



9e. Slide sheets up and down 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"> 1. Use of upper body strength to complete the task. 2. Poor selection of slide sheets. 3. Bed incorrect height. 4. Bed moving during procedure. 5. Leaving slide sheets on the floor resulting in slip/trip hazard. 6. Worker not trained in manual handling principles and techniques which support the safe application of this procedure. 7. Worker 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. Apply brakes on bed. If faulty, complete an OHS Hazard Report Form and/or maintenance request. 5. Ensure slide sheets are placed and stored off the floor. 6. Worker should receive training/instruction in the principles of manual handling to safely perform this task. 7. 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

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 side.
3. Brakes applied on bed, obstacles removed, bed rail closest to the worker is lowered (if applicable), bed in flat position.
4. Bed height is adjusted to mid thigh height.
5. Explain the activity to the client, and inform the client of what they are to do during the task.
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 9b Positioning Slide Sheets on the Bed – 1 or 2 Workers

Moving the Client Up the Bed

1. The worker stands on either side of the bed at the head end above the client's shoulder. Worker faces 45 degrees to the side of the bed.
2. The worker grips the top corner of the slide sheet closest to them. Slide the hands in from each side and grip the slide sheet close to the clients shoulder. Hands are shoulder width apart, elbows bent close to the body, shoulders relaxed. Take a firm hold.



Please turn over for Task Steps continued...

OR

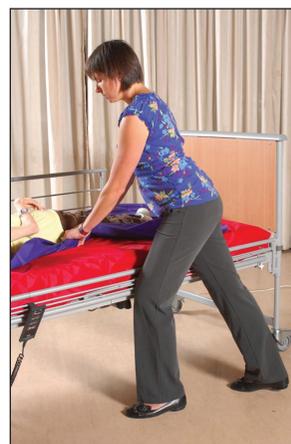
Use a foam cylinder or a rolled up face washer as a handle to reduce wrist and hand strain. Hold the cylinder near the client's shoulder/hip then roll the slide sheet around it. (*Acknowledgement to Lynn Varcin-Coad.*)

3. The worker assumes a forward/backwards lunge position with their weight transferred to their front leg.
4. As the worker transfers their weight to their back leg they pull the slide sheet at a 45 degree angle to the bed. Keep the action in the lower body, shoulders remain relaxed and elbows close to the body. Client slides up the bed.



Moving the Client Down the Bed

1. The worker stands either side of the bed, level with the client's groin. Worker stands facing the head end of the bed.
2. The worker grips the top slide sheet closest to client's hip/buttocks. Hands shoulder width apart, elbows bent and close to the body, shoulders relaxed. The worker takes a firm hold. Always grip the slide sheet close to the client's body at the points of control i.e. hip and shoulder girdles.
3. The worker assumes a forward/backwards lunge position with their weight transferred to their front leg.
4. As the worker transfers their weight to their back leg they pull the slide sheet at a 45 degree angle to the bed. Keep the action in the lower body, shoulders remain relaxed and elbows close to the sides of the body. Client slides down the bed.



Concluding tasks

1. Remove the slide sheet (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).