


**Work Health Safety: Safe Work Practice: Personal & Medical**

**Transfer client from wheelchair/shower chair/commode to bed 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"/> Only staff who have been trained in this SWP can perform this task <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, ligaments, bones 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. <b>Personal Protective Equipment required:</b> 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. Apply brakes on wheelchair/shower chair c. Ensures the bed is prepared prior to transfer d. Visually inspect sling for damage and soundness of fixing points	a. To communicate their readiness
2. Position the sling	a. Stand in a semi-squat position to the side and parallel with the client’s chair. Weight in back leg b. One arm across client’s chest to the opposite shoulder and the other behind the shoulder blades c. Using a sideways lunge, lean client forward (but only if client can’t lean unaided) d. Place centre of the sling in line with the spine, approx 5 cm away from the body e. Position the bottom edge of the sling 5cm below the sacrum, level with the bottom edge of the buttocks f. Lean the client back in the chair transferring your weight from your back foot to your front foot g. Stand in a semi-squat position in front of the chair and pull the leg straps underneath the client’s legs	a. Client to use their mobility to lean forward and back in chair when requested

3. Connecting to the hoist	<ul style="list-style-type: none"> <li>a. Open legs of the hoist to the widest position</li> <li>b. Lower the T-bar so that the sling can easily be attached</li> <li>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 – ensure that loop colour corresponds on both hooks</i></li> <li>d. Move around the chair to access the area on which you are working <i>rather than reaching</i></li> </ul>	a. Sit up in chair
4. Operating the hoist	<ul style="list-style-type: none"> <li>a. Tell the client what you are about to do</li> <li>b. Raise the hoist until the buttocks clear the chair</li> <li>c. Check sling is positioned and that client's hips and buttocks are comfortably supported</li> </ul>	a. Remain calm while suspended in hoist
5. Moving the hoist	<ul style="list-style-type: none"> <li>a. To push the hoist, ensure that your centre is in line with the centre of the hoist</li> <li>b. To avoid reaching - keep close to the hoist with your elbows to your side</li> <li>c. If hoist is difficult to move ask other staff member to push it from the side with their foot</li> <li>d. Move the hoist the shortest possible distance</li> </ul>	a. Remain calm while suspended in hoist
6. Lowering onto the bed	<ul style="list-style-type: none"> <li>a. Check that client is ready to be lowered to bed</li> <li>b. Close the legs of the hoist</li> <li>c. Align hoist over the bed so that the client's head will be positioned close to the head of the bed</li> <li>d. Check that brakes on bed are applied</li> <li>e. Turn client in the hoist so that their legs are facing the direction of the foot of the bed</li> <li>f. Lower the client, avoid twisting and over reaching</li> <li>g. Check the position of the client. Reposition the client using the hoist and sling if necessary</li> </ul>	a. Lying on back with face up
7. Removing the sling	<ul style="list-style-type: none"> <li>a. Lower the hoist so that all loops are slack and easy to remove</li> <li>b. Remove loops</li> <li>c. Unwrap thigh straps</li> <li>d. Place hands on the client's hip and shoulder</li> <li>e. Semi-squat or forward/backward lunge and transfer weight as client rolls on to her/his side</li> <li>f. Tuck sling in toward the client's spine</li> <li>g. Roll client onto her/his back</li> <li>h. Roll client onto their opposite side using the semi-squat or forward/backward lunge with weight transfer</li> <li>i. Remove sling</li> <li>j. Ensure client is comfortably on her/his back</li> </ul>	<ul style="list-style-type: none"> <li>a. Rolls onto her/his back</li> <li>b. Rolls onto her/his opposite side</li> <li>c. Rolls onto her/his back</li> </ul>
8. Follow-up	<ul style="list-style-type: none"> <li>a. Document any incident and report it to your Coordinator immediately</li> </ul>	

**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 wheelchair/shower chair to bed using hoist

Employee \_\_\_\_\_

Assessor \_\_\_\_\_

Date \_\_\_\_\_

**Desired Outcome:**

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

**Knowledge required:**

Manual handling

Performance Criteria	Competence demonstrated	Comment
<b>Preparation</b>		
a. Explains procedure to client and checks that they are ready for transfer		
b. Applies brakes on wheelchair/shower chair		
c. Ensures the bed is prepared prior to transfer		
<b>Position the sling</b>		
a. Stands in a semi-squat position to the side and parallel with the client's chair. Weight in back leg		
b. One arm across client's chest to the opposite shoulder and the other behind the shoulder blades		
c. Using a sideways lunge, leans client forward (but only if client can't lean unaided)		
d. Places centre of the sling in line with the spine, approx 5 cm away from the body		
e. Positions the bottom edge of the sling 5cm below the sacrum, level with the bottom edge of the buttocks		
f. Leans the client back in the chair transferring your weight from your back foot to your front foot		
g. Stands in a semi-squat position in front of the chair and pulls the leg straps underneath the client's legs		
<b>Connecting to the hoist</b>		
a. Opens legs of the hoist to the widest position		
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 ensures leg straps cross <i>if using a loop sling – ensures that loop colour corresponds to both hooks</i>		
d. Moves around the chair to access the area on which you are working <i>rather than reaching</i>		
<b>Operating the hoist</b>		
a. Tells the client what you are about to do		

b. Raises the hoist until the buttocks clear the chair		
<b>Moving the hoist</b>		
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		
<b>Lowering onto the bed</b>		
a. Checks that client is ready to be lowered to bed		
b. Closes the legs of the hoist		
c. Aligns host over the bed so that the client's head will be positioned close to the head of the bed		
d. Checks that brakes on bed are applied		
e. Turns client in the hoist so that their legs are facing the direction of the foot of the bed		
f. Lowers the client, avoid twisting and over reaching		
g. Checks the position of the client. Repositions the client using the hoist and sling if necessary		
<b>Removing the sling</b>		
a. Lowers the hoist so that all loops are slack and easy to remove		
b. Removes loops		
c. Unwraps thigh straps		
d. Places hands on the client's hip and shoulder		
e. Semi-squat or forward/backward lunge and transfers weight as client rolls on to her/his side		
f. Tucks sling in toward the client's spine		
g. Rolls client onto her/his back		
h. Rolls client onto their opposite side using the semi-squat or forward/backward lunges with weight transfer		
i. Removes sling		
j. Ensures client is comfortably on her/his back		
<b>Follow-up</b>		
a. Documents any incident and report 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.....