

Section A: Respite Services:

Consider the following:

Set Up

- Identify all required SWP for the service, use a risk based approach.
 - Use the **Task Index**, ask staff to tick what SWP they think is required and then collate the data.
- Implement QF 4141.06 Safe work practice training register.
<http://insite.endeavour.com.au/Quality Document/QF 4141.06 Safe Work Practice and Training Assessment Register.docx>
- Implement QF 4141.15 SWP training assessment record for every worker operating mobility equipment or providing physical assistance. <http://insite.endeavour.com.au/Quality Document/QF 4141.15 SWP Training Assessment Record All Workers other than SE.docx>
- Implement QF 4141.05 Worksafe system trained operator list for mobility equipment staff are required to operate (not walking frames, assisted walking etc.) e.g. hoist, wheelchair, commode. <http://insite.endeavour.com.au/Quality Document/QF 4141.05 Trained Operators Persons List.docx>

Hoisting Equipment:

- If the service owns hoisting equipment, Implement QF 4141.03 Worksafe system maintenance log for mobility equipment. <http://insite.endeavour.com.au/Quality Document/QF 4141.03 Worksafe System Maintenance Log.docx>
- If a person is bringing hoisting equipment into the service for our workers to use the equipment owner must provide evidence to Endeavour Foundation that it has been serviced and is safe to use. This could be a paid invoice for annual servicing. If Hoists and Wheelchairs have not been serviced they should be prior to entering the service. This links back to sections 19 and 21 of the WHS Act.

Implementation

- When a person enters the service complete **Appendix A** for that person and advise workers of the manual handling requirements.
 - After a short time (a day or so) ask the staff for feedback regarding the handling plan (**Appendix A**) and update as required.
 - The important thing is for all workers to be on the same page in using the SWP for every person in respite.

Section B: All other services:

To do list:

- A comprehensive OT assessment to completely identify the person's manual handling needs. The assessment to be conducted with staff input is preferred. This is a person centred assessment/review.
 - Provide the OT with a copy of **Appendix A** and the **Task Index** and have them provide their report on the **Appendix A**.
 - You may be able to identify needs from the M.A.S.S. application the OT completed.
 - Use the **Task Index** as a survey tool with all workers to feed the process.

- OT to complete Appendix A (attached) using Appendix B as an example.
- All SWP supplied must be reviewed for consistency with manufacturers instruction (user manual)
 - Please note there is no requirement in any legislation or Endeavour policy/procedure for two person hoisting.
 - Two person hoisting can occur by risk assessment, management decision or consultation with person supported.
 - Many of the SWP supplied have a list of risks and controls listed on the first page. Please ensure all workers are fully aware of the first page as well as the rest of the SWP.
- Implement QF 4141.03 Worksafe system maintenance log for mobility equipment. <http://insite.endeavour.com.au/Quality Document/QF 4141.03 Worksafe System Maintenance Log.docx>
- Implement QF 4141.05 Worksafe system trained operator list for mobility equipment staff are required to operate (not walking frames etc.) e.g. hoist, wheelchair, commode. <http://insite.endeavour.com.au/Quality Document/QF 4141.05 Trained Operators Persons List.docx>
- Implement QF 4141.06 Safe work practice training register, I suggest one copy for the service. <http://insite.endeavour.com.au/Quality Document/QF 4141.06 Safe Work Practice and Training Assessment Register.docx>
 - When you have implemented the system new workers can be added to the list and marked as “In Training”. Untrained workers should not be operating person hoisting equipment without direct supervision.
- Implement QF 4141.15 SWP training assessment record for every worker operating the mobility equipment. <http://insite.endeavour.com.au/Quality Document/QF 4141.15 SWP Training Assessment Record All Workers other than SE.docx>
- All staff to be trained in Manual Handling. Contact Endeavour Foundation Learning and Capability Department or an OT for a quote.

Suggest:

- Placing the manual handling plan (Appendix A) into each person’s folder with the required SWP and keeping an up-to-date copy of the training record available in the service.
 - Arrange with Learning and Capability about having the skills placed on each person’s Learning Connect account.
- Contact Endeavour Foundation Learning and Capability Department to provide manual handling training for all staff at the service, include agency workers.
 - Consider involving a couple of stand by Endeavour support workers and maybe a standby SOM.

If you feel you have the ability to perform the assessments please do so or ask the WHS Department for assistance.

The assessment of any SWP are to be observationally based on the steps of the SWP. The assessor to hold the SWP and observe the workers ability to perform the SWP task steps without a mistake.

There should be two observations to provide consistent assessment results.