



Western Health  
and Social Care Trust

# Manual Handling Policy

August 2012

<b>Title</b>	Manual Handling Policy
<b>Reference Number</b>	Med09/002
<b>Implementation Date</b>	August 2012
<b>Review Date</b>	August 2015
<b>Responsible Officer</b>	Medical Director

<b>Table of Contents</b>	<b>Page No</b>
1. Introduction	4
2. Policy Statement	4
3. Definitions	4
4. Responsibilities of Western Trust	5
5. Responsibilities of the Manager	6-7
6. Responsibilities of the Employee	8
7. Role of Manual Handling Advisors	9
8. Role of Link Workers in Manual Handling	10
9. Manual Handling Risk Assessment	11-12
10. Manual Handling Training	13-14
11. Responsibilities of Occupational Health Department	15
12. Management of Musculoskeletal Injuries arising from Manual Handling	16
13. Management of Equipment	17
14. Management of Bariatric Patients	18
15. Decontamination of Manual Handling Equipment	19
16. Implementation of the Policy	20
<b>Appendices</b>	
Appendix 1 References	21
Appendix 2 Manual Handling Training Requirements (e-learning)	22-23
Appendix 3 Policy Record Sheet	24
Appendix 4 Monitoring Responsibilities	25
Appendix 5 Contacts – Northern and Southern Sector	26-27
Appendix 6 Equality and Human Rights Statement	28

## **1.0 INTRODUCTION**

- 1.1 The purpose of this policy is to provide an outline of the requirements of the Manual Handling Operations Regulations (NI) 1992.
- 1.2 The objective of this Policy is to reduce the risk of injury to those persons who may be involved in manual handling activities “as far as reasonable practicable”.

## **2.0 POLICY STATEMENT**

The Western Health & Social Care Trust (The “Trust”) will comply with the Manual Handling Operations Regulations (NI) 1992, (the “regulations”) which place a requirement on the employer and employee to reduce the hazards to health associated with manual handling operations.

## **3.0 DEFINITIONS**

“MANUAL HANDLING” in this policy refers to any transporting or supporting of a load including lifting, putting down, pulling, pushing, carrying, moving by hand or bodily force (Manual Handling Operations Regulations 1992 (as amended) Guidance on Regulations HSE) <http://www.hse.gov.uk/pubns/books/l23.htm>

A “LOAD” includes any person, animal or movable object.

## 4.0 RESPONSIBILITIES OF WESTERN TRUST

- 4.1 The Trust aims to ensure, “so far as is reasonably practicable”, the health safety and welfare of all employees. This includes the manual handling of patients as well as instruction and training on the handling of plant and equipment loads to ensure a safe system of work. All decisions in relation to manual handling will consider the best interests of the patient, their dignity and the promotion of their independence.
- 4.2 The Trust has a duty of care to ensure that:
- When possible and appropriate the need for staff to undertake hazardous manual handling is avoided.
  - When it is not possible and appropriate to avoid manual handling, a thorough risk assessment must be carried out.
  - Following the risk assessment appropriate measures will be taken to avoid or reduce that risk.
  - Assessment of manual handling operations will take into account factors which include; the task, the individual, the characteristics of the load, the environment, the equipment and any other relevant factors.
  - Training is provided to employees and managers on safer manual handling and risk assessment.
  - Sufficient provision of appropriately designed handling equipment is available when needed.
  - That all handling equipment is regularly serviced and maintained for safe use in accordance with Lifting Operations and Lifting Equipment Regulations 1998 (LOLER) and Provision and Use of Work Equipment Regulations 1998 (PUWER).
- 4.3 While the Chief Executive has ultimate responsibility to ensure the Trust complies with all relevant legislation, the responsibility for implementation is delegated to individual Managers.

Signed \_\_\_\_\_  
Elaine Way  
Chief Executive

## 5.0 RESPONSIBILITIES OF THE MANAGER

### 5.1 The Manager/Head of Department must:-

- Ensure that this policy is implemented and effective in the area for which they are responsible.
- Avoid the need for employees to undertake any manual handling operations which involve a risk of injury, so far as is reasonably practicable.
- Identify hazardous manual handling operations that require assessment.
- Make an assessment of any hazardous manual handling operations that cannot be avoided in order to reduce the risk of injury.
- Ensure the appropriate risk assessment form is completed.
- Make a clear record of the risk assessment and communicate the findings to all staff involved, including any risk reduction measures i.e.
  - (i) elimination of the risk
  - (ii) re-designing the operation
  - (iii) the use of appropriate handling aids
  - (iv) issue of Personal Protective Equipment
- Ensure risk assessments are undertaken and reviewed on a regular basis (annually or when significant changes occur).
- Ensure that all employees are made aware of the Manual Handling Policy and sign to confirm they have read it. (see Appendix 3).
- Ensure that safe systems of work are developed and being followed in the workplace.
- Develop a plan for preventing and/ or responding to foreseeable emergency situations with regard to manual handling. Such emergencies will include:
  - (i) Cardiac or respiratory arrests (Refer to Resuscitation Council (UK) 2010) Guidance for Safer Handling During Resuscitation in Healthcare Settings. Working Group of the Resuscitation Council (UK). <http://www.resus.org.uk/pages/safehand.pdf>
  - (ii) Collapsed persons in a range of situations.
  - (iii) Rapid Response Report NPSA/2011/RRR001 Essential Care After an Inpatient Fall. <http://www.nrls.npsa.nhs.uk/alerts/?entryid45=94033>
  - (iv) Contingency plans in the case of evacuations.
  - (v) Handling patients in A&E Departments.
  - (vi) Unstable Load.
  - (vii) Failure of equipment/ faulty lifting equipment.

- Ensure that all staff are familiar with the procedures, techniques and equipment and guidance that they may be required to use in the execution of safe manual handling tasks.
- Ensure that new staff (including temporary and bank staff) receive appropriate training, as far as is reasonably practicable before any manual handling tasks are undertaken.
- Ensure all staff receive update manual handling training on a regular basis as outlined in Appendix 2 (new training requirements with e-learning programme).
- Training records must be kept by all managers (see 10.4), although the Manual Handling Department will keep a central record of manual handling training.
- Ensure that staffing levels are appropriate to meet the requirements of manual handling.
- Ensure each department has suitable, and sufficient manual handling equipment available and easily accessible for use.
- Ensure that manual handling equipment is appropriately serviced and maintained in accordance with Lifting and Operations and Lifting Equipment Regulations (LOLER) 1998 and Provision and Use of Work Equipment Regulations (PUWER) 1998.
- Ensure that manual handling requirements are clearly identified when recruiting staff so that appropriate advice can be given when pre-employment health screening is undertaken by the Occupational Health Department.
- Make allowance in consultation with the Occupational Health Department for any known health problems, which might have a bearing on an existing employee's ability to carry out manual handling operations safely.
- Refer to the Occupational Health Department if there is good reason to believe that an individual's state of health might significantly increase the risk of injury from manual handling tasks.
- Consider the safety of pregnant workers HSE Guidance: <http://www.riskassessments.biz/guides/Booklets/pregnancy.pdf>
- Maintain records of accidents/incidents/near misses and ill health related to manual handling operations, and investigate in accordance with the Trusts Incident Reporting and Procedures Policy.
- Liaise with the Manual Handling Advisors on issues relating to this policy.

## 6.0 RESPONSIBILITIES OF THE EMPLOYEE

### 6.1 Employees must:

- Take reasonable care of their own health and safety and that of others who may be affected by their acts or omissions when involved in manual handling.
- Co-operate with their manager in completing risk assessments of hazardous manual tasks.
- Adhere to safe systems of work at all times, immediately reporting any deficiencies in existing arrangements to their line manager/supervisors.
- Report any change in working conditions or a significant change in the nature of the task, which may necessitate a review of the assessment.
- Use equipment safely according to instructions and training, immediately reporting any defects to their line manager/supervisors.
- Check each item of manual handling equipment is in safe working order before use.
- Attend and participate in manual handling training on a regular basis as outlined in Appendix 2 and implement safe practice.
- Inform their manager or Occupational Health Department of any physical or medical condition, including pregnancy, which might affect their ability to undertake manual handling tasks.
- Seek support and advice from Keyworkers/Link Workers in Manual Handling or the Manual Handling Advisors when unsure of correct practice to follow.
- Report all incidents (refer to Trust Incident Reporting Policy and Procedures) arising from manual handling tasks, which have resulted in injury or a near miss.
- Wear suitable work clothing and footwear for manual handling tasks.



## 7.0 ROLE OF MANUAL HANDLING ADVISORS

**Manual Handling Advisors have responsibility for planning, implementation and co-ordination of manual handling training programmes and related matters.**

7.1 The Manual Handling Advisor will be responsible for:

- Monitoring compliance with the Manual Handling Policy across the Trust.
- The provision of guidance on and assistance with the formulation of risk assessments.
- Development of handling procedures for specific high risk categories.
- The provision, organisation and delivery of training programmes.
- The maintenance of central training records.
- Supporting managers in the implementation of safe handling practice in the workplace.
- Supporting managers in the investigation of manual handling incidents.
- Trial, evaluation and advice on the purchase of new manual handling equipment.
- Acting as a point of reference for ergonomic and manual handling queries.
- Providing advice to managers regarding compliance with Manual Handling Operations Regulations (NI) 1992.
- Liaising with National Back Exchange on best practice.
- Liaising with and updating link workers to ensure skills and knowledge are maintained.
- Monitoring and evaluating the manual handling e-learning programme.

## 8.0 ROLE OF LINK WORKERS IN MANUAL HANDLING

The Trust have a limited number of staff who supports the Manual Handling Advisors with mandatory training.

### 8.1 Link workers

- Assist the Manual Handling Advisors to provide "Initial" manual/load handling training to Trust staff on a rota basis. (this commitment is no more than six days per annum). Training dates are usually agreed at least three months in advance. Training is reduced during peak holiday periods, i.e. Christmas, Easter, July/August.
- Assist the Manual Handling Advisers to provide "Up-date" manual/load handling training.
- Promoting good handling practice **within their Sub-Directorate/Speciality/Service Area.**
- First point of contact for the staff **within their area** for advice on manual/load handling issues.
- Provide ad-hoc advice on completion of manual handling risk assessments **for their area.**
- Liaising with the Manual Handling Advisors, prior to purchasing/procurement of new equipment, to ensure that sufficient and suitable manual/ load handling equipment/aids are available **within their area** and bringing any deficits to the attention of the relevant manager.
- Participate in regularly up-dates/training for Link Workers to ensure skills/knowledge are maintained (it is envisaged that this commitment will be approximately two days per annum).

## 9.0 MANUAL HANDLING RISK ASSESSMENT

- 9.1 Manual handling risk assessments must be completed for all manual handling tasks that involve a risk of injury to staff. Patient handling risk assessment must consider both the best interests of the patient/client including their physical, emotional and psychological wellbeing as well as the health and safety of all employees.
- 9.2 Risk assessments must be carried out by competent staff who have received the necessary training. The Manual Handling Advisors are available to provide additional help and support to staff when required.
- 9.3 Guidance on completion of Generic/ Patient (acute) and Client (community) can be found on the Trust's intranet <http://whsct/intranetnew/medicalguidelines.asp>
- 9.4 Manual handling risk assessment must cover the following points:
- 9.4.1 *The task* – the job/operation being undertaken with reference to working postures, moving distance, frequency, etc.
  - 9.4.2 *The individual* – employees performing the task with reference to the need for information, training and supervision, health status, uniform/clothing.
  - 9.4.3 *The Patient* – with reference to their abilities, weight, motivation co-operation, etc.
  - 9.4.4 *The load* – inanimate objects – with reference to weight, bulk, etc.
  - 9.4.5 *The environment* – with reference to space, flooring, working heights, equipment, lighting etc.
  - 9.4.6 Additional Factors – e.g. patient/client's personal preference.

### 9.5 Control Measures

The risks identified in the assessment must be decreased “as far as reasonably practicable”. This may involve the use of specialised manual handling equipment and adequate numbers of suitably trained staff.

### 9.6 Implementation

The findings of the assessment should be recorded and readily accessible to all staff. The risk assessment should be reviewed regularly and kept up-to-date as required. Any changes must be monitored and reported to ensure effectiveness of the risk assessment.

## 9.7 **Communication**

It is essential that the relevant findings of the risk assessment are shared with all staff in contact with the patient. It is the responsibility of all staff to read and comply with the findings of the completed risk assessment.

## 10.0 MANUAL HANDLING TRAINING

10.1 The Trust provides a comprehensive manual handling training programme based on the ergonomic approach. Training in manual handling is mandatory for all staff involved in patient/load handling and is an integral part of the risk management process.

10.2 The Trust will:

- Develop training programmes meeting the needs of specific occupational groups. These will promote good practice based on assessment of current training status and the skills required to establish safe practice.
- Provide manual handling training programmes as soon as is practicably possible after recruitment.
- Provide update manual handling training for groups of staff at all levels. The training requirements for different occupational groups is set out in Appendix 2.
- Undertake training needs analysis regularly to ensure that all training programmes reflect changing needs.
- Review and monitor training programmes to ensure they continue to meet the needs of patients, clients and staff and the Trust in meeting its statutory obligations.

10.3 Training content

10.3.1 Manual handling training will be provided for all staff, being structured so as to be appropriate to the needs of recipient staff groups. It will include skills involved in making ergonomic assessments and a problem solving approach to manual handling tasks.

10.3.2 The minimum training programme will include the following elements:

- Manual handling legislation and professional guidelines.
- E-learning programme.
- Spinal mechanics and function.
- Ergonomic principles.
- Principles of normal movement and promotion of independence.
- Postural awareness and identification of risk factors for back pain.
- Risk assessment process.

- Training in safe manual handling techniques and use of handling equipment.
  - Local policies and procedures
  - Post falls protocol.
  - Emergency procedures.
- } These are explained at the time of the practical training.

#### 10.4 Training Records

- 10.4.1 Training records must be kept by all managers to ensure compliance with legal requirements of Health and Safety legislation.
- 10.4.2 A copy of all manual handling training records will be held by the Manual Handling Advisor.
- 10.4.1 Training records will be used to audit training compliance throughout then Trust.
- 10.4.2 Records sheets must be dated, signed, legible and an accurate record of the manual handling activities covered.
- 10.4.3 Managers will be informed of any staff that do not successfully complete all parts of the training course.
- 10.4.4 Information on courses is available from the Manual Handling Advisor.
- 10.4.5 Course participants will be issued with a Certificate of attendance.
- 10.4.6 After successful completion of the manual handling e-learning programme, staff will be able to print off a certificate for their records.

## **11.0 RESPONSIBILITIES OF OCCUPATIONAL HEALTH DEPARTMENT**

### 11.1 Occupational Health Department will:

- Carry out routine pre-employment screening, to identify those people for whom manual handling tasks would present a particular risk and advise managers of any restrictions.
- Carry out an assessment during the employee's medical condition which will include, if appropriate, a workplace assessment during the employee's period of employment if:
  - (i) Requested by the employee
  - (ii) Referred by their manager
- Provide early assessment by the Occupational Health Physician and/or the Occupational Health Physiotherapist following injury as a result of manual handling.
- Arrange a final assessment by the Occupational Health Physician/Physiotherapist regarding suitability for return to work duties.

## **12.0 MANAGEMENT OF MUSCULOSKELETAL INJURIES ARISING FROM MANUAL HANDLING**

12.1 Employees who have reported sustaining a manual handling related injury must:

- Complete an accident/incident form. (Refer to Incident Reporting Policy and Procedures)  
<http://whsct/IntranetNew/Documents/Incident%20Policy.pdf>
- Be referred to A&E Department/GP/Occupational Health Department.
- If necessary undertake suitable alternative duties as directed by their line manager/Occupational Health Department, so as to ensure no further risk to health.

12.2 Managers should be advised of any long-term problems associated with the injury so that appropriate action can be taken.

12.3 Following any injury or incident every effort will be made to facilitate staff in rehabilitation, re-entry to work and redeployment, in accordance with the Managing Attendance Protocol Nov 2010.

[http://whsct/IntranetNew/Documents/HR%2010%20002%20Managing%20Attendance%20Protocol%20\\_2\\_.pdf](http://whsct/IntranetNew/Documents/HR%2010%20002%20Managing%20Attendance%20Protocol%20_2_.pdf)

12.4 Additional refresher training will be provided after injury if this is deemed appropriate by the Manual Handling Advisor in consultation with the Occupational Health Department.



## 13.0 MANAGEMENT OF EQUIPMENT

- 13.1 Managers are responsible for ensuring that all equipment is maintained in a safe working order and that any defects are reported to Estates Department.  
<http://wto-fmdata/Altnagelvin/btfmLogin.aspx>  
<http://wto-fmdata/OmaghErne/btfmLogin.aspx>
- 13.2 Managers are responsible for completing the equipment checklist every year.
- 13.3 All adverse incidents associated with medical devices must be reported to the Northern Ireland Accident and Incident Centre (NIAIC) (see Management of Medical Devices Policy section 3.11.1) and Incident Reporting Policy and Procedures.  
<http://whsct/IntranetNew/Documents/Incident%20Policy.pdf>
- 13.4 The manager has a responsibility to respond to Medical Device Alerts as per The Management of Medical Devices Policy (section 3.12).
- 13.5 All employees must check that each item of manual handling equipment is in safe working order before use. In particular hoist slings should be visually checked for signs of wear before each use.
- 13.6 Any equipment found to be defective should be immediately reported to Line Manager and taken out of service.
- 13.7 The Estates Department shall, "so far as is reasonably practicable" ensure that all equipment is maintained in an efficient and safe working order.
- 13.8 The Estates Department will ensure that lifting equipment and accessories are serviced in line with Lifting Operations and Lifting Equipment Regulations (1998) and Provision and Use of Worker Equipment Regulations (1998).

## **14.0 MANAGEMENT OF BARIATRIC PATIENTS**

- 14.1 The moving and handling of a bariatric patient, that is a person weighing over 25 stone, or with BMI greater than 40, may pose additional risks to staff.

To address these risks a separate policy on the management of a bariatric patient is being developed. This Policy will outline the safe procedures and equipment available to safely minimise the risks to staff and patients.

- 14.2 Until such time as the Bariatric Policy is implemented please refer to the Manual Handling Advisors for advice on manual handling of bariatric patients.  
Managers must ensure that all staff are informed of the Bariatric Policy once implemented.

## 15.0 DECONTAMINATION OF MANUAL HANDLING EQUIPMENT

15.1 Inadequately decontaminated manual handling equipment is a potential vehicle for transmitting infection. Sliding sheets, transfer boards, and hoist slings may act as a reservoir for pathogens which can be transmitted to patients. All manual handling equipment must be decontaminated between patient use.

15.2 Prior to the purchase of Manual Handling equipment, managers must follow the procurement guidelines as identified in section 2.0 of The Management of Medical Devices Policy.

<http://whsct/IntranetNew/Documents/Management%20of%20Medical%20Devices%20Policy.pdf>

15.3 Small Manual Handling Aids include:

- sliding sheets
- handling belts
- transfer board

15.3.1 All small handling aids are considered to be for individual patient use only.

15.3.2 Hoist slings and slide sheets suitable for laundering must remain with the patient for duration of need and laundered when no longer required, visibly soiled, or as deemed necessary.

15.3.2 Disposable hoist slings and slide sheets are for single patient use only and remain with the patient for the duration of need. These slings must be used in accordance with the manufacturer's instructions and disposed of as per the "Trusts Waste Procedure Manual"

15.3.3 To prevent cross contamination adequate quantities of small manual handling equipment must be made available for use.

15.4 Hoists and Assisted Standing Aids:

All larger items of manual handling equipment in the community must be considered as for individual patient use only. This equipment must be returned for cleaning before reissue to another patient.

In the Acute setting these items must be decontaminated between each patient use. Refer to the Trusts Disinfection and Decontamination Policy Feb 2011.

<http://whsct/IntranetNew/Documents/Disinfection%20%20Decontamination%20Policy.pdf>

## **16.0 IMPLEMENTATION OF THE POLICY**

Managers will ensure that all staff read and are aware of the contents of this policy. Staff must sign the form at Appendix 6.

This policy applies to all staff of the Trust including agency/ bank staff and volunteers.

## Appendix 1

This Manual Handling Policy has been drawn up with Reference to:

- Health and Safety at Work Order (NI) 1978
- The Management of Health and Safety at Work Regulations 1999
- Manual Handling Operations Regulations (NI) 1992
- Reporting of Injuries Diseases and Dangerous Occurrences Regulations 1995 RIDDOR
- Lifting Operations and Lifting Equipment Regulations 1998 (LOLER)
- Provision and Use of Work Equipment Regulations 1998 (PUWER)
- Human Rights Act 1998
- Disability Discrimination Act 1995
- Rapid Response Report NPSA/2011/RRR001 Essential Care After an Inpatient Fall.
- <http://whsct/intranetnew/medicalguidelines.asp>
- Trusts Waste Procedures Manual
- HSE Guidance  
<http://www.riskassessments.biz/guides/Booklets/pregnancy.pdf>

### Other useful links for guidance on manual handling

- The guide to the handling of People – a systems approach 6<sup>th</sup> Edition- BACKCARE Publication.
- Manual Handling. Manual Handling Operations Regulations (NI) 1992 (as amended) Guidance on Regulations (Third Edition) HSE Books.

## Appendix 2 Manual Handling Training Requirements

Groups of Staff (this is not exhaustive)	Initial Training		Update Training		Frequency of Update
	Current	New	Current	New	
<b>Group A - Direct Patient Care Staff</b>	<b>2 Days</b>	<b>1½ Day plus e-learning</b>	<b>1 Day</b>	<b>½ Day plus e-learning</b>	<b>12-18 months</b>
Nursing (Hospital/Community) Physiotherapy Occupational Therapy Community Home Carers Theatre Orderlies Midwives		(to include Risk Assessments)			
<b>Group A2 - Load Handling &amp; Assisted Patient/ Client Handling</b>	<b>½ Day - 1 Day</b>	<b>½ Day - 1 Day plus e-learning</b>	<b>½ Day - 1 Day</b>	<b>2 hours- 3 hours plus e-learning</b>	<b>18 months - 2 years</b>
Cardiac Investigation Radiographers Theatre Staff/ DPU Mortuary Staff Day Centre Staff Residential Home Staff Dental Podiatry Health Visitors School Nurses Speech & Language Therapists Treatment Room Nurses Specialist Nurses Hospital Porters	(Depending on patient dependencies)	(Depending on patient dependencies)	(Depending on patient dependencies)	(Depending on patient dependencies)	
<b>Group B - Load Handling Staff</b>	<b>½ Day</b>	<b>2 Hours plus e-learning</b>	<b>½ Day</b>	<b>2 Hours plus e-learning</b>	<b>Every 2 Years</b>
Catering Labs Transport Estates Laundry Domestic/ Support Services Home Helps Stores Caretakers/Porters (with load handling duties ) IT staff (with load handling duties) HSDU/Pharmacy					

Group D*	3 Hours	e-learning only	2 Hours*	e-learning only	Every 2 Years
Administration/ Clerical Staff IT staff (without load handling duties) Social Work staff Medical Staff Managers					

\* Group D - Some staff in these categories may require practical load handling training depending on daily work activities. Please contact Manual Handling staff for further advice.

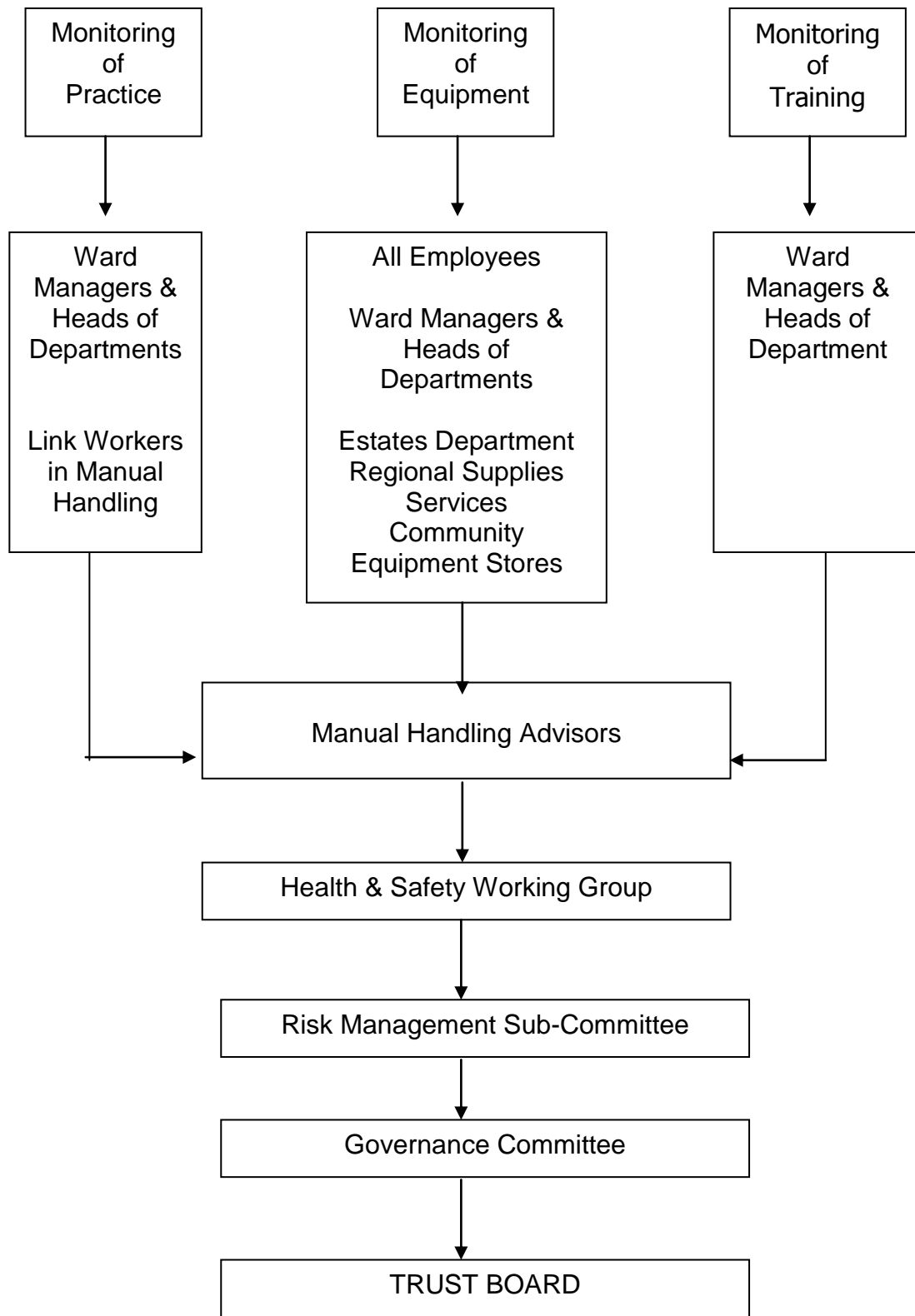
**NB. Course lengths will be reviewed following evaluation of courses by participants and trainers.**





Appendix 4

**MONITORING RESPONSIBILITIES**



## Appendix 5

### **CONTACTS - NORTHERN SECTOR**

- ❑ **Manual Handling Advisor** - Manual Handling Office, Oak Villa, Gransha Park, Londonderry Tel: (028) 71865 292 or Internal Ext : 218550
- ❑ **Nursing Education & Development Consortium (NEDC) North West** Clinical Education Centre, Altnagelvin Area Hospital, Glenshane Road, Londonderry Tel: (028) 71611449.  
Provides a range of training courses that includes manual handling to develop the role and practice of nursing staff in the Western Trust (see Directory of Programmes)
- ❑ **Estates Department** - Lilac Villa, Gransha Park, Londonderry Tel:(028) 71865180 or Ext: 212222
- ❑ **Estates Services** – Altnagelvin Hospital, Glenshane Road, Londonderry Tel: (028) 71865180 or Ext: 212222
- ❑ **Occupational Health Department** - Altnagelvin Hospital, Glenshane Road, Londonderry Tel: (028) 71611407
- ❑ **Community Care Appliances** – Gransha Park, Londonderry Tel: (028) 71865178
- ❑ **Procurement & Logistics Services** - Supplies Centre, Gransha Park, Londonderry Tel: (028) 71865164
- ❑ **Currently Altnagelvin Hospital does not have a Manual Handling Advisor in post.**

### **CONTACTS - SOUTHERN SECTOR**

- ❑ **Manual Handling Advisor** – Manual Handling Office, Tyrone and Fermanagh Hospital, Omagh, Co Tyrone Tel: (028) 8283 5075
- ❑ **Estates Department** – Tyrone and Fermanagh Hospital, Omagh, Co Tyrone Tel: (028) 8283 5284
- ❑ **Trust Equipment Help Desk** – South West Acute Hospital, Enniskillen, Co Fermanagh ext: 233840
- ❑ **Occupational Health Department** – Tyrone and Fermanagh Hospital, Omagh, Co Tyrone Tel: (028) 8283 5395
- ❑ **Occupational Health Department** – South West Acute Hospital, Enniskillen, Co Fermanagh Ext 253603

- **Community Equipment Store** - Unit 5, Lackaboy Industrial Estate, Tempo Road, Enniskillen, Co Fermanagh Tel: (028) 6632 4949
- **Community Equipment Store** - Tyrone and Fermanagh Hospital, Omagh, Co Tyrone Tel: (028) 8283 5379
- **Electrical Materials Management (EMM)** - South West Acute Hospital, Enniskillen, Co Fermanagh Ext: 254902

## Appendix 6

### **EQUALITY AND HUMAN RIGHTS STATEMENT**

The Western Health and Social Care Trust's equality and human rights statutory obligations have been considered during the development of this policy.

Signed: \_\_\_\_\_ (Chairman)

Date: \_\_\_\_\_