



9b. Positioning slide sheets on the bed – 1 or 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. Use of upper body strength to complete the task 2. Poor selection of slide sheets. 3. Bed incorrect height 4. Leaving slide sheets on the floor resulting in slip/trip hazard. 5. Worker(s) not trained in manual handling principles and techniques which support the safe application of this procedure. 6. Worker(s) not trained/instructed in this safe work procedure. 	<ol style="list-style-type: none"> 1. Use lower body action to complete the tasks as specified in this safe work procedure 2. Select appropriate size and number of slide sheets for the client. Check Client Manual Handling Plan. 3. Adjust bed to the height specified in this procedure. 4. Ensure slide sheets are placed and stored off the floor. 5. Worker(s) should receive training/instruction in the principles of manual handling to safely perform this task. 6. Worker(s) 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...



9b. Positioning slide sheets on the bed – 1 or 2 workers

TASK STEPS

This procedure applies to a range of other slide sheet procedures. There are many options for positioning slide sheets depending on the number of staff, location of the bed and the tasks the slide sheets are to be used for. Select the appropriate option for the slide sheet task you are going to do.

Preparation

1. Select appropriate size and number of slide sheets for the client. e.g. two large slide sheets for a dependant client.
2. Position bed to allow access for workers to one or both sides.
3. Brakes applied on bed, obstacles removed, bed rails lowered (if applicable)
4. Bed height is adjusted to the groin height of the shortest worker.
5. Explain the activity to the client, and inform the client of what they are to do during the procedure.
6. Starting position for the client is lying on their back.

Doing the task

Slide Sheets Pre-positioned on the bed

This procedure applies where clients are to be hoisted onto the bed e.g following a shower, going to bed at night, going to bed for a change etc.

1. If using two slide sheets, place the sheets on top of each other and position them flat and length ways along the bed or position one lengthwise and another across the bed. If using one slide sheet, fold the sheet in half and ensure the open sides of the sheet are facing the direction the client is to be moved towards.
2. Position the sheets so that the client's shoulders and hips will be on the sheet. For larger, dependant clients ensure their head and heels will be on the sheets.

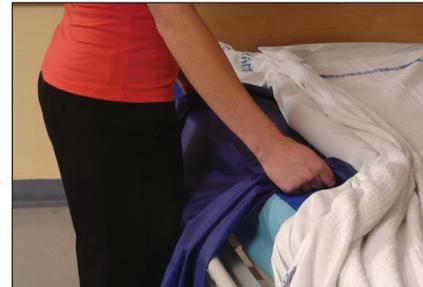


Please turn over for Task Steps continued...

Slide Sheets Permanently on the bed

This procedure applies where clients are bed bound or where clients require regular turning at night.

1. Stitch a slide sheet onto a standard fitted bed sheet.
2. Position the fitted sheet over the mattress of the bed.
3. Position a second large slide sheet across the bed and tuck it under the mattress.
4. Position other bed linen including continence sheets etc over the top of the slide sheets and tuck in.
5. When the slide sheets are to be used, untuck the bed linen and the top slide sheet and use as per procedures for slide sheets.
6. When finished tuck the top slide sheet back in with the bed linen over the top so the slide sheets don't move.



Positioning Slide Sheets with the Client on the bed

- If using two slide sheets, place the sheets on top of each other and position them length ways along the edge of the bed.
- If using one slide sheet, firstly fold the sheet in half cross ways and ensure the open sides of the sheet will be facing the direction the client is to be moved towards. Position it length ways along the edge of the bed.

Please turn over for Task Steps continued...

One or Two Workers with Access to Both Sides of the bed

Method 1

1. Client is lying on their back. The client is rolled away from the worker onto one side. Ensure bed rails are in place where required (see 8a Rolling – 1 Worker, 8b Rolling – 2 Workers).
2. Place the fold of the slide sheet(s) under the client as far as possible, ensuring the client's hips and shoulders will be on the slide sheets. Where possible position the slide sheet so the client's head and heels will be on it. Gently push the top two layers of the folded slide sheet under the client.
3. The client is rolled back onto their back (see 8a Rolling – 1 Worker, 8b Rolling – 2 Workers).
4. If one worker, the worker moves to the other side of the bed and repeats step 1.
5. Whilst the client is in a side lying position, grip the top two layers of the fold and pull them through under the client.
6. The client is returned to lying on their back on top of the slide sheets.



Method 2

1. Hold the two slide sheets together lengthways. Find the midpoint on the long side of the slide sheets. Bring both corners to this point.
2. Holding the mid point and corners, the Worker threads the slide sheets under the hollow in the client's back
3. The worker goes around the other side of bed and pulls the slide sheet through and locates the corners. If there are 2 workers, Worker 2 pulls the slide sheet through and locates the corners on their side.



Please turn over for Task Steps continued...

4. Hold the bottom corner (wrists in neutral – thumbs up) and slide the slide sheet under the client's buttocks and heels. Use lower body action, elbows remain close to the body, shoulders relaxed and both hands in contact with the mattress.
5. Hold the top corner (wrists in neutral – thumbs up) and slide the slide sheet under the client's trunk to the shoulders. Use lower body action, elbows remain close to the body, shoulders relaxed and hands in contact with the mattress.
6. If there is one worker, he/she goes around to the other side of the bed and repeats step 4 and 5. If there are two workers, both workers do steps 4 and 5 together.



One Worker with access to one side of the bed

In this situation it is preferable that the slide sheets are pre-positioned on the bed.

1. Client is lying on their back. The client is rolled away from the worker onto one side. Ensure bed rails are in place where required (see 8a Rolling a Client on a Bed – 1 Worker)
2. Place the fold of the slide sheet(s) under the client as far as possible, ensuring the client's hips and shoulders will be on the slide sheets. Where possible position the slide sheet so the client's head and heels will be on it. Gently push the top two layers of the folded slide sheet under the client.
3. The client is rolled back onto their back (see 8a Rolling a Client on a Bed – 1 Worker)
4. The worker rolls the client towards them (see 8a Rolling a Client on a Bed – 1 Worker)
5. Whilst the client is in a side lying position, grip the top two layers of the fold and pull them through under the client.
6. The client is returned to lying on their back on top of the slide sheets.

