

# A Training Proposal for Manual Handling.

Acts 21 and 25 of the **Occupational Health and Safety Act (No. 107/2004)** specify the responsibility of employers and employees regarding workplace health and safety issues. A vital element of such responsibility is to provide adequate training to all staff to ensure that the workplace remains a safe work environment.

## MANUAL HANDLING

To provide your staff with a basic understanding of their roles and responsibilities for and carrying in accordance with the Occupational Health & Safety (Manual Handling) 84/1999 Regulations 1999. These regulations are approved under section 172 of the Occupational Health and Safety Act 107/2004; we have prepared the following program

### COURSE CONTENTS

The course content would include all of the following topics:

- ⇒ Introduction to lifting & carrying.
- ⇒ Identification of lifting and carrying practices. (Workshop exercise).
- ⇒ Identification of the anatomy of the back.
- ⇒ Identification of the cause of back injuries..
- ⇒ Utilisation of the procedures required to lift and carry safely.
- ⇒ Practical Exercises on lifting and carrying loads.
- ⇒ Course Review and questionnaire.

### TRAINING OUTCOMES

Participants should be able to:

- ⇒ Demonstrate knowledge of the requirements of how to lift and carry safely.
- ⇒ Demonstrate an understanding of the workings of the anatomy of the back.
- ⇒ List the eight steps to correctly and safely lift and carry an object.
- ⇒ Name the five principals for safe lifting.
- ⇒ List the three rules that should be adhered to when carrying a load.
- ⇒ Perform the ideal lifting technique.

### COURSE DURATION

- ⇒ Opt. 1: 3 hours                      Opt 2: 2 hours

### COURSE PARTICIPANTS

- ⇒ All employees. **Maximum per course 20**

### RTW SOLUTIONS TRAINING DEPARTMENT TO PROVIDE

- ⇒ Attendance Register listing the names of course participants.
- ⇒ Nationally Accredited Certificate upon attaining competency.
- ⇒ Competency Assessment for all candidates.
- ⇒ Client will receive Competency outcome for all candidates.

### CLIENT TO PROVIDE:

- ⇒ Provision for the Trainer's Vehicle.
- ⇒ Suitable Training room.
- ⇒ List of Participants Attending.
- ⇒ A number of objects (i.e. objects specific to your site) for participants to lift.
- ⇒ **Client is to ensure that ALL participants are medically fit to participate.**

### PRICE:

**3 HR COURSE POA**

**2 HR COURSE POA**

Please let the writer know if this course suits your requirements and contact the writer on telephone number 03 95632411. **Yours Faithfully**

**Stephen Yeats, Director**

# A Training Proposal for Manual Handling in Nursing Homes

Acts 21 and 25 of the **Occupational Health and Safety Act (No. 107/2004)** specify the responsibility of employers and employees regarding workplace health and safety issues. A vital element of such responsibility is to provide adequate training to all staff to ensure that the workplace remains a safe work environment.

While an organisation may function for many years without serious emergency incidents, experience shows that when an incident takes place requiring employees to take action – prior training and awareness of correct procedures to deal with the emergency can save lives and property. This course, among many others, provides such a critical training.

## MANUAL HANDLING

To provide your staff with a basic understanding of their roles and responsibilities for and carrying in accordance with the Occupational Health & Safety (Manual Handling) 84/1999 Regulations 1999 and the minimal lift policy as set down by Aged Care we have prepared the following program

## COURSE CONTENTS

The course content would include all of the following topics:

- ⇒ Reinforcement of minimal lift policy in Aged Care Facilities
- ⇒ Explains alternative ways of moving residents.
- ⇒ Identification of the anatomy of the back.
- ⇒ Identification of the cause of back injuries..
- ⇒ Utilisation of the procedures required to lift and carry safely.
- ⇒ Practical Exercises on lifting and carrying loads.
- ⇒ Course Review and questionnaire.

## TRAINING OUTCOMES

Participants should be able to:

- ⇒ Demonstrate knowledge of the requirements of how to lift and carry safely.
- ⇒ Demonstrate an understanding of the workings of the anatomy of the back.
- ⇒ List the steps to correctly move residents
- ⇒ Know the correct procedure for minimal lifting.
- ⇒ Perform the ideal lifting technique.

## COURSE DURATION

- ⇒ 3 hour or 2 hour courses

## COURSE PARTICIPANTS

- ⇒ All employees. **Maximum per course 20**

## RTW SOLUTIONS TRAINING DEPARTMENT TO PROVIDE

- ⇒ Attendance Register listing the names of course participants.
- ⇒ Nationally Accredited Certificate upon attaining competency.
- ⇒ Competency Assessment for all candidates.
- ⇒ Client will receive Competency outcome for all candidates.

## CLIENT TO PROVIDE:

- ⇒ Provision for the Trainer's Vehicle.
- ⇒ Suitable Training room.
- ⇒ List of Participants Attending.
- ⇒ A number of objects (i.e. lifting machines) for participants to use to lift.
- ⇒ **Client is to ensure that ALL participants are medically fit to participate.**

## PRICE

## POA

Please let the writer know if this course suits your requirements and contact the writer on telephone number 03 95632411. **Yours Faithfully**



**Stephen Yeats, Director**

# Bullying & Violence Course

## Short Course

This course is not only a means of management to discharge certain responsibilities under duty of care and relevant national/state occupational health & safety acts, but also Code of Practice for Provision of Occupational Health and Safety in Languages Other than English. Equal Opportunity Act 1995 (Victoria). Racial and Religious Intolerance Act 2000 (Victoria). Human Rights and Equal Opportunity Act 1986 (Commonwealth). Racial Discrimination Act 1975 (Commonwealth). Sex Discrimination Act 1984 (Commonwealth). Disability Discrimination Act 1992 (Commonwealth). and relevant local regulations. It is also an opportunity to properly train staff members to be aware that bullying and violence occurs within the workplace and how to identify it where possible.

## Course Objective

To alert managers, supervisor and staff to recognise bullying within the workplace and how to deal with it should it become an issue.

## Definitions:

### Defining workplace bullying

*Workplace bullying is repeated, unreasonable behaviour directed toward an employee, or group of employees, that creates a risk to health and safety.*

### Within this definition:

*“unreasonable behaviour” means behaviour that a reasonable person, having regard to all the circumstances, would expect to victimise, humiliate, undermine or threaten “behaviour” includes actions of individuals or a group, and may involve using a system of work as a means of victimising, humiliating, undermining or threatening “risk to health and safety” includes risk to the mental or physical health of the employee.*

## COURSE CONTENT

The course content covers the following topics:

- Types of behaviour that can be considered bullying could be considered bullying: i.e.
  - verbal abuse.
  - excluding or isolating employees.
  - psychological harassment. etc.
- How to recognise bullying.
- What to do should bullying occur.
- What is classed as unreasonable behaviour.

## TRAINING OUTCOMES

As a result of the training course participants should be able to:

- ⇒ Understand what workplace bullying is.
- ⇒ Understand how to deal with bullying
- ⇒ Demonstrate an understanding of bullying.
- ⇒ Identify unreasonable behaviour.

## COURSE DURATION

1.5 Hours – theory & practical.

## COURSE PARTICIPANTS

Maximum of Twenty (20).

## RTW SOLUTIONS TRAINING DEPARTMENT TO PROVIDE

- ⇒ Attendance Register listing all the names of course participants.
- ⇒ Handouts to each attendee.

## CLIENT TO PROVIDE:

Suitable training Room.

Provision for the Trainer's Vehicle and Equipment.

Typed list of Participants Attending.

**PRICE: POA**

# KEEP YOURSELF SAFE TO HELP OTHERS

## RTW Solutions Training Department Confirmation Purchase Order Request Form

Phone No. 03 9563 2122

Fax No. 03 9563 1833

FROM:-Stephen Yeats 0418 373504

DATE:

COMPANY: \_\_\_\_\_

ATTENTION: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE NO: \_\_\_\_\_

FAX NO: \_\_\_\_\_

EMAIL: \_\_\_\_\_

Purchase Order No.: \_\_\_\_\_

Preferred Training Dates/Times: \_\_\_\_\_

Training Facilities and Equipment – Can your company provide:

Training Room  Yes  No

TV/Video  Yes  No

**I would like to provide our staff training and instruction in the following:-**

- Manual Handling - C & I
- Manual Handling - Aged Care
- Bullying & Violence Course

Other i.e safety equipment etc.....

### **Additional Overtime Rate for Instructors Provided**

Weekday - After 7pm a minimum charge of 1.5 hours will apply at a rate of \$80.00 per hour per instructor

Weekend - A minimum charge of 2 hours will apply at a rate of \$100.00 per hour per instructor.

**Additional costs will be incurred for country, regional and national sites, i.e. travel, accommodation & expenses if applicable. P.O.A.**

Please contact our training department for further details of these and other courses that we can design & develop for your needs.

### **Commercial In Confidence**

**If notice of cancellation is not forwarded within 7 days prior to date of training, a cancellation fee may be incurred.**

For your convenience we have Credit Card facilities - should you wish to avail yourself of these a 5% surcharge on the total cost will apply.

I wish to pay by credit card Yes  Card Type: Mastercard  Visa  Bankcard

Card Number:

Exp.Date: