



Manual tasks training attendance categories at WNHS

- All staff complete OSH introduction at Induction/Orientation and a general loads handling practical session, nurses and midwives attend an additional patient handling session at Orientation.
- Complete the NMHS e-learning on Computer Ergonomics and complete an assessment of your workstation ONCE (if applicable). Repeat as required.

CATEGORY ONE: HIGH RISK			
Regular/frequent patient contact and/or frequent loads handling with increased potential for manual task related injury			
E-learning - Annual		*Practical – Annual	
Nursing & Midwifery	Medical	Allied Health	Patient Support Services
All clinical positions	Practical – Induction Anaesthetic technicians	eLearning Once -annual *practical session Occupational Therapists Physiotherapists MIT Sonographers Clinical Psychologists (including SARC) Dieticians Pharmacists Social workers (including SARC)	eLearning Once -annual practical session Kitchen Linen room Mail room Orderlies PCA

CATEGORY TWO: LOW RISK
Office based with limited patient contact and/or limited loads handling
Practical sessions – ad hoc as required by individual departments

E-learning – 2 yearly

Nursing & Midwifery	Medical	Allied Health	Technicians	Patient Support Services:	Corporate/Clerical/Physical Resources
Non - clinical	All medical staff	Health promotion officers Counsellors Pharmacy technicians	HSSD Breastscreen Newborn screening Anaesthetic technicians	Security	Administrative Assistants/ Secretaries/ Ward Clerks who file or use compactus PIMS Library Creche Administrative Assistants/ IT Programmers & Support Officers/ Secretaries/ Ward Clerks who do not file or use compactus Business managers Cashier Pastoral care Customer service unit Medical admin Medical illustrations Medical typing Policy/research/evaluation officers

Notes:

- Ad hoc practical sessions for individual departments can be arranged through [NMHS L & D](#).

This document can be made available in alternative formats on request.

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