



9h. Removing slide sheets – 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. Bed incorrect height. 3. Poor communication between Workers (if 2 Workers). 4. Bed moving during this procedure. 5. Leaving slide sheets on the floor resulting in slip/trip hazard. 6. Worker(s) not trained in manual handling principles and techniques which support the safe application of this procedure. 7. 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. Adjust bed to the height specified in this procedure. 3. Practice effective team communication during the task as per 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(s) should receive training/instruction in the principles of manual handling to safely perform this task. 7. 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...



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TASK STEPS

Preparation

1. Position bed to allow access for one worker to each side.
2. Nominate team leader (known as Worker 1) and assisting worker, Worker 2. One worker stands on each side of the bed
3. 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 procedure.
7. 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

Removing the Slide Sheets

When pulling the slide sheets out

- (a) Keep the shoulders relaxed, elbows bent and close to the sides of the body. Keep the hands on or close to the mattress. Wrists in neutral (thumbs up), pull hand over hand.
- (b) Use lower body action i.e. forward/backward or sideways lunge.
- (c) Make sure the pull is horizontal to prevent moving the client.

Please turn over for Task Steps continued...

Option 1

1. The worker grasps the corner of the bottom slide sheet closest to them.
2. Grasp the slide sheet near the client's shoulder and pull the slide sheet until it reaches the client's lower back.
3. Then grasp the slide sheet at the client's hip/heels and pull towards the head end of the bed until it reaches the client's lower back.
4. Pull the slide sheet out at the gap between the client's lower back and the mattress.
5. To remove the top slide sheet fold it back on itself and follow steps 1-4.



Option 2

1. Grasp the bottom slide sheet near the client's shoulder and pull the sheet all the way to the client's feet and remove



Please turn over for Task Steps continued...

OR

Grasp the bottom slide sheet near the client's hip or heel and pull the sheet all the way to the client's shoulders and remove.

2. To remove the top slide sheet fold it back on itself and follow steps 1 and 2.



Option 3

1. Standing at the client's legs, grasp the bottom slide sheet at the corner. Fold the corner of the slide sheet under itself then under the client's ankles/calves pushing it towards the other side of the bed.
2. Move to the other side of the bed.
3. Grasp the bottom corner of the slide sheet that has been slid through.
4. Pull the sheet towards the client's shoulders and remove once the sheet has reached the client's shoulders.
5. To remove the top slide sheet repeat steps 1 to 4.



Concluding tasks

1. Fold the slide sheets and put them away. Do not leave them on the floor.
2. Raise or position bed rails (if required).