



7g. Hoist transfer - floor to 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. Poor communication between workers. 3. Poor maintenance of equipment. 4. Moving hoist over long distances while client suspended in the hoist. 5. Incorrect selection of hoist sling. 6. Unfamiliar with operating procedures for 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. Ensure both workers are aware of the transfer technique to be used. Practice effective team communication during this task as per the procedure. 3. Regular maintenance of all equipment, i.e. hoist. Workers should immediately complete an OHS Hazard Report Form and/or maintenance request if the equipment is unsafe to use. 4. Minimise the distance moved by organising work practices as per this procedure. 5. Select prescribed sling as per Client Manual Handling Plan. 6. Refer to manufacturer's instructions for operating the hoist. 5. Workers should receive training/instruction in the principles of manual handling to safely perform this task. 6. 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> <p style="text-align: right;">Please turn over for Task Steps...</p>



7g. Hoist transfer - floor to chair or bed - 2 workers

TASK STEPS

This procedure should only be used if the hoist is designed to lift clients from the floor. If the client has fallen on the floor the worker must be sure the client is not injured prior to using this procedure.

Preparation

1. Workers 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. Check location and position of the bed/chair the client is to be transferred to ensure access and that it is located as close as possible.
3. Inform the client of what you are going to do and what they are to do during the transfer.
4. Nominate team leader (known as Worker 1) and assisting worker, Worker 2.

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. If the client is able to move/roll, encourage them to do so as independently as possible to facilitate sling positioning.
2. Both Workers are positioned between the client's hips and shoulders in a half kneel position.
3. To roll the client away from Worker 2. Worker 2 positions the client's arm that is closest to the Worker across their chest and Worker 1 positions the clients other arm out from the side of their body. Ask the client to turn their head to the side they are going to roll.
4. Ask the client to roll onto their side.
5. If assistance is required, Worker 1 positions their hands on the client's hip and shoulder that is furthest away from them. Worker 2 positions their hands on the client's hip and shoulder that is closest to them.
6. The Workers maintain the three natural curves of the spine, sink at the hips and stabilise the pelvic floor and lower abdominals. Worker 1's weight is transferred into their "front" leg. Worker 2's weight is in their "back" leg.
7. As Workers assist the client to roll, Worker 1 transfers their weight into their "back" leg and Worker 2 transfers their weight into their "front" leg.
8. Worker 1 supports the client in side lying whilst Worker 2 folds the sling in half lengthwise with the handles outside the fold.
9. Worker 2 places the centre of the sling in line with the client's spine, approx 5 cm away from the body.
9. Position the bottom edge of the sling 5 cm below the sacrum, level with the bottom edge of the buttocks
10. Worker 2 rolls the client onto their back (see 8b Rolling a client on a bed - 2 Workers. Note: you are positioned in a half kneel position).
11. Worker 1 rolls the client away from them (see 8b Rolling a client on a bed - 2 Workers. Note: you are positioned in a half kneel position).



Please turn over for Task Steps continued...

12. Worker 1 pulls the top half of the sling through so that the sling is open on the floor.
13. Roll the client onto their back. The sling is open on the floor underneath the client with the handles closest to the floor.
14. Check that the sling is evenly positioned on both sides of the client. Adjust by rolling the client and repositioning the sling as necessary.
15. Wrap the leg straps around the outside of the client's thighs and cross between their legs if using a two point spreader bar. The client's foot can be slid towards their buttocks, one at a time, to create a gap under the knee for positioning the sling under their thigh.



Connecting the Sling to the Hoist

1. Worker 2 moves the hoist into position, approaching the client from the legs to ensure avoiding contact with the client's head. Open the legs of the hoist if required to position the hoist closer to the client.
2. Worker 1 may have to reposition the client's legs in order to position the hoist.
3. 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.
4. The spreader bar should be going across the width of the client's body.
5. Lower the spreader bar so that the sling can be attached easily.
6. Cross the leg straps and attach the sling to the hoist, shorter loops at the head end and longer loops on the leg straps.
7. Avoid reaching and twisting, maintain an upright spine. Move along to the body part on which you are working.



Please turn over for Task Steps continued...

Operating the Hoist

1. Worker 1 may adopt a half kneel to support the client's head in the initial stages of the lift. Raise the hoist slightly and check the position of the head support or shoulder component of the sling. Check that the sling is supporting the client's hips, buttocks and thighs appropriately before moving.
2. Avoid raising the hoist to its highest point as this reduces the room between the client's legs and the hoist upright.
3. The client is suspended in the sling facing the hoist upright.

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 shoulders relaxed.
3. If 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



Positioning Client on the Chair

1. Refer to (10a Positioning in a Chair Using a Hoist – 1 or 2 Workers).
2. Leave the sling in position if appropriate or remove the sling as required.

Please turn over for Task Steps continued...

Positioning the Client on the Bed

1. Refer to (7c Hoist Transfer to or from Chair or Bed – 2 Workers).

Variations - use of Pivot Frame Hoists

- A pivot frame yoke maybe used instead of a two point spreader bar. Follow the tasks 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 in a 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 h

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.

