



## 9c. Slide sheets - moving across the bed - 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"> <li>1. Use of upper body strength to complete the task.</li> <li>2. Poor selection of slide sheets.</li> <li>3. Bed incorrect height.</li> <li>4. Bed moving during procedure.</li> <li>5. Leaving slide sheets on the floor resulting in slip/trip hazard.</li> <li>6. Worker not trained in manual handling principles and techniques which support the safe application of this procedure.</li> <li>7. Worker not trained/instructed in this safe work procedure.</li> <li>8. Pushing client of the bed due to the slipperiness of the sheet.</li> </ol>	<ol style="list-style-type: none"> <li>1. Use lower body action to complete the tasks as specified in this safe work procedure.</li> <li>2. Select appropriate size and number of slide sheets for the client. Check Client Manual Handling Plan.</li> <li>3. Adjust bed to the height specified in this procedure.</li> <li>4. Apply brakes on bed. If faulty, complete an OHS Hazard Report Form and/or maintenance request.</li> <li>5. Ensure slide sheets are placed and stored off the floor.</li> <li>6. Worker should receive training/instruction in the principles of manual handling to safely perform this task.</li> <li>7. Worker must receive appropriate on site training/instruction in this procedure prior to performing this task.</li> <li>8. Ensure bed rail is up on the side the client is moving towards.</li> </ol>
<p><b>Ongoing review requirements</b></p> <ul style="list-style-type: none"> <li>• Review the relevance and currency of this procedure to the client as part of the client review process.</li> <li>• If an injury/incident occurs relating to this particular task.</li> <li>• If changes are made to the workplace that may affect implementation of this procedure.</li> </ul>	<p><b>Reviewed by:</b></p> <p><b>Reason for review:</b></p> <p><b>Review date:</b></p> <p><b>Manager's Signature:</b></p> <p><b>Date:</b></p>

Please turn over for Task Steps...



## 9c. Slide sheets - moving across the bed - 1 worker

### TASK STEPS

#### 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 one worker to one or both sides.
3. Brakes applied on bed, obstacles removed, bed rails lowered (if applicable), bed in flat position.
4. Bed height is adjusted to the groin height of the 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

During the performance of this task apply the following Manual Handling Techniques;

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

#### Positioning the Slide Sheets

(See procedure 9b Positioning Slide Sheets on the Bed – 1 or 2 Workers)

#### Moving the Client Across the Bed Towards the Worker

1. The Worker stands close to and facing the side of the bed the client is to be moved towards, between the client's hip and shoulder.
2. The worker grips the top slide sheet by sliding their hands in from each end to grip the slide sheet close to the client's hip and shoulder. Wrists are in neutral (thumbs up), elbows bent and close to the sides of the body, shoulders relaxed. Take a firm hold.
3. The worker pulls the slide sheet tight between their hands, creating tension in the slide sheet.



Please turn over for Task Steps continued...

## Option 1

1. Worker assumes a forward/backward lunge position. Maintain the three natural curves of the spine. Soften (the knees), Sink (at the hips) and Stabilise (pelvic floor and lower abdominals). The worker transfers their weight from their front leg to their back leg to slide the client across the bed. Keep hands in contact with the mattress, the elbows bent and close to the body and the shoulders relaxed. Ensure the action remains in the lower body.

## Option 2

1. Worker assumes a semi squat position instead of a lunge. Maintain the three natural curves of the spine. Soften (the knees), Sink (at the hips) and Stabilise (pelvic floor and lower abdominals). Move from a high semi squat into a lower squat to move the client across. Keep hands in contact with the mattress, the elbows next to the body and the shoulders relaxed. Ensure the action remains in the lower body.

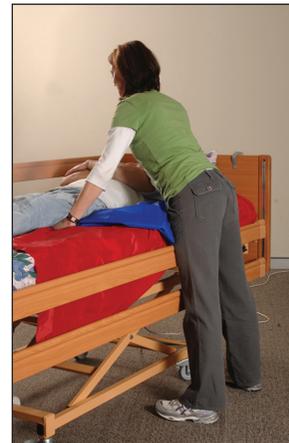
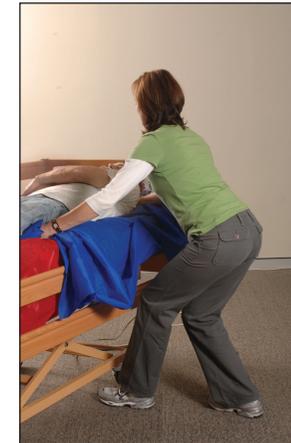
Where there is access to both sides of the bed the worker moves to the other side and repeats the procedure for moving the client across the bed towards the worker. This may be required when rolling the client to both sides.

## Moving the Client Across the Bed away from the Worker (access to one side of the bed only)

1. The Worker stands close to and facing the side of the bed the client is to be moved away from, between the client's hip and shoulder.

## Option 1

1. Worker assumes a forward/backward lunge position. Maintain the three natural curves of the spine. Soften (the knees), Sink (at the hips) and Stabilise (pelvic floor and lower abdominals).
2. The worker positions their hands on the client's shoulder and hip (there is no need to hold the slide sheet for this procedure).
3. The worker transfers their weight from their 'back' leg to their 'front' leg to slide the client across the bed and away from the workers' body. Keep the elbows close to the body, shoulders relaxed and ensure the action remains in the lower body.



Please turn over for Task Steps continued...

## Option 2

1. Worker assumes a semi squat position instead of a lunge. Maintain the three natural curves of the spine. Soften (the knees), Sink (at the hips) and Stabilise (pelvic floor and lower abdominals).
2. The worker positions their hands on the client's shoulder and hip (there is no need to hold the slide sheet for this procedure),
3. Move from a low semi squat into a high squat to move the client across. Keep the elbows close to the body, shoulders relaxed and ensure the action remains in the lower body.

## Concluding tasks

1. Remove slide sheet from under client (see 9h Removing Slide Sheets).
2. Fold the slide sheets and put them away. Do not leave them on the floor.
3. Raise or position bed rails (if required).

