



9f. Slide sheets - up and down the 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. Use of upper body strength to complete the task. 2. Poor communication between Workers. 3. Workers attempting this procedure alone. 4. Poor selection of slide sheets. 5. Bed incorrect height. 6. Bed moving during this procedure. 7. Leaving slide sheets on the floor resulting in slip/trip hazard. 8. Workers not trained in manual handling principles and techniques which support the safe application of this procedure. 9. Workers 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. Practice effective team communication during the task as per this safe work procedure. 3. Two Workers are required to safely perform this procedure. 4. Select appropriate size and number of slide sheets for the client. Check Client Manual Handling Plan. 5. Adjust bed to the height specified in this procedure. 6. Apply brakes on bed. If faulty, complete an OHS Hazard Report Form and/or maintenance request. 7. Ensure slide sheets are placed and stored off the floor. 8. Workers should receive training/instruction in the principles of manual handling to safely perform this task. 9. 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>



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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 a worker to each side.
3. Nominate team leader (known as Worker 1) and assisting worker, Worker 2. One worker stands on each side of the bed.
4. Brakes applied on bed, obstacles removed, bed rails lowered (if applicable), bed in flat position.
5. Bed height is adjusted to groin height of shortest worker.
6. Explain the activity to the client, and inform the client of what they are to do during the transfer.
7. 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. Workers 1 & 2 are positioned on either side of the bed, between the client's hip and shoulder. Workers are standing close to and facing the side of the bed.
2. Workers 1 & 2 grip the top slide sheet by sliding their hands in from each end to grip the slide sheet close to the client's hips and shoulders. Wrists are in neutral (thumbs up), elbows bent, close to the body, shoulders relaxed. Take a firm hold.



Please turn over for Task Steps continued...

3. The workers pull the slide sheet tight between their own hands and also tension the slide sheet between them by pulling against each other.
4. Workers assume a side lunge position with their weight transferred to the leg at the foot end of the bed. Soften, Sink and Stabilise.
5. Worker 1 checks understanding of instruction “READY, BRACE, SLIDE”, with Worker 2. Make eye contact and rehearse instruction.
6. Worker 1 uses the cues “READY, BRACE, SLIDE”, on slide, both Workers transfer their weight from the leg at the foot end of the bed to the leg at the head end. Keep hands in contact with the mattress, elbows are close to the body, shoulders relaxed and ensure the action remains in the lower body.



Moving the Client Down the Bed

1. Follow the procedure for moving the client up the bed. Reverse the lunge position so the weight is transferred from the leg at the head end to the leg at the foot end of the bed.

Concluding tasks

1. Remove slide sheets (see 9h Removing 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).