

## Contents of Manual Handling CD Package

### Manual Handling Presentations

#### Legislation & Risk Management

1. Legislation & Policy
2. Risk Management & Manual Handling
3. Walk through Risk Management

#### Manual Handling & You

4. Anatomy – Back to Basics
5. Well being, Work & You
6. Injuries related to Manual Handling

#### Manual Handling Techniques & Equipment

7. Principles of Manual Handling
8. Examples of Basic Transfers
9. Equipment to Assist with Manual Handling of Students

### People Handling Advisory Standard

#### Manual Handling of Students Policy (HS-12)

- Information for Parents on the Policy
- Matrix – A guide to manual handling methods

#### Case Studies

1. Creating a Safe and Supportive Learning & Working Environment - Central CSU
2. Developing Manual Handling Interventions & Resources in the School Environment
3. Applying the People Handling Advisory Standard – Transfer from Wheelchair to Toilet
4. Incorporating Risk Management in a Specific Student Behaviour Management Plan

#### Flow Chart

- One way to use the package and resources

### Resources

#### Risk Management

- Student Functional Assessment Form
- Risk Factor Checklist
- Risk Factors Fact Sheet
- Blank Risk Management Template
- Symbols – manual handling cue cards

#### Risk Management Examples

- Wheelchair to floor
- Toilet transfer
- Repositioning in chair
- Working at low height
- Assisting with mobility

#### Training Documentation

- Training – Keeping Records Fact Sheet
- Training Record Form – staff summary
- Training Attendance Sheet – session record

#### Monitor your Progress

- Getting Started Checklist
- Semester review Checklist

#### Equipment

- Equipment Options and Suppliers Fact Sheet
- Selection & Evaluation of Hoists - Checklist

#### Managing Injuries

- What should I do if I have an Injury? Fact Sheet including Flow Chart
- Example forms (4) – record keeping related to medical advice

Contact your local Health & Safety Consultant if you would like more information about this package.

manual handling  
of students 

Further information and updates will be available on the Creating Healthier Workplaces Website at <http://education.qld.gov.au/health/healthsafety/>

## Manual handling of students resource package

### Resources to help your school

- Prevent injuries to staff
- Improve systems for manual handling of students
- Implement the revised manual handling of students policy

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Creating Healthier Workplaces  
<http://education.qld.gov.au/health>

## Manual Handling of Students in our Schools

Education Queensland schools strive to create safe, supportive and exciting learning environments for all students. Along with this responsibility, is the obligation to provide a safe working environment for staff and others.

Strains and sprains are common injury types associated with manual handling activities. These injuries can be slow to heal and be debilitating for the injured person. The human and financial costs of these injuries are significant for the individual, the school and the department.

Preventing injuries is not only the right thing to do – there are financial and resource benefits:

- Retain experienced employees
- Prevent work overload for non-injured employees
- Minimise time required to manage injuries
- Reduce high costs associated with the injury and replacement staff
- Attract valuable employees to work in EQ schools
- More resources available to provide educational services

## Key Issues

- Department of Education Manual (DOEM) Policy *HS-12 Manual Handling of Students* has been revised to reflect current legislation
- EQ is promoting a 'minimum lift' approach which precludes lifting all of a student's weight in all but specific circumstances

## About the Resource Package

The presentations and resources included in the package have been developed to assist schools to implement current advisory standards and departmental policy.

These standards and policy are based on a risk management approach. This package provides information to help schools use the risk management approach for manual handling of students.

Resources have been developed from state-wide contributions. The inclusion of these documents in the package aims to provide schools with basic resources and minimise 're-inventing the wheel' especially for documentation and record keeping. Schools may wish to adapt these resources to suit their school environment.

## Important Information for Principals and Managers

- Flow Chart – a suggested way to use the resources
- Getting Started & Semester Checklists – to monitor progress
- Case Studies – other schools' experiences
- Presentations Nos. 1, 2, 4 & 6 – explaining risk management & obligations
- Managing Injuries – rehabilitation information

## Important Information for Teachers, Teacher Aides and others

- All Presentations – information on risks, injuries & prevention
- Risk Management – examples, template & checklists
- Student Functional Assessment Form
- Equipment Resources

### Ways to use the package - a CD resource for schools

#### Presentations

- for induction of pre-service teachers, new or relief staff
- training, refresher or information sessions
- self-paced or group sessions
- assist in using the documents and templates

#### Case studies

- Learn from other schools' experiences
- Review own systems

#### Resources

- Provide templates and resources for record keeping
  - Risk Management Template
  - Checklists
  - Training Record Forms
  - Medical Advice
- Assess student needs
  - Student Functional Assessment Form
  - Risk Management Examples & Template
- Promote use of equipment to assist with manual handling
  - Equipment Fact Sheet and Checklist

The CD has voice over commentary - please use a computer that can play sound.  
Ensure the computer has adequate memory to effectively run the large files on the CD .