



## 9g. Slide sheets - up the bed and rolling - 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"> <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. Workers attempting this procedure alone.</li> <li>5. Poor communication between Workers.</li> <li>6. Bed moving during this procedure.</li> <li>7. Leaving slide sheets on the floor resulting in slip/trip hazard.</li> <li>8. Workers not trained in manual handling principles and techniques which support the safe application of this procedure.</li> <li>9. Workers not trained/instructed in this safe work procedure.</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. Two staff are required to safely perform this procedure.</li> <li>5. Practice effective team communication during the task as per this procedure.</li> <li>6. Apply brakes on bed. If faulty, complete an OHS Hazard Report Form and/or maintenance request.</li> <li>7. Ensure slide sheets are placed and stored off the floor.</li> <li>8. Workers should receive training/instruction in the principles of manual handling to safely perform this task.</li> <li>9. Workers must receive appropriate on site training/instruction in this procedure prior to performing this task.</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> <p style="text-align: right;">Please turn over for Task Steps...</p>

*Acknowledgement to Lynn-Varcin-Coad for this procedure*



## 9g. Slide sheets - up and down the bed - 2 workers

**This is an advanced procedure, it is advised Workers view the DVD.**

### 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 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 mid thigh height of the worker at the head of the bed.
6. Explain the activity to the client, and inform the client of what they are to do during the procedure.
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

*Acknowledgement to Lynn-Varcin-Coad for this procedure*

Please turn over for Task Steps continued...

## Positioning the Slide Sheets

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

### Moving the Client Up the Bed and Rolling the Client

1. Worker 1 stands on the side of the bed the client is to roll away from. Stand at the head end, above the client's shoulder facing 45 degrees to the side of the bed.
2. Worker 2 stands on the opposite side of the bed level with the client's thigh facing 45 degrees to the side of the bed facing Worker 1.
3. Workers rehearse the actions and movements required as follows:
  - a. Workers 1 and 2 cross arms and reach diagonally across the bed over the client and join hands.
  - b. Worker 1 makes eye contact with worker 2. Worker 1 calls the move.
  - c. On "ONE" Worker 1 lunges forward as worker 2 lunges back.
  - d. On "TWO" Worker 2 lunges forward as worker 1 lunges back.
  - e. Workers release hands.
4. Worker 1 grips the top corner of the slide sheet close to the client's shoulder. Palms down, hands shoulder width apart, elbows bent, and close to the body, shoulders relaxed. Take a firm hold.
5. Worker 2 props on the bed with the arm closest to the bed. Position the other hand onto the top of the client's hip that is closest to them.
6. Both Workers assume a forward/backwards lunge position (soften, sink, stabilise) Worker 1 has the weight in their back leg and worker 2 in the front leg.
7. On "ONE": Worker 1 - transfers weight to the front leg. Worker 2 - transfers weight to the back leg.



Please turn over for Task Steps continued...

8. On “TWO”: Worker 1 - transfers weight to the back leg and pulls 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. Worker 2 –transfers weight to the front leg and assists the client’s hip to roll under and up the bed. Client slides up the bed and rolls onto their side facing Worker 2.



### 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).