HSE Manual Handling & People Moving and Handling Training

A National Standardised Approach

HOSPEEM Network Meeting

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Head of National Health & Safety Function
HSE
A Brief Overview of the National Health and Safety Function

Our aim is to provide an integrated National OSH Support Function
Team Functions

• **Information and Advisory**  
  – Advice, information and guidance  
  – Health and Safety web-content  
  – Developing, managing and operating a single-point request system (online, e-mail and telephone)

• **Policy**  
  – Develop and review all OSH PPPGs

• **Training**  
  – Standardise training from a national perspective  
  – Support the organisation in training design, development and delivery

• **Audit and Inspection**  
  – Conduct inspections and audits
Background – MH/PMH Training

– Lack of standardisation
  • Delivery models
  • Training providers
  • Theory/practical techniques
  • Documentation
  • Cost
– Disparity in terms of access to support e.g. local MH/PMH Coordinator/Advisors
– Lack of national support for Co-ordinators and Instructors
– Instructor requests for guidance with regard to specific elements of training e.g. fitness to participate, pregnant employees
– Lack of information on Instructors nationally
– Inadequate assurance data
Background

- Policy
- Reviewed potential options to support delivery, taking into account local needs
- Adopted blended learning strategy
  - E-learning Theory
  - Supported by face-to-face practical
  - Internal & external instructors
  - Documentation and resources
- Phased implementation strategy
  - 3 years’ development
  - Distinct projects with key stakeholders
  - Launch
Instructor Support

Instructor Register

- All active, qualified (FETAC/QQI Level 6) internal HSE instructors (>250)
- Mechanism to contact, update and provide information to instructors
- Enables Function to provide and fund refresher training
- Allows function to connect instructors with services in their area and other instructors for training and co-delivery

Instructor Forum

- Share knowledge and develop best practice
- Communicate on national developments, emerging issues, best practice
- Support Instructors in the delivery of MH/PMH training
- Provide CPD opportunities to Instructors
- Allow us to work strategically to identify and respond to issues affecting HSE Instructors
National Coordinators

- Assist in the development of course/training material
- Standardise practical techniques (evidenced based practice and tailored)
- Identify the formal CPD requirements for HSE internal Instructors
- Identify and develop standardised documentation
- Identify and develop relevant supporting protocols/guidance for use by Instructors, e.g. workplace issues identified by participants
- Advise on other manual and people handling strategic matters as appropriate to the Role and Function of the Group
Single Supplier Framework Contract

- Provision of MH & PMH Training in the Health Sector
- Office of Government Procurement
- Delivery of quality training in a standardised manner
- Value for money, reduced time and costs associated with local procurement
- Includes MH/PMH/Instructor/refresher Instructor
- Reflects blended learning options
- User Guide and documentation
MH and MPH Theory Module

- Hosted on HSElanD
- Standardised content
- National MH Training Project Group
- Launched - Oct 2018
- Statutory requirement and mandatory for all HSE employees
- Innovative and interactive
- Includes assessment
- Offline classroom-based version
- Professional E-book issued with certificate (2021)
Practical Module

- Standardised core content/techniques
- Tailoring to the work activities, work environment and work equipment
- Classroom based
- Overview of Theory and Techniques - based on Evidence Based Practice - National MH Training Project Group
- Document the practical techniques explained, demonstrated and practiced (or omitted) on the Practical Technique Record form
- Actively assess learning by observing and ensuring each employee fully participates and correctly practices each technique
- Discovery Zone/Share Centre
Locally Coordinated Training Request Form

Completed by Line Manager requesting training. Includes:

- Service details
- Participant numbers
- TNA Findings / site-specific information
- Attendee fitness to participate issues
- Venue suitability

Instructors should not deliver any training if they have not received a copy of fully completed LCTRF

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<thead>
<tr>
<th>Checklist/Form</th>
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<tr>
<td>Ref:CF:032:02</td>
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<tr>
<td>RE: Locally Co-ordinated Training Request Form</td>
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<td>Issue date: March 2019 Revised July 2019 Review January 2021</td>
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<tr>
<td>Author(s): National Health and Safety Function (Training Team)</td>
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<tr>
<td>Note: This Form is to be completed for all statutory Occupational Safety and Health Training. By completing and submitting this form, you are agreeing to any relevant Terms &amp; Conditions and committing to releasing participant numbers documented below.</td>
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1. General details
   - Helpdesk Request Number/ NASF Ref No. (or applicable)
   - Training Course Title, Brochure
   - Ref. and Lot #: |
   - Training Provider/Instructor: |

2. Service details
   - Division: |
   - CHO Area/Hospital Group: |
   - Service/Discipline/Department: |
   - Responsible Person/Line Manager name and contact details (Mobile No. and email): |
   - Training Date: |
   - Venue & address: |
   - No. of Participants: |
   - Employee/attendee Names: |
## Attendance Sheet

- Additional fields/columns may be added to capture further information required as per local procedures and recording methods e.g. employee job title, work location

### Checklist/Form

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<thead>
<tr>
<th>Training Course Title (&amp; Lot #):</th>
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<td>Venue:</td>
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<td>Unique Reference Number:</td>
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<th>Instructor name (Print)</th>
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<tr>
<th>Name</th>
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Practical Technique Record Form

- MH Form and PMH Form
- Document Techniques E/D/P
- Standard list of Techniques
- Add specific details e.g. equipment used (e.g. hoist and sling type and make), specific loads
- Include additional techniques E/D/P in ‘Other’ Section
- Record any tailoring of training
- Record fitness to participate
Certificate

- The instructor is confirming that the employee has attended and successfully completed the module, i.e. fully participated and demonstrated correctly all relevant practical techniques
- Expiry date to be documented
- Record any techniques omitted/not practiced
MH/ PMH Training Process for Instructors
Benefits of Approach

- Enhanced and standardised quality of theory and practical elements, following the principles of FÁS Training specification QA 58/01
- Ease of use, accessibility and flexibility
  - Over 48,000 staff completed the theory training in 2020
- Safety, especially during the COVID-19 pandemic
- Increased assurance through access to national attendance data
- Networking and CPD opportunities for coordinators and instructors
- Significant cost benefits (including financial and time)
- Opportunity to identify and address issues at national level with expert assistance through the national MH training coordinator’s group
Additional Supports

- NHSF

Health and Safety Helpdesk
For support with helpdesk, call
1850 420 420
between
10:30-12:00 and 14:00-15:30

https://www.hse.ie/eng/staff/safetywellbeing
https://healthservice.hse.ie/staff/training-development/manual-handling-people-handling/

- Discovery Zone (HSElandD – For Certified Instructors and Coordinators)
- Internal MH Training Coordinators and Instructors
- Local Health and Safety Officers