

Customer name..... Date Annual Review Date

Action	Requirements:		Implemented Yes/ No
	Hoisting equipment	Person handling SWP	
Schedule a mobility review for the person by an Occupational Therapist (OT)			
<ul style="list-style-type: none"> • Provide the OT with an electronic copy of the: <ul style="list-style-type: none"> ○ Appendix A: Safe Work Procedure Client Manual Handling Plan - Form 	Yes	Yes	
To implement a Person Handling procedure for a customer implement as required the following:			
<ul style="list-style-type: none"> • QF 4141.03 Worksafe System Maintenance log 	Yes	As required	
<ul style="list-style-type: none"> • QF 4141.05 Trained Operators Persons List 	Yes	As required	
<ul style="list-style-type: none"> • QF 4141.06 Safe Work Practice Training and Assessment Register 	Yes	Yes	
<ul style="list-style-type: none"> • QF 4141.15 SWP Training and assessment record all workers other than SE or • QF 5700.05 Training Record Sheet (training records only) 	Training & assessment record	Training record only	
<ul style="list-style-type: none"> • Appendix A: Safe Work Procedure Client Manual Handling Plan - Form 	Yes	Yes	
<ul style="list-style-type: none"> • What is the total number of SWP required for this person? 	Enter number	Enter number	
The Person Centred Plan	Yes or No	Notes	
<ul style="list-style-type: none"> • Does the plan correctly identify the current mobility status, in particular, the weight bearing status and any special considerations? 			
<ul style="list-style-type: none"> • Are the methods in the plan consistent with the customer's weight bearing ability? 			
<ul style="list-style-type: none"> • Does the method in the plan comply with the requirements of Endeavour Foundation Manual Handling Procedure? 			
<ul style="list-style-type: none"> • Does the Manual Handling plan refer to documented SWP? 			
<ul style="list-style-type: none"> • If variations to standardised SWP are required are they noted on the plan? 			
<ul style="list-style-type: none"> • Is equipment prescribed/ supplied consistent with the person's weight bearing ability? 			
<ul style="list-style-type: none"> • Does the plan correctly identify the number of workers required to safely perform each task? 			