

PEOPLE HANDLING KIT

Toolbox Talk

Toolbox Session
More Learning Choices
07.2020

Subject: This toolbox talk is to be delivered by all managers of sites where **PEOPLE HANDLING** is required to be used.

Where is the People Handling Kit?

A comprehensive *People Handling Kit* is available on the Staff Intranet to assist staff in applying safe manual handling techniques when required to assist Customers with their mobility. <https://intranet.endeavour.com.au/departments/safety/people-handling-kit/>

Staff Intranet
Call COVID-19 hotline: 1800 983 006

Home About **Departments** Community Solutions Group News Tools Search

- Asset Management**
- Finance**
 - Financial Planning and Performance
 - Finance Shared Services
- Operational Support**
 - Carelink
 - Rostering
- People Culture**
 - Leading @ Endeavour
 - Me @ Endeavour
- Safety**
 - NDIS Quality and Safeguards
 - Safety Alerts and Bulletins
 - Safety Toolbox Talks
- Sales Marketing**
 - Brand Hub
 - Customer Service Centre
 - Marketing Communications
 - Service Design
 - #teampossible Workplace Giving
- Technology**
 - 8x8 Telephone System
 - Digital Ways of Working
 - Carelink
 - Microsoft Dynamics AX
 - My Service Centre
 - Outlook Webmail
 - PeopleSoft
 - Riskman

Select Departments and then select Safety

Staff Intranet
Call COVID-19 hotline: 1800 983 006

Home About **Departments** Community Solutions Group News Tools Search

Safety

Home / Departments / Safety

- NDIS Quality and Safeguards
- Workplace Health and Safety (WHS)
- Safety Alerts and Bulletins
- Safety Toolbox Talks

Select People Handling Kit

Go to:

- Chemical Management
- Monthly Safety Focus
- NDIS Quality and Safeguards
- People Handling Kit
- Riskman
- Safety Alerts and Bulletins
- Safety Toolbox Talks
- Workplace Health & Safety (WHS)

Implementation Process

Review the **Implementation Procedures** and the **Checklist to Guide Implementation** links on the Staff Intranet.

Utilise the form **Appendix A – Safe Work Procedure Client Manual Handling Plan** to develop the manual handling plan for the Customer. An example of a completed plan is available as **Appendix B**.

The screenshot shows a page titled "Start here" with the following content:

Start here
Before proceeding further, please review the following:

1. [Implementation Procedures](#)
2. [Checklist to guide implementation](#)

Then, please click on the relevant section to download from the list below.

Person Centred Manual Handling Template

- [Appendix A Safe Work Procedure, Client Manual Handling Plan – Form](#)
- [Appendix B Safe Work Procedure, Client Manual Handling Plan – Examples](#)

Two yellow callout boxes with red arrows point to specific elements:

- Box 1: "Review the **Implementation Procedures** and the **Checklist**" points to the first two items in the list.
- Box 2: "Use **Appendix A** to develop the Manual Handling Plan" points to the "Appendix A" link in the template list.

People Handling SWP's

The People Handling SWP's are each assigned to a category, there are several variations in each category. The categories include:

- | | |
|--------------------------|-----------------------------|
| 1. Standing Transfers | 7. Hoist Transfers |
| 2. Walking | 8. Bed Mobility |
| 3. Vehicle Transfers | 9. Slide Sheet Tasks |
| 4. Handling Wheelchairs | 10. Positioning in Chairs |
| 5. Personal Care Tasks | 11. Sliding Board Transfers |
| 6. Challenging Behaviour | |

The SWP's provide a step by step description of how to do the task including photos. The task steps focus on the actions, postures and movements of the staff as well as the step by step procedure related to the client.

What Needs To Be Done

- Review the Manual Handling Plan for each Customer, the mobility of the Customer may have declined since the initial plan was first written.
- Consider engaging the assistance of an Occupational Therapist if a Customer has suffered a significant decline in mobility since the initial plan was developed or if developing an initial Manual Handling Plan for a Customer who has significant mobility issues.

- Review the mobility of the remaining Customers to ascertain if a Manual Handling Plan is required. Use **Appendix A** to decide if a plan is required and as a guide. An example of a completed Manual Handling Plan is available as **Appendix B**.
- Signs of declining mobility in a Customer include:
 - No weight bearing capacity, partial or inconsistent weight bearing capacity;
 - Uncontrolled or unpredictable movements, or pain on movement;
 - Fluctuating or deteriorating condition;
 - Deformity or contractures;
 - Challenging behaviour.
- Retrain all Support Workers and Agency staff in the revised or new Manual Handling Plan for each Customer.
- Review the Customer Manual Handling Plans each year in conjunction with the **QF 4200.06 Evacuation Impairment Assessment** review and their Personal Emergency Evacuation Plan (PEEPS) and consider if a manual handling plan is required for other Customers at the service.

QF 4200.06: Evacuation Impairment Assessment Check

[This form shall be used to assess and determine whether a customer or supported employee who is an occupant of a building has evacuation impairment:

	Date Assessed:	Review Date:
Name of Occupant:		
Name of Service:		
Address of Building		
Floor and Room Number:		
Assessed By :	Name:	Title:
	Signature	

 	SAFE WORK PROCEDURE CLIENT MANUAL HANDLING PLAN	
	How to use this form: Complete this form for all clients who require hands on assistance during care. This form is to be completed in consultation with the staff doing the task and signed off by the supervisor/ manager. Refer to Guidelines for Completing the SWP Client Manual Handling Plan.	
CLIENT <input type="text"/> Date: <input type="text"/>	Additional Client and Risk Information available from: <input type="checkbox"/> Individual Plan <input type="checkbox"/> Client Risk Profile <input type="checkbox"/> Manual Handling Risk Assessment <input type="checkbox"/> Mobility Management Plan <input type="checkbox"/> Other (list) <input type="text"/>	
Persons Completing Manager's Signature: <input type="text"/> Date: <input type="text"/>		
STOP		
IDENTIFIED RISKS		RISK CONTROLS
1. <input type="text"/> 2. <input type="text"/> 3. <input type="text"/>		1. <input type="text"/> 2. <input type="text"/> 3. <input type="text"/>
SPECIAL CONSIDERATIONS		WEIGHTBEARING SPECIFIC INSTRUCTIONS FOR FALLS

NOTE: Contact your local area WHSBP if you require assistance.

