


**Work Health Safety: Safe Work Practice: Cleaning & Security**

**Changing Bed Linen**

 Risks	Risk Level	Risk Controls
Injury to back, muscle, ligaments from twisting, reaching or stretching	Likelihood D Consequence 2 Rating = HIGH	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Staff to participate in manual handling training at least every two years</li> <li><input checked="" type="checkbox"/> Staff to be aware that bed linen rarely needs to be tight</li> <li><input checked="" type="checkbox"/> Staff to walk around bed to tuck in sheets for beds</li> <li><input checked="" type="checkbox"/> Staff to use squat/semi squat rather than bend and stretch</li> <li><input checked="" type="checkbox"/> Where bed is against a wall all efforts will be made to have it fitted with castors to ease movement</li> </ul>
Injury to back, muscle, ligaments from lifting mattress	Likelihood D Consequence 2 Rating = HIGH	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Staff to participate in manual handling training at least every two years</li> <li><input checked="" type="checkbox"/> It is recommended that staff to engage in warm-up exercises to prepare their leg, arm and back muscles at the beginning of their shift</li> <li><input checked="" type="checkbox"/> Staff only to lift mattresses enough to place sheet underneath</li> <li><input checked="" type="checkbox"/> Staff never to turn or assist to turn mattresses</li> </ul>
Infection injury from contact with body fluids	Likelihood D Consequence 2 Rating = HIGH	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Safe to wear gloves when handling soiled bed linen</li> </ul>

**Equipment required:**

<i>Mercy Services equipment</i>	<i>Others equipment</i>
<p>Worker to wear <u>footwear</u> that is fully enclosed, slip resistant sole, water repellent/resistant and provides adequate support.</p> <p><b>Personal Protective Equipment required:</b> Gloves</p>	Bed

Activity	Worker behaviour	Client/other's behaviour
1. Prepare	<ul style="list-style-type: none"> <li>a. Put on gloves</li> <li>b. Get clean bed linen</li> <li>c. Position bed away from wall if necessary and appropriate</li> </ul>	Clients should not be in the area while bed linen is being changed in case they are accidentally injured
2. Remove soiled bed linen	<ul style="list-style-type: none"> <li>a. Remove bed linen from bed.</li> <li>b. Take soiled linen to laundry for washing</li> <li>c. Remove gloves.</li> <li>d. Wash hands.</li> </ul>	

<b>Activity</b>	<b>Worker behaviour</b>	<b>Client/other's behaviour</b>
3. Put on clean bed linen (bottom)	a. If client has fitted sheets start a one corner and walk around bed to fit other corners or throw bottom sheet across bed, tuck in one side of the bed and walk around the bed and tuck in other side	
4. Put on clean bed linen (top)	a. Throw top sheet across bed b. Tuck in one side of the bed c. Walk around the bed and tuck in other side (making sure sheet is folded back at pillow end)	
5. Put on blankets or doona and bedspread	a. Throw blanket across bed b. Tuck in one side of the bed c. Walk around the bed and tuck in other side d. If a doona or bedspread is used throw this over and walk around the bed to adjust it's position	
6. Afterwards	a. Move bed into position against wall – if necessary b. Report any incident to Coordinator and complete an Incident Report Form – if applicable	

**As at 11/05/17 this Safe Work Practice is authorised for use in:**

<i>Service</i>	<i>Position</i>
Home Care Packages	Community Care Assistant
Home Support Program/NDIS	Community Care Assistant
Residential Aged Care	Assistant in Nursing

**Date for review of safe work practice:** May 2020 (or if injury or changes require)

## COMPETENCY ASSESSMENT

### *Changing bed linen*

Employee \_\_\_\_\_

Assessor \_\_\_\_\_

Date \_\_\_\_\_

**Desired Outcome:**

To ensure staff are able to safely change a person’s bed linen

Performance Criteria	Competence demonstrated	Comment
<b>Prepare</b>		
a. Puts on gloves		
b. Gets clean bed linen		
c. Positions bed away from wall if necessary & appropriate		
<b>Remove soiled bed linen</b>		
a. Removes bed linen from bed.		
b. Takes soiled linen to laundry for washing		
c. Removes gloves.		
d. Washes hands.		
<b>Put on clean bed linen (bottom)</b>		
a. If client has fitted sheets start at one corner and walk around bed to fit other corners or		
b. Throws bottom sheet across bed, tucks in one side of the bed, walks around the bed and tuck in other side		
<b>Put on clean bed linen (top)</b>		
a. Throws top sheet across bed		
b. Tucks in one side of the bed		
c. Walks around the bed and tuck in other side		
<b>Put on blankets or doona and bedspread</b>		
a. Throw blanket across bed		
b. Tuck in one side of the bed		
c. Walk around the bed and tuck in other side		
d. If a doona or bedspread is used, throws this over and walk around the bed to adjust it’s position		
<b>Afterwards</b>		
a. Moves bed make into position against wall—if necessary		
b. Completes an Incident Report Form – if necessary		

Is the worker assessed as being competent?     YES     NO

Any required follow up action/training: .....

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Signature of employee..... Date.....

Signature of assessor ..... Date.....