

MANUAL HANDLING TRAINING FOR STAFF & RECORD KEEPING

Who should receive training?

All people involved in manual handling of students require some relevant information or training.

The type of information that people receive will depend upon their involvement in manual handling tasks. For example, staff who are not involved in 'hands on' manual handling may only require information on risk management and school policies.

Staff or others who have a 'hands on' role should not undertake manual handling of students until they have received instruction. This includes volunteers, relief staff and pre-service teachers. These staff or others involved in manual handling who are new to the school should receive an induction and then work with a staff member who is experienced in the recommended procedures for assisting students. The Manual Handling Resource Package can be used as the basis for induction.

What topics should be covered in training?

Induction Information incorporates:

- Legislation and risk management information
- Hazards associated with manual handling
- Causes and types of injuries
- How to work safely and use equipment safely
- Education Queensland policies and procedures for manual handling
- School based procedures and practices e.g. forms,
- Responsibilities and duties
- Reporting incidents

General Training incorporates:

- Using risk management to minimise injuries
- Training in preferred procedures e.g. use of equipment, handling procedures etc (competency based training¹ is recommended for this area)

¹ What is competency-based training (CBT)?

Competency based training develops skills, knowledge and attitudes required to competently perform duties expected in a job.

To make an assessment of competency the trainer gathers evidence of the participant's ability to complete the requirements of the tasks. After testing or observation of the skills, the trainer records whether the person being trained & assessed has met the established criteria.

Specific Training includes:

- Individual handling plans for students
- Updates on student needs/handling plans

Who should conduct staff training?

Staff training can be conducted by Education Queensland staff or external contractors. Your choice of trainer will depend on the level of knowledge required to conduct the training and the level of knowledge available at your school.

The Manual Handling Resource Package is designed to help schools conduct a large amount of their training needs 'in house'.

Schools may decide that some training should be delivered by non school staff who have expertise and experience in the area. Manual handling and especially people handling, is a specialist area – many generalist health and safety companies may not be able to provide you with the level of detail or expertise you require.

Most equipment suppliers will also provide training in the correct use of their product. Remember to ask if this is part of the service they offer!

Feedback from other schools that have engaged contractors can be invaluable when making the decision on the purchase of a product or service.

What training records should be kept?

A record should be kept about training that has been undertaken. This should include:

- Names of participants
- Date of training
- Training provider
- Topics/information covered
- Any assessment or follow up program

You can use or modify the *Staff Training Record* in the Manual Handling Package to document your training.

CBT formalises a training process by:

1. Determining the required outcomes of the training – state these to the group at the start
2. Developing criteria to assess skills against
3. Conducting the training
4. Assessing if each person can now do everything expected in the 'outcomes of training'.