


Work Health Safety: Safe Work Practice: Personal & Medical
Transfer client from bed to wheelchair/shower chair/commode using hoist

 Risks	Risk rating	Risk Controls
Injury to back, muscle, ligaments from repetitive use or stretching	Likelihood C Consequence 2 Rating = EXTREME	<input checked="" type="checkbox"/> Ensure equipment is in good working order before use <input checked="" type="checkbox"/> Minimum two staff required for this task <input checked="" type="checkbox"/> Restricting this task to staff who are competent in this SWP <input checked="" type="checkbox"/> Client to move her/himself as much as possible <input checked="" type="checkbox"/> Staff to avoid bending and twisting their backs <input checked="" type="checkbox"/> Staff to avoid overstretching
Injury to back, muscle, bones, ligaments from fall, trip or slip	Likelihood D Consequence 2 Rating = HIGH	<input checked="" type="checkbox"/> Staff to inform Coordinator if they think the client care needs have changed <input checked="" type="checkbox"/> Coordinator to arrange Occupational Therapist assessment/review as needed <input checked="" type="checkbox"/> Staff to always assess safety of area before transferring client
Injury/distress to client	Likelihood C Consequence 5 Rating = LOW	<input checked="" type="checkbox"/> Communicate with client

Equipment required:

<i>Mercy Services equipment</i>	<i>Others equipment</i>
Worker to wear <u>footwear</u> that is fully enclosed, slip resistant sole, water repellent/resistant and provides adequate support. Personal Protective Equipment required: gloves	Wheelchair or shower chair, hoist, bed

Activity	Worker behaviour	Client behaviour
1. Prepare	a. Explain procedure to client and check that they are ready for transfer b. Adjust bed height to be level with the groin of the shortest person assisting with the transfer c. Ensure wheelchair/shower chair/commode are easily accessible for transfer d. Visually inspect sling for damage and soundness of fixing points	a. To communicate their readiness
2. Rolling towards staff	a. Place one hand on client's hip or knee and the other on their shoulder b. Stand in a semi-squat parallel to the bed with a side base of support c. Roll client towards you by moving to a semi-squat d. Transfer your body weight as the client rolls OR a. Semi-squat, one foot forward, one back b. Use a forward/backward lunge as you roll the client. Action is in lower body, not the arms and shoulders	a. Roll her/himself as much as possible when requested by staff
2. Position the sling	a. Fold sling in half lengthwise – handles outside fold b. Place centre of the sling in line with the spine, approx 5 cm away from the body c. Position the bottom edge of the sling 5cm below the sacrum, level with the bottom edge of the buttocks	a. Client to roll onto their back as much as possible when requested by staff

	<ul style="list-style-type: none"> d. Place hands on client’s hip and shoulder e. Semi-squat or forward/backward lunge and transfer weight as client rolls f. Pull sling through so that it is even on both sides of the client g. Roll the client onto sling using semi-squat or forward/backward lunge with weight transfer h. Wrap the sling around the outside of the client’s thighs and cross between her/his legs if using a two point spreader bar 	<ul style="list-style-type: none"> b. Client to roll onto their opposite side as much as possible when requested by staff c. Client to roll onto their back as much as possible when requested by staff
3. Connecting to the hoist	<ul style="list-style-type: none"> a. Open legs of the hoist to the widest position. Position the hoist so that the centre of the T-bar is halfway between the belly button and the bottom of the sternum b. Lower the T-bar so that the sling can easily be attached c. Attach sling to the hoist (small hoops at the head and long hoops on the leg straps) and ensure leg straps cross <i>if using a loop sling and ensure loop colour corresponds on both hooks</i> d. Move around the bed to access the area on which you are working <i>rather than reaching across the client/bed</i> 	<ul style="list-style-type: none"> a. Remain calmly laying on her/his back
4. Operating the hoist	<ul style="list-style-type: none"> a. Tell the client what you are about to do b. Raise the hoist until the buttocks clear the bed. Lower the bed if further clearance is needed c. Check sling is positioned and that client’s hips and buttocks are comfortably supported 	<ul style="list-style-type: none"> a. Remain calm while suspended in hoist
5. Moving the hoist	<ul style="list-style-type: none"> a. To push the hoist, ensure that your centre is in line with the centre of the hoist b. To avoid reaching - keep close to the hoist with your elbows to your side c. If hoist is difficult to move ask other staff member to push it from the side with their foot d. Move the hoist the shortest possible distance 	<ul style="list-style-type: none"> a. Remain calm while suspended in hoist
6. Lowering onto the chair	<ul style="list-style-type: none"> a. Check that client is ready to be lowered to chair b. Ensure the brakes are applied to wheelchair/shower chair/commode c. Turn the client so that they are in a long sitting position over the chair d. Lower the client, avoid twisting and over reaching 	<ul style="list-style-type: none"> a. Remain calm while suspended in hoist
7. Removing the sling	<ul style="list-style-type: none"> a. Lower the hoist so that all loops are slack/easy to remove b. Check that the client is comfortably in position. Reposition her/him using the hoist if necessary c. Remove sling 	<ul style="list-style-type: none"> a. Sit calmly in chair
8. Follow-up	<ul style="list-style-type: none"> a. Document any incident and report it to your Coordinator immediately 	

As at 07/12/16 this Safe Work Practice is authorised for use in:

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

Date for review of safe work practice: December 2017 (or if injury or changes require)

COMPETENCY ASSESSMENT

Transfer client from bed to wheelchair/shower/commode chair using hoist

Employee _____

Assessor _____

Date _____

Desired Outcome:

For staff to transfer client from bed to wheelchair or shower chair or commode without causing injury or distress to self or client

Performance Criteria	Competence demonstrated	Comment
Prepare		
a. Explain procedure to client and check that they are ready for transfer		
b. Adjust bed height to be level with the groin of the shortest person assisting with the transfer		
c. Ensures wheelchair/shower chair/commode are easily accessible for the transfer		
d. Visually inspects sling for damage and soundness of fixing points		
Rolling towards staff		
a. Places one hand on client’s hip or knee and the other on their shoulder		
b. Stands in a semi-squat parallel to the bed with a side base of support		
c. Rolls client towards you by moving to a semi-squat		
d. Transfers your body weight as the client rolls		
OR		
a. Semi-squat, one foot forward, one back		
b. Uses a forward/backward lunge as rolls the client. (action is in lower body, not the arms and shoulders)		
Connecting to the hoist		
a. Opens legs of the hoist to the widest position. Positions the hoist so that the centre of the T-bar is halfway between the belly button and the bottom of the sternum		
b. Lowers the T-bar so that the sling can easily be attached		
c. Attaches sling to the hoist (small hoops at the head and long hoops on the leg straps) and ensure leg straps cross <i>if using a loop sling – ensures loop colours corresponds on both hooks</i>		
d. Moves around the bed to access the area on which you are working <i>rather than reaching across the client/bed</i>		

Operating the hoist		
a. Tells the client what you are about to do		
b. Raises the hoist until the buttocks clear the bed. Lowers the bed if further clearance is needed		
c. Checks sling is positioned and that client's hips and buttocks are comfortably supported		
Moving the hoist		
a. To push the hoist, ensures that your centre is in line with the centre of the hoist		
b. To avoid reaching - keeps close to the hoist with your elbows to your side		
c. If hoist is difficult to move asks other staff member to push it from the side with their foot		
d. Moves the hoist the shortest possible distance		
Lowering onto the chair		
a. Checks that client is ready to be lowered to chair		
b. Turns the client so that they are in a long sitting position over the chair		
c. Lowers the client, avoid twisting and over reaching		
Removing the sling		
a. Lowers the hoist so that all loops are slack and easy to remove		
b. Checks that the client is comfortably in position. Reposition her/him using the hoist if necessary		
c. Removes sling		
Follow-up		
a. Documents any incident and reports it to your Coordinator immediately		

Is the worker assessed as being competent? YES NO

Any required follow up action/training: _____

 Signature of employee Date.....

Signature of assessor Date.....