

INTERNAL ONLY
ISLHD GUIDELINE



NAME OF DOCUMENT	Violence Prevention and Management - Fitness to Train
TYPE OF DOCUMENT	GUIDELINE
DOCUMENT NUMBER	ISLHD CORP GL 01
DATE OF PUBLICATION	November 2022
RISK RATING	Low
REVIEW DATE	November 2027
FORMER REFERENCE(S)	N/A
EXECUTIVE SPONSOR or EXECUTIVE CLINICAL SPONSOR	Executive Director Strategic Improvement Programs
AUTHOR	Safety Coordinator Workforce Health and Safety
KEY TERMS	VPM, Competent, Restraint, Fitness to Train
SUMMARY	This guideline provides advice regarding the management of staff who have a short or long term inability to complete aspects of the Violence Prevention and Management face to face training.

INTERNAL ONLY

ISLHD GUIDELINE



ISLHD CORP GL01 - Violence Prevention and Management - Fitness to train

Section 1 – Background	3
Section 2 - Definitions	4
Section 3 - Responsibilities	5
Managers / Supervisors are responsible for:	5
VPM Trainers are responsible for:	5
VPM Project Officer is responsible for:	6
Staff attending VPM training are responsible for:	6
Section 4 - Violence Prevention and Management Face to Face Training Components ...	7
Section 5 - VPM Training and Workplace Fitness	8
Section 6	
Documentation	10
References	10
Revision and Approval History.....	10
Appendix A: - Fitness for Training Checklist	11

Section 1 – Background

In accordance with the Work Health and Safety (WHS) Legislation 2011, the Illawarra Shoalhaven Local Health District (ISLHD) will, so far as is reasonably practicable, provide a safe and healthy working environment for workers as they are defined by the WHS Act.

Public health organisations must ensure staff, including managers, have appropriate access to training to ensure they have the necessary skills and knowledge to prevent and respond to violence.

Training is a fundamental component of the management and prevention of violence. Training is necessary for all staff, including managers, who may be involved in preventing or responding to an incident of workplace violence. ISLHD has a duty of care to ensure that its staff are fit to undertake such training.

Section 2 - Definitions

- **VPM** – Violence Prevention and Management
- **Competent** - The combination of skills, knowledge, attitudes, values and abilities that underpin effective and/or superior performance in a profession/occupational area
- **Restraint** - physical restraint of a patient by staff
- **Short Term Non Fitness to Train** – an inability to attend the required training for a short period of time (no longer than 6 months) due to an injury or illness
- **Long Term Non Fitness to Train** – an inability to attend the required training for an extended period of time (longer than 6 months) due to an injury or illness

Section 3 Responsibilities

Section 3 - Responsibilities

Managers / Supervisors are responsible for:

- Ensuring that appropriate staff have been identified to attend VPM training using the Occupational Violence Risk Assessment
- Ensuring that staff are available to attend VPM Training
- Ensuring that staff have completed the Fitness to Train checklist prior to the commencement of training
- Ensuring that sufficient numbers of staff are available on all shifts in high risk work areas to complete restraint (where required)
- Ensuring that staff that have been identified as unfit to train (either short or long term) are followed up and attend training as soon as practicable.
- Managing staff who have been assessed as not fully competent in VPM training and ensuring that these staff are not in a position that they are required to undertake VPM activities higher than their training level has equipped them for.
- Managing staff who are unable to complete the training to the level required of their role in consultation with their Workforce Support Team

VPM Trainers are responsible for:

- Ensuring Fitness to Train forms are assessed based on the level of training that the staff member is enrolled.
- Identifying any staff who may not be able to physically complete the training and advising the VPM Project Officer.
- Participating in WHS investigations of any incidents / injuries that occur during VPM training.
- Provide information regarding an incidents that occur during the training on the WHS Incident Statement form, in conjunction with participant
- Ensuring that staff are fit to participate in VPM training on the day
- Ensuring that training is delivered safely for all participants

Section 3 Responsibilities

-
- Ensuring assessment reports for all participants clearly documented their level of competency

VPM Project Officer is responsible for:

- Ensuring that all Fitness to Train checklists are received from participants a minimum of 3 working days prior to the commencement of training and are available for trainers to review
- Coordinating advice to managers of staff who have been deemed not fit to train on a specific date by the trainer
- Ensuring that all participant attendance at VPM training is recorded in My Health Learning
- Ensuring that assessment reports are uploaded into HP Content Manager (previously TRIM) / My Health Learning for all staff attending training
- Ensuring that Director People, Safety and Culture is notified of any staff that have not reached a level of full competency, so that emails can be sent to relevant managers for notification
- Ensuring that any incidents that occur during VPM training have WHS Incident Statements completed.

Staff attending VPM training are responsible for:

- Completing and submitting their Fitness to Train checklist at least 3 days prior to training date to ISLHD-VPM@health.nsw.gov.au
- Advising the VPM trainer of any known short term injuries / illnesses that have been incurred after the training checklist has been submitted
- Advising the VPM trainer of any concern or inability to undertake a particular task during the training

Section 4

VPM Face to Face Training Components

Section 4 - Violence Prevention and Management Face to Face Training Components

Personal Safety

Personal Safety is a one day workshop. Topics covered include basic physiology, first aid considerations, communication and de-escalation and the practice and proficiency in a range of evasive techniques including:

- Wrist releases
- Clothing release
- Bites
- Scratches
- Hair grabs
- Strangles
- Head locks
- Bear hug
- Near safe zone
- Bull bars

Team Restraint

Team Restraint training is a 3 day workshop that is conducted in addition to the Personal Safety workshop for identified staff. Topics covered include a revision of the personal safety evasive techniques, and a range of team restraint techniques. These include:

- Level 1 Hold
- Level 2 Hold
- Level 3 Hold
- Moving in the environment
- Refusal to stop
- Refusal to move
- Negotiating Doorways
- Seated restraint
- Bed Restraint
- Level 4 Hold
- Prone Restraint

Section 5

VPM Training and Workplace Fitness

Section 5 - VPM Training and Workplace Fitness

Managers must ensure that their staff have the required level of fitness prior to approving their attendance at training. The Fitness to Train Checklist (Appendix A) is to be completed by the staff member at the time of enrolling in training. Confirmation of enrolment will not be provided until this has been received by the VPM Project Officer.

Checklists are to be submitted at least 3 days prior to training commencement for the review of VPM trainers. Trainers will contact the staff member prior to the training should they identify any fitness to train issues that require further discussion.

Fitness to participate in the face to face training modules is at the VPM trainer's discretion. Should the trainer determine that a staff member cannot reach the level of competency due to an injury or illness, they may exclude the staff member from the training session. The staff member and their manager are responsible for determining an alternate date for training.

Managers should refer to *ISLHD CORP PROC 66 Managing of Employees with Non-Work Related Injuries or Health Conditions* for guidance in managing this situation in conjunction with Workforce Support Team.

Staff members who are pregnant are unable to participate in VPM Training.

Short Term Non Fitness to train

Where a staff member has a short term injury / illness / medical condition (for example, broken/fractured bones, temporary musculoskeletal injuries, viral illness etc) and would not be able to participate in the required VPM techniques, the staff member is not to attend training.

The staff member is to reschedule attendance at the training in consultation with their manager once they are fit to train. A new Fitness to Train Checklist will be required to be completed at the time of enrolment.

It is the staff member's responsibility to notify their manager and the trainer of any known short term injuries after the fitness to train checklist has been submitted.

Long Term Non Fitness to Train

Where a staff member has a long term injury/illness/medical condition that may prevent them from reaching a competent level of training (for example long term musculoskeletal injury, disability, spinal injuries, replacement of joints, arthritis, back pain, reduced upper body strength), this should be identified on the Fitness to Train Checklist and discussed by their manager prior to enrolment. .

The level of training that the staff member can participate in should be determined through consultation between the staff member and their manager (with guidance from their Workforce Support Team and VPM Trainers as necessary). Managers must not approve attendance at training for those staff who are unable to fully participate in the program.

Section 5

VPM Training and Workplace Fitness

Should a staff member have a long term non fitness to train, and not be able to reach the level of competence required of their role, it is the manager's responsibility to manage this situation in line with ISLHD CORP PROC 66 *Managing Employees with Non-Work Related Injuries or Health Conditions*. Advice should be sought from the relevant Workforce Support Team as required.

Injuries during Training

Any injuries sustained during training are to be reported immediately to the VPM trainer and may require the staff member not continuing with training and having to reschedule. A new Fitness to Train Checklist will be required to be completed when they re-attend.

Injuries sustained during VPM training are considered work-related injuries for the purposes of reporting, workers compensation, and return to work. All such incidents are to be reported to the VPM Trainers immediately when they occur. Should an injury appear after training this must be reported in ims+. These incidents will be managed by People, Safety and Culture including recording in ims+ (if not previously recorded), investigations and data collection. If, as a result of an injury, the staff member requires time off work and/or medical treatment (that is more than basic first aid), an Injury Notification Form must also be completed and will be processed as outlined in *ISLHD OPS PD 15 Injury Management – Return to Work*. Line managers will support the staff in any Recover@Work programs.

Team Restraint

Training is presented at 10% strength, ensuring that staff are not injured during the training as techniques are repeated multiple times for learning purposes. During the training, staff are to evaluate their own fitness to be able to perform restraints in the workplace should the need arise.

Managers are to follow up with staff to ensure that they are confident to perform the restraint in the workplace prior to including them in a restraint team on shift.

Five (5) staff members are required to conduct a restraint in the workplace, and it may be that not all are required to be involved in the physical restraint of the patient. For example, the breathing monitor is a position that all clinical staff could become competent in and does not require physical exertion.

Staff with a long term non fitness to train should not be in a position that they have to participate in a restraint. Managers must ensure that rostering is such that there are sufficient staff who are able to fully participate in a restraint on each shift.

It is imperative that, prior to the commencement of each shift, staff are identified to be part of a restraint team (identified at handover). It is the staff member's responsibility to advise their manager and in-charge of shift should they not be able to participate in a restraint on their shift for any reason.

Section 6

Documentation & References

Revision and Approval History

Section 6

Documentation

VPM Fitness to Train Checklist (Appendix A)

References

- [PD2012_008 - Violence Prevention & Management Training Framework for the NSW Public Health System](#)
- [PD2015_001 - Preventing and Managing Violence in the NSW Health Workplace - A Zero Tolerance Approach](#)
- [ISLHD OPS PD 15 Injury Management – Return to Work](#)
- [ISLHD CORP PROC 66 – Management of staff with Non-Work Related Injuries or Health Conditions](#)

Revision and Approval History












Date	Revision no:	Author and approval
September 2017	0	Safety Coordinator Director People Safety and Culture
November 2017	1	Safety Coordinator - Revision Executive Director Strategic Improvement Programs - Approval
November 2022	2	Author: Safety Coordinator Approval / Date: Director Corporate Governance & Risk/ November 2022

Appendix A: - Fitness for Training Checklist

Fitness for Training Checklist

Participant Name	
Payroll Number and Facility	
Training Dates and Location	

Please read this form carefully and indicate any medical issues or concerns that may restrict or limit your ability to fully participate in the training program.

	Yes	No
Are you, or do you think you might be pregnant? If you think you may be pregnant you are unable to participate in this workshop.		
Have you sustained any fractures, dislocations, joint injuries in the last 24 months that may affect your ability to undertake the physical activities that are an essential part in this workshop?  If yes, give details:		
Have you sustained any head, neck or back injuries in the past 24 months that may affect your ability to undertake the physical activities that are an essential part in this workshop?  If yes, give details:		
Have you sustained any ongoing soft tissue injuries as a result of manual handling, lifting, pushing or pulling tasks in the past 24 months which may affect your ability to undertake the physical activities that are an essential part of this workshop?  If yes, give details:		
Have you had a stroke or heart attack in the last 24 months?  If yes, give details:		
Have you previously been involved in a physical altercation at the workplace for which you have been adversely impacted either physically or psychologically and are experiencing ongoing symptoms?  If yes, give details:		
Have you had surgery in the last 24 months that may affect your ability to undertake the physical activities that are an essential part of this workshop?  If yes, give details:		
Do you have any limitations on your mobility, or ability to bend, stretch, or kneel for periods of time, that may impact your ability to undertake the physical activities that are essential in this workshop?  If yes, give details:		
At present are you taking any form of medication that may affect your ability to undertake the physical activities that are an essential part in this workshop or which may impair your judgement or physical capacity?  If yes, give details:		
Do you have any other health issues that training staff should be aware of that may adversely impact on your physical ability to complete this training e.g. asthma, diabetes?  If yes, give details:		
Is there any other reason that you feel you cannot participate safely in this physical intervention training?  If yes, discuss this with your manager and gain their approval to attend the training prior to submitting the form:		

I declare that the information on this form is true and correct at this time and that I am not aware of any circumstance under which this information would become inaccurate prior to my commencing training. I agree to advise an Instructor immediately if I incur or aggravate any injuries during training.

Participant Signature		Date	
------------------------------	--	-------------	--

Trainer's Name		Trainer's Signature	
-----------------------	--	----------------------------	--