



7f. Standing hoist transfer - 1 worker

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. Bed height incorrectly adjusted. 2. Unfamiliar with operating procedures for the hoist. 3. Poor maintenance of equipment. 4. Client unable to weightbear through lower limbs while in standing hoist. 5. Client unable to maintain sitting posture independently while sling is to be attached. 6. Using upper body strength to manoeuvre the standing hoist. 7. Moving hoist over long distances while client suspended in the hoist 8. Worker not trained in manual handling principles and techniques which support the safe application of this procedure. 9. Worker not trained/instructed in this safe work procedure 	<ol style="list-style-type: none"> 1. Adjust bed to correct height. 2. Refer to manufacturer's instructions for operating the hoist. 3. Regular maintenance of all equipment ie: host and sling. Worker should complete an OHS Hazard Report form and/or maintenance request if the equipment is unsafe to use. 4&5. Do not conduct this task, use an alternate method to transfer client. 6. Use lower body action to complete the task as specified in this safe work procedure 7. Plan the transfer and position equipment to limit the hoist movement required whilst the client is suspended in the hoist 8. Worker should receive training/instruction in the principles of manual handling to safely perform this task. 9. Worker 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...



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TASK STEPS

This Safe Work Procedure is a general procedure for use with standing hoists. Standing hoists may have specific operating procedures, which may need to be documented separately

Preparation

1. Worker to ensure that:
 - the wheels of the hoist are well-maintained and moving freely;
 - the battery has been charged;
 - the brakes are working.
 - the sling is in good working order
 - they are familiar with the operating procedures of the hoist
2. Inform the client of what you are going to do and what they are to do during the transfer.
3. If standing the client up from sitting on the side of the bed, the bed height is adjusted so that the client is sitting with his/her feet flat on the floor. The brakes should be applied on the bed and all obstacles removed (see 8c and 8d Lying to Sitting on Edge of Bed.)
4. If standing the client up from a chair ensure that all obstacles are removed and brakes are applied on the chair where applicable.
5. Ensure the equipment you are to transfer the client onto, is positioned within easy reach to allow it to be manoeuvred into position.
6. Starting position, client is in a sitting position.

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

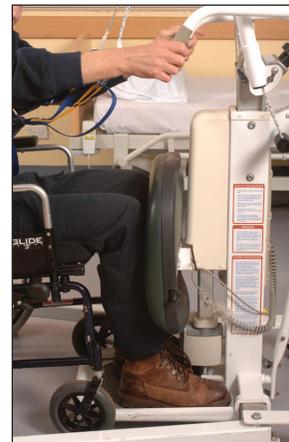
Positioning The Sling

1. Client is sitting on the side of the bed or the client is sitting in a chair.
2. Worker positions the sling behind the client and fastens the safety strap up across the front of the client. The sling should pass under the client's arms so it is positioned just below their shoulder blades.



Positioning the Standing Hoist

1. Wheel the hoist into position. Open the legs of the hoist for access if required. Ensure the support arms are at an appropriate height to avoid approaching the client at eye level.
2. The client's feet are placed onto the footplate. The worker adopts a low squat or half kneel to avoid forward bending when positioning the client's feet.
3. Push the hoist forward so that the client's knees are in contact with the kneepad and apply the rear castor brakes of the hoist.
4. Worker secures the leg strap around the client's calves (if applicable).



Connecting the Sling to the Standing Hoist

1. Lower the hoist arm so that the sling clips/loops can be attached to the hoist. Ensure that the sling is securely attached to the hoist arm.
2. Encourage the client to hold onto the frame of the hoist.

Please turn over for Task Steps continued...

Operating the Hoist

1. Raise the hoist by using the hand control of the hoist.

Moving the Standing Hoist

1. Once the client's buttocks has cleared the seat and they are supported in standing, remove the brakes on the hoist. If the client is not partially weight bearing the sling will rise up their back and cause pressure under their arms. The transfer should be stopped and an alternate method used.
2. Reverse the hoist away from the bed/chair to move it to the required surface eg chair, toilet, bed. Move the hoist the shortest possible distance. Take small steps.
3. To push the hoist, ensure that the centre of your body is in line with the centre of the hoist (avoid twisting). Keep close to the hoist with your elbows close to the body, shoulders relaxed. Use lower body action.
4. If the hoist is difficult to turn, lock the brake of the standing hoist on the side the hoist is to be turned towards. Ensure the wheel is facing in a forward direction. Push the hoist forward and the hoist will pivot on the braked wheel. Alternatively, if the hoist is difficult to move, push the hoist from the side with your foot, and hand on the boom.

Lowering the Standing Hoist

1. Ensure that the surface the client is to be lowered onto is positioned directly behind them and secured. Apply the brakes on the hoist.
2. Lower the client using the control of the hoist, avoid twisting and over reaching.
3. Lower the hoist until the sling loops are slack, do not remove the sling from the hoist.
4. Ensure client is in the correct position. Readjust with hoist if required.
5. Once the client is positioned correctly remove the sling from the hoist.
6. Release the hoist brakes so the hoist can be moved slightly back from the client to allow the sling loops to be removed easily



Please turn over for Task Steps continued...

Removing the Sling

1. Stand in front of the client to undo the leg strap (if required). Remove the safety strap across the client's chest and the sling from behind the client.

Concluding task

1. Remove the hoist and sling and store.