25 marks and converted into a percentage.
- v. No candidate shall be allowed to rewrite a failed assignment

WRITTEN END OF SEMESTER EXAMINATION

- i. Each taught module shall be examined in written form.
- ii. The end of semester examination shall be covered through one (1) paper that will be three (3) hours long.
- iii. The candidate shall be required to answer four (4) essay questions per module from a list of Six (6) possible questions.

Course Content includes

First Aid Certification & Training

This course package has been created for those students and workers seeking Provide First Aid and Manual Handling. The units involve the skills and knowledge required to Provide First Aid in the Workplace & to Shift Loads Safely Using Manual Handling Methods. Work must be carried out in compliance with the relevant Work Health and Safety (WHS) laws.

Course Content includes

- Provide First Aid
- Basic Life Support DRSABCD's
- CPR and AED
- Shock Management
- Airway Management – Asthma, Choking, Severe allergic reaction, Hyperventilation
- Cardiac Emergencies
- Seizures and Convulsions
- Bleeding and Wound Care
- Burns and Scalds
- Extremes of Heat and Cold
- Musculoskeletal Injuries
- Poisons and Toxic Substances
- Bites and Stings
- Abdominal Injuries

Manual Handling

- applying precautions and required action to minimize, control or eliminate risks that may exist when manually lifting and handling materials and goods
- applying relevant legislation and workplace procedures
- communicating effectively with others when manually lifting and handling materials and goods
- implementing contingency plans when manually lifting and handling, materials and goods
- interpreting and following operational instructions and prioritizing work
- interpreting manual handling risks
- modifying activities depending on operational contingencies, risk situations and environments

- operating and adapting to differences in loads and materials in accordance with standard operating procedures
- reading and interpreting instructions, procedures and information relevant to the manual lifting and handling of materials and goods

- selecting and using required personal protective equipment conforming to industry and work health and safety (WHS)/occupational health and safety (OHS) standards
- using correct manual handling practices
- working collaboratively with others when manually lifting and handling materials and goods
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.