



7c. Hoist transfer - to and from chair or bed - 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. Incorrect selection of hoist sling. 3. Unfamiliar with operating procedures for the hoist. 4. Moving the client long distances in the hoist. 5. Poor maintenance of equipment. 6. Poor communication between workers. 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. Select prescribed sling as per Client Manual Handling Plan. 3. Refer to manufacturer's instructions for operating the hoist. 4. Minimise the distance moved by organising work practices as per this procedure. 5. Regular maintenance of all equipment, i.e. hoist and sling. Worker should immediately complete an OHS Hazard Report Form and/or maintenance request if the equipment is unsafe to use. 6. Use effective team communication 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...



7c. Hoist transfer - to and from chair or bed - 2 workers

TASK STEPS

This procedure applies to the following transfers: wheelchair to /from commode chair, wheelchair to/from lounge chair, wheelchair to/from bed. This procedure may vary depending on the style of hoist and sling being used.

Preparation

1. Workers to ensure that:
 - the wheels of the hoist are well-maintained and moving freely;
 - the battery has been charged;
 - the brakes on the hoist are working;
 - the sling is in good working order, and appropriate for the client and hoist;
 - they are familiar with the operating procedures of the hoist.
2. Check location and position of the chair/bed to be transferred into. Ensure access to the front and side of the chair and both sides of the bed.
3. Secure brakes on the chair or bed being transferred out of.
4. Inform client of what you are going to do.
5. Remove tray tables and lateral supports from wheelchairs or lower bed rails to allow access for positioning the sling.
6. Nominate team leader (known as Worker 1) and assisting worker, Worker 2. Check the understanding of the verbal cues “READY, BRACE, MOVE” with each worker.

Throughout this procedure apply the following techniques of manual handling:

1. Maintain the three natural curves of the spine.
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...

Doing the task

Positioning the Sling on the Chair

Option 1 - Leaning the Client Forward

1. Worker 1 positions the sling on the top of the chair, behind the client, ready to slide into position when the client is lent forward. If not possible, locate the sling within easy reach.
2. Workers stand close to and facing the side of the chair. The workers back hips are in line with the client's shoulders.
3. Workers assume a wide stance, maintain the three natural curves of the spine as the workers soften their knees and sink at the hips.
4. Workers position their back hands onto the back of the client's shoulder blade that is closest to them.
5. Worker positions their front hand onto the front of the client's shoulder that is closest to them.
6. The Workers are in a side lunge position, with their weight transferred onto their back legs.
7. Worker 1 uses the cues "READY, BRACE, MOVE". On "MOVE" workers transfer their weight from their back foot to their front foot as they lean the client forward. If able, ask the client to assist by leaning forward.
8. Worker 2 supports the client leaning forward.
9. Worker 1 places the centre of the sling in line with the client's spine, ensuring the bottom edge of the sling is 5cm below the sacrum.
10. Both Workers move the client back onto the sling by reversing the side lunge from their front to back legs.
11. Check that the sling is evenly positioned on both sides of the client. Lean the client forward to reposition the sling if required.



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Option 2 – Using a Slide Sheet

1. Fold a small slide sheet over the base section of the sling.
2. Worker positions the slide sheet and sling behind the clients shoulders or back and pushes it down so it holds in position.
3. Both Workers stand facing the side of the chair and slide the sling down behind the client by pushing one side down and then the other - alternating sides.

OR

4. Worker 1 positions their front arm across the client's chest onto the client's opposite shoulder. The Worker positions their back hand onto the client's shoulder blade that is closest to them. Using a side lunge Worker 1 leans the client forward.
5. Worker 2 slides the sling down behind the client by pushing one side down and then the other - alternating sides. The sling may be able to be positioned using the slide sheet without leaning the client forward if it is difficult to do so.
6. The Workers stand parallel to the sides of the chair and slide the leg straps down beside the client's thighs on either side.
7. Sit client back in the chair.
8. Position leg straps as follows.

Positioning the Leg Straps

1. Both Workers stand in front of the client. Each worker positions one leg strap.

Option 1:

- A half kneel can be adopted and the client's foot rested on the Worker's knee to raise the leg and allow the leg strap to slip under the leg easily. Ensure leg straps are of even length once positioned.

Option 2:

- Position the clients knee/thigh between the Workers thighs to hold the leg whilst positioning the leg strap under the thigh.



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2. Push the leg strap under the client's thigh in accordance with the following options.

Option 1:

Position one hand on the inside of the leg strap which is on the outside of the client's thigh. Hold the other end of the leg strap which is on the inside of the client's thigh. Push the strap on the outside of the clients thigh down under the thigh as you pull the strap on the inside of the thigh up and out.

Option 2:

Standing at the side of the client, pull the leg strap along the side of the client's thigh. This will ensure the sling is positioned under their buttocks. Fold the lower part of the leg strap back forming a 'pocket' next to the lower thigh. To position the leg strap place your hand in the 'pocket' and push the leg strap under the thigh close to their knee. Remove your hand, position yourself at the front of the client and adjust leg strap by pulling the leg strap at the inner thigh.

3. Worker 2 repeats with the other leg strap.
4. Check the leg straps are even.
5. Cross the leg straps between the client's legs if using a two point spreader bar.



Positioning the Sling on the Bed

1. Adjust the bed height to be level with the shortest Workers groin height.
2. Workers stand on each side of the bed between the client's hips and shoulders.
3. Worker 1 folds the sling in half lengthwise with the handles outside the fold.
4. Worker 2 rolls client towards themselves therefore away from Worker 1 (see 8b Rolling a client on a bed - 2 Workers)
5. Worker 1 places the centre of the sling in line with the client's spine, approx 5 cm away from the body.



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6. Position the bottom edge of the sling 5 cm below the sacrum, level with the bottom edge of the buttocks
7. Roll the client onto their back (see 8b Rolling a client on a bed - 2 Workers).
8. Roll the client towards worker 1 (see 8b Rolling a client on a bed - 2 Workers).
9. Worker 2 pulls the top half of the sling through so the sling is open on the bed.
10. Roll the client onto their back. The sling is open on the bed underneath the client with the handles closest to the mattress.
11. Check that the sling is evenly positioned on both sides of the client. Adjust the sling by rolling the client and repositioning as necessary.
12. Wrap the leg straps around the outside of the client's thighs and cross them between their legs if using a two point spreader bar.
13. To make wrapping the leg straps easier, the client's foot can be slid towards their buttock. This creates a gap under the client's thigh for the Worker to position the sling under.



Connecting the Sling to the Hoist on a Chair

1. Position the hoist over the chair with the hoist legs open.
2. Lower the spreader bar so that the sling can be attached easily.
3. Cross the leg straps and attach the sling to the hoist, shorter loops at the head end and longer loops on the leg straps.
4. Avoid reaching and twisting. In order to maintain an upright spine, move to the body part on which you are working.



Please turn over for Task Steps continued...

Connecting the Sling to the Hoist on a Bed

1. Position the hoist so that the centre of the spreader bar is approximately 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. Cross the leg straps and attach the sling to the hoist, shorter loops at the head and longer loops on the leg straps.
5. Avoid reaching and twisting. In order to maintain an upright spine, move along and around the bed to the body part on which you are working.



Operating the Hoist

1. Release hoist brakes
2. Raise the hoist until the buttocks clear the bed or chair. Avoid raising the hoist to its highest point as this reduces the room between the client's legs and the hoist upright. Lower the bed if further clearance is needed.
3. The client is suspended in the sling facing the hoist upright.
4. 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 chair or 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 the body and the shoulders relaxed.
3. If the hoist is difficult to move, push it from the side with your 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.



Please turn over for Task Steps continued...

Positioning Client on the Chair

Refer to (10a Positioning in a Chair Using a Hoist – 1 or 2 Workers).

Positioning Client on the Bed

1. Push the hoist under the bed so the client will land in the correct position.
2. Turn the client so they are in a long sitting position over the bed.
3. Ensure bed brakes are on.
4. Lower the client, avoid twisting and over reaching.
5. Lower the hoist until the sling loops are slack. Keep the sling attached to the hoist.
6. Check the position of the client. Reposition the client using the hoist and sling if necessary.
7. Disconnect the sling from the hoist and store the hoist in a safe location.



Removing the Sling

1. The sling may be left in place if completing drying/dressing tasks prior to transferring the client into the wheelchair (except if it is wet).
2. To remove the sling, slide the leg straps out from under the client's legs.
3. Roll the client away from Worker 1 (see 8b Rolling a client on a bed – 2 Workers).
4. Once the client is lying on their side, Worker 1 folds the sling into the centre of the bed, close to the client's spine.
5. Guide the client back onto their back. (see 8b Rolling a client on a bed - 2 Workers).
6. Roll the client towards Worker 1 (see 8b Rolling a client on a bed - 2 Workers).
7. Worker 2 removes the sling.
8. Guide the client back onto their back as per rolling procedure.



Please turn over for Task Steps continued...

Concluding tasks

1. Ensure the client is comfortable and position any lap belts, chest straps, bed rails etc.
2. Store hoist and sling appropriately.

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 clients' midline. 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 to the hoist.

