



7a. Hoist transfer - bed to shower trolley - 2 workers

How to use this form:

This procedure must be reviewed for appropriateness in the immediate workplace by the supervisor/manager in consultation with the staff doing the task.

Staff contributing to the review of the procedure for the immediate workplace:

Date:



Identified risks for this task	Risk controls
<ol style="list-style-type: none"> 1. Bending, twisting and over reaching. 2. Bed and trolley heights incorrectly adjusted. 3. Poor maintenance of equipment. 4. Incorrect selection of hoist sling. 5. Unfamiliar with operating procedures for hoist and shower trolley. 6. Moving the client long distances in the hoist. 7. Workers not trained in manual handling principles and techniques which support the safe application of this procedure. 8. Workers not trained/instructed in this safe work procedure. 	<ol style="list-style-type: none"> 1. Apply the principles and techniques of manual handling as per this safe work procedure. 2. Adjust bed and trolley to the correct height as per this procedure. 3. Regular maintenance of all equipment, i.e. shower trolley and hoist. Worker should complete an OHS Hazard Report Form and/or maintenance request immediately if the equipment is unsafe to use. 4. Select prescribed sling as per Client Manual Handling Plan. 5. Refer to manufacturer's instructions for operating the hoist and shower trolley. 6. Minimise the distance moved by organising work practices as per this procedure. 7. Workers should receive training/instruction in the principles of manual handling to safely perform this task. 8. Workers must receive appropriate on site training/instruction in this procedure prior to performing this task.
<p>Ongoing review requirements</p> <ul style="list-style-type: none"> • Review the relevance and currency of this procedure to the client as part of the client review process. • If an injury/incident occurs relating to this particular task. • If changes are made to the workplace that may affect implementation of this procedure. 	<p>Reviewed by:</p> <p>Reason for review:</p> <p>Review date:</p> <p>Manager's Signature:</p> <p>Date:</p>

Please turn over for Task Steps...



7a. Hoist transfer - bed to shower trolley - 2 workers

TASK STEPS

This procedure may vary depending on the style of hoist and sling being used

Preparation

1. Position the shower trolley so the hoist is moved the shortest distance possible. Ensure access to at least one side of the shower trolley for 2 Workers. Preferable to have access to both sides. Apply shower trolley brakes.
2. Adjust the trolley height to the groin height of the shortest Worker.
3. Workers to ensure that:
 - the wheels of the hoist and shower trolley are well-maintained and moving freely;
 - the hoist battery has been charged;
 - the brakes of the hoist and shower trolley are working;
 - the hoist sling is in good working order, and appropriate to the client and hoist.
 - they are familiar with the operating procedures of the hoist and shower trolley.
4. Workers stand on either side of the bed between the client's hips and shoulders.
5. Adjust bed height to be level with the groin height of the shortest worker.
6. Apply brakes on bed.
7. Inform client of what you are going to do.
8. Worker 1 folds the hoist sling in half lengthwise with the handles outside the fold.

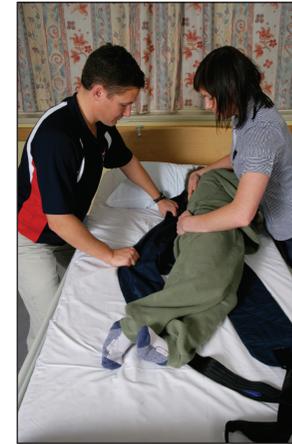
Throughout this procedure apply the following techniques of manual handling:

1. Maintain the three natural curves.
2. Soften (the knees), Sink (the hips), Stabilise (pelvic floor and lower abdominals).
3. Action in the lower body.
4. Keep the task close.

Please turn over for Task Steps continued...

Positioning the Sling

1. Roll the client away from Worker 1 (see 8b Rolling a client on a bed - 2 workers)
2. Worker 1 places the centre of the sling in line with the client's spine, approx 5 cm away from the body.
3. Position the bottom edge of the sling 5 cm below the sacrum, level with the bottom edge of the buttocks.
4. Roll the client onto their back (see 8b Rolling a client on a bed - 2 workers).
5. Roll the client towards Worker 1 (see 8b Rolling a client on a bed - 2 workers).
6. Worker 2 pulls the top half of the sling through so the sling is open on the bed.
7. Roll the client onto their back. The sling is open on the bed underneath the client with the handles closest to the mattress.
8. Check that the sling is evenly positioned on both sides of the client. If adjustment is required, roll the client and reposition the sling as necessary.
9. Wrap the sling around the outside of the client's thighs and cross between their legs if using a two point spreader bar.



Connecting the Sling to the Hoist

1. Position the hoist so that the centre of the spreader bar is halfway between the client's belly button and the bottom of their sternum.
2. The spreader bar should be going across the width of the client's body.
3. Lower the spreader bar so that the sling can be attached easily.
4. Attach the sling to the hoist (shorter loops at the head end and longer loops on the leg straps).
5. Avoid reaching and twisting, maintain an upright spine. Move along the bed to the body part on which you are working.



Please turn over for Task Steps continued...

Operating the Hoist

1. Raise the hoist until the buttocks clear the bed. Lower the bed if further clearance is needed. Avoid raising the hoist to its highest point as this reduces the room between the client's legs and the hoist upright.
2. The client is suspended in the sling facing the hoist upright.
3. Ensure that the client's head, shoulders, hips; buttocks and thighs are appropriately supported by the sling. The level of support will differ depending on the style of sling used; however, ensure the sling is appropriately positioned before moving the client away from the bed.



Moving the Hoist

1. When moving the hoist, ensure that the centre of your body is in line with the centre of the hoist (avoid twisting). Take small steps.
2. Keep close to the hoist with your elbows close to your body and your shoulders relaxed.
3. If the hoist is difficult to move ask Worker 2 to push it from the side with their foot or move to the front of the hoist to re-position it.
4. Move the hoist the shortest possible distance, using lower body action.



Lowering the Hoist

1. Position the hoist legs under the shower trolley.
2. Turn the client so that they are in a long sitting position over the shower trolley.
3. Lower the client onto the trolley, avoid twisting and over reaching.
4. Lower the hoist until the sling loops are slack. Keep sling attached to the hoist.
5. Check the position of the client. Reposition the client using the hoist and sling if necessary.



Please turn over for Task Steps continued...

6. Remove the sling from the hoist when you are satisfied with the position of the client. Leave the sling under the client if required. Alternatively, remove the sling by rolling the client from side-to-side.
7. Remove hoist.

Concluding task

1. Remove and store the hoist.
2. Repeat the above procedure to transfer from shower trolley to bed.

Variations - Use of Pivot Frame Hoist

A pivot frame yoke may be used instead of a two point spreader bar. Follow the procedures as above except for the following:

Positioning of the Pivot Frame

- The centre of the pivot frame is positioned in line with the client's midline when the client is in lying position. Ensure the sling is clipped onto the pivot frame attachments securely.

Disconnecting the Sling from the hoist

- Pull the strap on the sling clip to disconnect the sling from the hoist.

Connecting the leg straps of a pivot frame sling to the hoist.

- Do not cross the leg straps of a pivot frame sling between the client's thighs prior to connecting the hoist.

