

MANUAL TASK TRAINING Attendance Categories at WNHS

- All staff complete OSH introduction at Induction/Orientation for some disciplines this may include a practical component
- 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 (WB=workplace based)		
Nursing & Midwifery	Medical	Allied Health (WB)	Technicians (WB)	Patient Support Services (WB):	Corporate/Clerical (WB)
All clinical positions	Practical - Induction	Library Occupational Therapists Physiotherapists MIT Sonographers	HSSD Anaesthetic technicians Breastscreen	Creche Kitchen Linen room Mail room Orderlies PCA	Administrative Assistants/ Secretaries/ Ward Clerks who file or use compactus PIMS Public relations

CATEGORY TWO: LOW RISK Office based with limited patient contact and/or limited loads handling					
E-learning – 2 yearly			Practical – 2 yearly (WB=workplace based)		
Nursing & Midwifery	Medical	Allied Health (WB)	Technicians (WB)	Patient Support Services: (WB)	Corporate/Clerical/Physical Resources (WB)
Non - clinical	All medical staff	Clinical Psychologists Dieticians Health promotion officers Pharmacists/Technicians Social workers/counsellors	Newborn screening	Security	Administrative Assistants/ IT Programmers & Support Officers/ Secretaries/ Ward Clerks who do not file or use compactus Business managers Cashier Chaplain Customer service unit Medical admin Medical illustrations Medical typing Policy/research/evaluation officers

Notes:

- E-learning packages should be completed within 3 months of commencing employment
- Continuing staff should complete all elements as required according to the matrix.
- Workplace based (WB) manual task training is provided based on risk assessment. Contact KEMH OSH Ergonomics Consultant for assistance in assessing training requirements.
- Recommend at least one Worksmart Office Assessor for each office area and at least one Manual Task Assessor for each ward/ department.
- NMHS E-learning on [Computer Ergonomics](#) is available to all staff who use a computer at work