

PLANS FOR NEW MANUAL HANDLING TRAINING PROCESS



It is likely that every role within the HSE involves an element of manual handling, therefore manual handling training is a statutory requirement mandatory for all staff. The exact type of training is determined by managers and is based on an assessment of their employee's roles and training needs (Training Needs Analysis). The National Health and Safety Function (NHSF), in conjunction with the Office of Government Procurement (OGP) and a national key stakeholder group, has established a framework for the provision of training services and a standardised approach for manual handling training.

To assist managers, the NHSF has put in place the following measures:

- **HSELand E-learning theory module** for Manual Handling (MH) and Patient Handling (PH). This is an engaging and interactive module which is a statutory requirement and is mandatory for all HSE employees. The benefits of an e-learning approach include increased accessibility, flexibility and sustainability.
- **A Single Supplier Framework** for the provision of MH and PH training. A rigorous and robust process was undertaken to procure the services of an external training provider to deliver this training. Under this framework, you can engage the Framework member to provide:
 - a) Practical Manual Handling and People Handling Training
 - b) Combined Practical and Theory MH and PH training for those who cannot access the online theory module
 - c) MH and PH Instructor and Instructor Refresher training
- **Supports for HSE MH/PH Instructors/Coordinators.** Along with other initiatives, the NHSF will support instructors through the provision of QQI Instructors and refresher training, CPD opportunities and the maintenance of a live Instructor Registry.

To access the HSE's Manual Handling and People Handling Policy, 2018 please go to www.hse.ie/safetyandwellbeing. More information to follow in the coming weeks.

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YOUR HEALTH AND SAFETY HELPDESK!

The Health and Safety Helpdesk portal is available 24/7 to all Employees, Managers and Safety Representatives. Use the helpdesk to log your request for information, advice and to book/cancel health and safety training. If you have any difficulties logging a request you can contact the helpdesk on **1850 420 420**.

By using the health and safety helpdesk you can:

- Log your request at a time convenient to you
- Track the progress of your request
- Update your request as appropriate
- Receive timely feedback from expert H&S advisors, regardless of geographical location
- View your past request history
- Have permanent record of your request and resolution details



To log a request for health & safety information, advice or support please go to: www.hse.ie/safetyandwellbeing or <http://pndchssdweb02.healthirl.net/Health.WebAccess/ss>

Alternatively contact the National Health & Safety Helpdesk on 1850 420 420 between 10:30-12:00 and 14:00 – 15.30 Hrs Monday to Friday

GET READY - EUROPEAN SAFETY WEEK: 'HEALTHY WORKPLACES MANAGE DANGEROUS SUBSTANCES'

The 2019 European Safety Week is a continuation of last years campaign titled *"Healthy Workplaces Manage Dangerous Substances"* and commences on the 21st – 25th October. Exposure to dangerous substances is much more common in workplaces than most people imagine. In healthcare settings, staff can come into contact with several different chemical substances depending on the tasks, such as the following:

- cleaning agents
- disinfecting and sterilising agents
- laboratory chemicals
- medical gases
- anaesthetic agents
- cytotoxic drugs and pharmaceutical substances



If you have identified hazardous chemicals in your department an effective chemical management system is required to ensure chemical agents are managed, handled and used safely to reduce risk of injury and to comply with legislation. The NHSF has developed extensive supports to enable Managers risk assess the use of chemicals in the workplace and identify control measures. To review all aspects of the HSE chemical safety management process, click [here](#).

PERSONAL PROTECTIVE EQUIPMENT (PPE)

Personal Protective Equipment (PPE) is equipment that will protect the user against health or safety risks at work. It can include items such as safety helmets, gloves, eye protection, high-visibility clothing, safety footwear and safety harnesses. It also includes respiratory protective equipment (RPE). PPE will be identified and provided based on risk assessment.

Where there are risks to the safety, health and welfare of employees, there is a duty on the employer to avoid or limit such risks, wherever possible, by methods of prevention or control, such as engineering controls or safe systems of work. Collective protective measures protecting numbers of employees in a workplace must have priority over protective measures applying to individual employees. The fundamental principle is that PPE should only be used as a last resort, therefore PPE should only be provided where the risks cannot be avoided or limited by other means.

Employee Responsibilities:

- ◆ Participate in any training or instruction provided on PPE
- ◆ Use PPE in accordance with manufacturers instructions/training
- ◆ Report any defects or damage to PPE immediately
- ◆ Inform their Manager of any medical conditions that might be affected by the use of PPE



PPE
The Last Line of Defence

Monitor and Review:

- ◆ Regularly check that PPE is used, and If not, find out why not
- ◆ Safety signs can be a useful reminder that PPE should be worn
- ◆ Take note of any changes in equipment, materials and methods – you may need to update what you provide

For further information please refer to [General Risk Assessment Form](#), [FAQ: 006:02 on PPE](#)

OCCUPATIONAL HYGIENE MONITORING IN THE WORKPLACE

Occupational Hygiene (OH) uses science and engineering to prevent ill-health caused by workplace environments and practices. Occupational Hygienists assist employers and employees improve workplace conditions and work practices by:

- quantifying exposure levels and assessing the risk to employees (e.g. Chemicals/Noise exposure)
- recommending control measures to minimise exposure in accordance with legislation

When are the services of an Occupational Hygienist Required?

Managers are required to ensure that occupational exposure limits (OELs) for chemicals and exposure limit values (ELVs) for physical agents (such as noise, vibration and dust) are not exceeded. Monitoring must be conducted:

- on a regular basis as per risk assessment
- as prescribed in legislation
- when any change occurs in the working environment or work practices

Exposure Monitoring can be carried out by:

Area Sampling/Static Sampling—this involves fixing a monitoring device next to a workstation or source of contaminant. Static sampling is ideal for testing effectiveness of control measures collectively.

Personal Sampling—is a method used to determine an employee's exposure over the full length of a shift. A sample number of employees will be asked to facilitate the monitoring by wearing a device. The sample head is placed close to the breathing zone of the employee, the device is usually attached to the lapel of the collar. Once collected exposure levels are then calculated based on readings and exposure throughout the employees working shift.



For further information please see the following:

[Safety Advisory/ Guidance Note RE: Occupational Hygiene Monitoring in the Workplace. Chemical Risk Assessment Form](#)

ERGONOMIC TIPS TO IMPROVE YOUR WORKSTATION

Ergonomics is the relationship between the employee and the job. Ergonomics focuses on the design of work areas or work tasks to improve safety and job performance. Some simple ergonomic tips to consider are:



Use your chair properly

Your chair is your most valuable asset when at your workstation. Adjust your chair so your feet are flat on the floor or use a foot rest if required. Ensure your lower back is fully supported by the lumbar support in your chair.



Get Up and Move

Take a short walk during your lunch break or send your print jobs to a location that requires you to get up and walk a short distance. **Change your posture** frequently to minimise fatigue.



Position your screen correctly

To reduce eyestrain, position your screen at least 20-30 inches from your face (at arm's length). To decrease neck strain, the screen should be centered directly in front of you at eye height and tilted so the screen surface is perpendicular to your face.



Give your eyes a break— Use the 20-20-20 rule

Every 20 minutes, for 20 seconds focus on an object 20 feet away. This allows your eye muscles to rest. Also, blink more, people under normal conditions blink 12 to 15 times a minute, but those reading on a screen blink only 7 times.



Position and adjust your keyboard correctly

Awkward wrist, arm and shoulder position may lead to discomfort and/or injury. The keyboard should be placed directly in front of the screen. Adjust the height and angle of the keyboard. Your arms should be parallel with the floor.



Vary your position between sitting and standing

Standing even occasionally during your workday is good for your health. Make small changes—stand during phone calls and vary your activity/tasks.

SAFETY REPRESENTATIVE SUPPORT AND NETWORKING WORKSHOPS

Over the past few months, the NHSF have been facilitating Safety Representative support and networking Workshops.



The aim of these workshops is to improve the networking of our safety representatives and enhance their knowledge regarding their role. This in turn will enable Safety Representatives to support their work colleagues and continue to improve and implement the HSE's health and safety management programme.

To date, a total of 89 Safety Representatives have attended the workshops nationally and the feedback has been very positive.

'...I learned how to access information I didn't know existed'

'....really enjoyed meeting other safety reps and the networking element'

'....very informative and relevant to my role as safety rep in the HSE'

As a Manager, if you would like a workshop in your area or are a Safety Representative interested in attending an upcoming workshop please email: lily.conway@hse.ie.

HEALTH AND SAFETY AUTHORITY

Safety Alert - Update

Use of Portable Medical Oxygen / Entonox (Integral Valve) Cylinders

In 2017, the Health and Safety Authority (HSA) issued a Safety Alert on the use of Portable Medical Oxygen Cylinder in an ambulance situation. Please be advised that the HSA has now issued an updated version of this Alert. The HSE is issuing this internal Medical Device Notice to ensure Hospital Groups and Community Healthcare Organisations are made aware of the HSA notification together with the availability, via HSELand, of the on-line integral valve oxygen cylinder guide. In addition, please be advised that BOC has issued an updated Medical Oxygen Integral Valve Cylinder leaflet which includes revised "Instructions for Use" for these cylinders.

The instructions now include the following:

"The cylinder should be set up away from the patient, with the outlets facing away from yourself and the patient. Never place the cylinder near the patient until it has been set up."

LEARN & SHARE: HOT SUBSTANCE SPILL RESULTING IN BURN

During the lunchtime rush, a kitchen porter who was carrying a basin full of hot soup from a kitchen into a carvery, had to climb a step on which gravy had spilled. He fell and the soup spilled over his wrist, causing him second degree burns. Evidence was given that his employer had a system in place to ensure spills were cleaned up immediately. Other evidence was given that tidying was often "left over until after lunch". The judge held that while the system of work was perfectly safe if followed, on this occasion it was not and the actual operating system was dangerous. To review your safe system of work please see the following:

[General Risk Assessment Form](#)

[Safety Advisory Guidance Note](#)

[Slips, Trips and Falls - Fast Fact](#)

[FAQ— Occupational First Aid](#)



If you have any concerns or queries in relation to the above, please contact the [helpdesk](#).