

Guide for Student Handling

The following matrix has been developed as a guide for Education Queensland schools to assist in the implementation of a 'minimum lift' approach for student handling. There may be additional risk factors that also need to be considered when deciding on an appropriate method of handling, e.g. characteristics of the worker. When using the matrix below, the risk management process should also be considered to ensure appropriate handling methods or equipment is selected. It is recognized that every student handling activity will not correspond exactly with the matrix options. If the activity falls between two levels, it is usually appropriate to implement the "higher level" of controls i.e. greater level of protection against injury.

Instructions for use:

1. Confirm the weight of the student
2. Determine "level of assistance" the student requires. (Consider the "added risk factors" as these may indicate that the student requires more assistance.)
3. Identify on the matrix the point at which these two criteria meet.
4. This point will act as a guide to staffing or equipment needs to be provided during mobility or transfer activities.

Assistance required for Student functional activities.

Student Weight	Supervision/ Standby	Minimal Assistance	Moderate Assistance	Totally Dependent	Totally Dependent with added Risk Factors
Up to 10kg	1 person	1 person	1 person	Consider 1-2 people	2 people or equipment or mechanical assistance
11-20kg	1 person	1 person	1-2 people	2 people or equipment or mechanical assistance	Equipment or mechanical assistance
21-30kg	1 person	1 person	1-2 people	Equipment or mechanical assistance	Equipment or mechanical assistance
More than 31kg	1 person	1 person	2 people	Equipment or mechanical assistance	Equipment or mechanical assistance

Guide to Levels of Assistance

Independent

- Student does not need assistance with mobility/transfer
- May use an aid but no physical assistance

Supervision

- Independent with weight-bearing (either with or without aid e.g. walking aid)
- Good ability to follow instructions
- May become unsteady at times
- May have difficulty negotiating obstacles/poor vision

Minimal Assist

- May need some assistance to allow competent weight bearing
- Becomes unsteady at times
- Fair/Good ability to follow instructions

Moderate Assist

- Supports most of own weight and requires assistance
- Poor/Fair ability to follow instructions
- Has tone/reflex problems that affect ability to assist/weight-bear

Totally Dependent

- Student unable to support most of own weight
- Includes any transfer where the student does not take their own weight e.g. two person lift

Added Risk Factors

- Poor ability to follow instructions and/or unpredictable behaviour
- Physically capable but assumes dependent behaviour
- Medical conditions which decrease ability to weight-bear/transfer e.g. seizures
- Transfer through a significant range/vertical distance e.g. transfer to or from floor
- Room design or set up makes transfer more difficult
- Distractions (e.g. noise, other students)
- Height of student makes transfers more complex e.g. very tall students