

# Main Menu

## Introduction

Flowchart

## Presentations

### Legislation and Risk Management

1. Legislation and Policy
2. Risk Management and Manual Handling
3. Walk Through Risk Assessment

### Manual Handling and You

4. Anatomy
5. Well Being Work and You
6. Injuries Related to Manual Handling

### Manual Handling Techniques & Equipment

7. Principles of Manual Handling
8. Examples of Transfers
9. Equipment

#### Examples of Transfers

- A Standing Transfer
- B Assisted Walking
- C Assisted Roll
- D Standing Hoise
- E Sling Hoist
- F Two-Person Lift
- G Assist to Stand

## Policy

HS-12: Manual Handling Information for Parents Matrix – A guide for Manual Handling

## Advisory Standard

## Case Studies

1. Working Together to Create and Maintain a Healthy and Safe Learning and Working Environment
2. Developing Manual Handling Interventions & Resources in the School Environment
3. Applying the Advisory Standard
4. Incorporating Risk Management in a Specific Student Behaviour Management Plan

## Resources

### Risk Management

Student Functional Assessment Form  
 Risk Factors Checklist  
 Risk Factors Fact Sheet  
 Blank Risk Management Template  
 Risk Management Examples  
 Symbols – Manual Handling Cue Cards

### Training Documentation

Training – Keeping Records Fact Sheet  
 Training Record Form – Staff Summary  
 Training Attendance Sheet – Session

### Monitor & Review your Progress

Getting Started Checklist  
 Semester Review Checklist

### Equipment

Equipment Options & Supplier Fact Sheet  
 Selection & Evaluation of Hoists – Checklist

### Managing Injuries

What should I do if I have an Injury? Fact Sheet  
 Example Forms – Record Keeping related to Medical Advice

1. Transfer of student from wheelchair to floor and return to wheelchair
2. Transfer of student – wheelchair to toilet (to/from)
3. Repositioning student in a wheelchair
4. Combined assessment – mobility and meals
5. Assisting with mobility and managing falls