
Title: No Lift/ Manual Handling
Department Agency Wide
Approved by Work Health & Safety Committee



Description

Manual Handling can be described as any activity requiring the use of force exerted by a person to lift, lower, push, pull, carry or otherwise move, hold or restrain any object or person. For the purpose of this procedure, Manual Handling refers to the movement of clients/ residents who are unable to weight bear. Clients/ residents who are unable to weight bear will be moved with the use of mechanical aids. The Employer is required to provide a working environment for employees that is safe and without risks to health. The Employee must take reasonable care for his/ her own health and safety and the safety of anyone else who may be affected by his/ her acts or omissions in the work place. The Employee must cooperate with his/ her Employer to provide a safe working environment. ie The Employee has an obligation to comply with the NO LIFT procedure and use aids as required. All Nursing and HACC staff will be trained in:

- The technique of identification, assessment and control of manual handling hazards;
- Safe work practices involving manual handling;
- Safe methods and techniques of manual handling;
- Use of any equipment provided

Use of lifting machines

The appropriate lifting machine for the client / resident will be documented in the Client Assessment Form.

- Ensure brakes are off when moving and lowering the machine.
- Always, have a second person to assist.
- Do not transfer people for long distances using a machine.
- Residents are not to be transported in the up right position for more than 2 metres.

- NO LIFT TRAINING is included in the Agency Orientation Program.
- Annual NO LIFT TRAINING is compulsory for all staff.

Procedure Applies To:

Agency wide staff that are required to assist clients/ residents to change their position, or their immediate environment.

Purpose and Scope

- All staff will have appropriate training in the application and use of appropriate equipment related to the reduction of risk in manual handling activities.
- Staff injuries related to the risk of manual handling will be minimised by the correct use of appropriate equipment

Procedure Standards

Risk Assessment on Admission to Acute and Residential Care

All clients in acute or residential care will have a risk assessment form –MR/010 (No Lift Assessment) - completed on admission when assessed as 'assisted' or 'dependent' on the multidisciplinary assessment form MR/009

All patients will be correctly assessed and safely transferred by UMHCS staff.

All staff will comply with No lift policy by, training and assessment prior to commencement of position and yearly competency.

No lift assessment documentation is available for staff guidance. This complies with the 12 steps of **Safe Transfer of Patients** as well as the appropriate care of clients and residents.

Title: No Lift/ Manual Handling
Department Agency Wide
Approved by Work Health & Safety Committee



On admission:

- The No lift assessment form MR/010 will be completed for any client assessed as assisted or dependent on the multidisciplinary assessment form MR/009.
- Any acute client must have a reassessment documented with any change in condition.
- Each resident will be reviewed each month and as required according to any change in mobility status.
- Assessments must be documented on admission in the care plan.

Transfer of Patient/ Resident using a sling hoist

To mobilise and transfer resident/patient without injury to resident/patient or staff using lifting machines. Two nurses at all times

Off bed to chair/shower chair

- Body mechanics/slide sheets
- Roll resident/patient to one side
- Place sling on one half of the resident/patient
- Body mechanics/slide sheets
- Roll resident/patient to opposite side
- Bring the remaining half of sling through
- Reposition resident/patient onto back
- Place sling under legs for Delta and through legs for Joey, hoist and transfer to chair/shower chair

Chair/shower chair to bed

- Place sling down behind resident's/patient's back to tuck under the buttocks.
- Place under legs for Delta and through legs for Joey
- Connect to hoist and transfer to bed.

Transferring from car to chair

- Place the sling behind the client/patient to under the buttocks
- Attach the Lisa Lifter (only one to fit in a car)
- Transfer to wheelchair / Ed bed

Fall within Hospital ground

- Assess & comply with No Lift policy
- Lisa Lifter can be carried to the area (carry bag)
- Place sling under client
- Attach the lifting machine
- Transfer to wheelchair or mobile scooter (depending on the safe ground)

Fall outside the Hospital grounds

- Assess & comply with No Lift policy
- Call for an ambulance 000

Transfer of a Resident/ Patient using a standing lifter

To mobilise and transfer resident/patient without injury to resident/patient, or staff, using the Standing lifting machines. Requires Two nurses at all times

Off bed to chair/shower chair and chair to bed.

- Ask resident/ patient to sit up on the edge of the bed, if unable, use the bed mechanics to assist.
- Place the lambs wool belt behind the back of the resident/ patient, clip black safety belt.

Title: No Lift/ Manual Handling
Department Agency Wide
Approved by Work Health & Safety Committee



- Place the resident's/ patient's feet on the foot plate.
- Clip the resident's/ patient's belt to the lifter.
- Ensure that the resident/ patient is holding the hand grip on the lifter.
- Lift the resident/ patient with the lifting machine.
- Lower the resident/ patient to the chair/ bed.
- Unclip the belt, remove the machine.

Transfer of a Resident/ Patient using a Slide Sheet

To help move and/or position a client on their bed and from bed to lifter, bed to standing. Requires Two nurses at all times

Moving a patient up the bed

- Position 2 slide sheets under patient- roll once using body mechanics
- Ensure feet & shoulders are on the slide sheets
- Grasp top slide sheet and pull to move patient up the bed, use weight transfer technique (arms firm no twisting, shift weight forward to back)
- Remove slide sheets by pulling the bottom sheet and supporting the patient's weight with the top layer, remove second sheet by pulling it against itself.

Sitting the Patient up in bed

MOVE THE PATIENT UP THE BED AS ABOVE.

- Use bed mechanics to raise the back rest, knee bend or tilt to maintain the patient's position
- Use of bed ropes

Turning the Patient in Bed- Back to Side

- Fold to slide sheet in half or use 2 slide sheets, place the open ends under the patient (tuck under)
- Roll patients onto their side with body mechanics and pull the slide sheet through.
- First staff member pulls the top layer or sheet whilst the second person pushes the patients to the centre of the bed.
- Use the top of the slide sheet to adjust the patients shoulders.
- Remove the slide sheet by pulling the bottom sheet whilst the upper sheet supports the patient's weight, remove the sheet by pulling it against itself.

Turning the Patient in bed from side to side

- Place to fold of the sheet to the direction of the turn, open ends under the hip and shoulder.
- Body mechanics roll the patient onto their back.
- pull the slide sheet layers through.
- first staff member pulls the top layer, the other staff member pushes the patient at the hip and shoulder to move the patient across the bed
- raise the patient's knee and roll the patient by pulling on the top slide sheet.
- adjust the patients shoulder by using the top layer of slide sheet
- the lower layer of slide sheet is removed while the second staff member takes the patients weight with the top layer, remove the slide sheet by pulling it against itself.

Sitting a client in a car:

- Place slide sheet on seat open ends to the back of seat
- Ask client to sit on slide sheet
- Place legs in car & push back into seat
- Remove the slide sheet, bottom edge to the back of seat

Title: No Lift/ Manual Handling
Department Agency Wide
Approved by Work Health & Safety Committee



Transfer of a Resident/ Patient using the Victory Mobility Scooter
To transfer Clients & Residents safely using the Victory Scooter.

Pre- Ride Safety Check

- check tyres, for satisfactory inflation.
- check electrical connections.
- check controller connections.
- check brakes.

Positioning Client/ Resident onto Victoria Scooter

BEFORE PLACING A RESIDENT CLIENT ONTO THE VICTORY SCOOTER:

Ensure that the manual freewheel lever is in the drive (Down) position/

NEVER LEAVE THE MANUAL FREEWHEEL LEVER PULLED UP UNLESS YOU ARE MANUALLY PUSHING THE SCOOTER.

- position the Client/ Resident at the side of the scooter.
- disengage the seat lock lever and rotate the seat until it is facing you.
- make certain that the seat is locked securely in position.
- position the Client/ Resident on the scooter.
- disengage the seat lock lever and rotate the seat until you are facing forward.
- ensure that the seat is locked securely in position.
- ensure that the seat belt is securely on the Client/ Resident.
- make certain that the Clients/Residents feet are safely on the scooter.

Operating the Scooter

- Set the speed adjustment dial to suit your desired speed.
- Press your thumb against the throttle control lever.
- The scooter brake automatically disengages and the scooter accelerates to the preselected speed.
- Steer the scooter from behind.
- Pull on the left hand grip to steer the scooter to the left
- Pull on the right hand grip to steer the scooter to the right.
- Move the tiller to the centre position to drive straight ahead.
- To stop slowly release the throttle control lever.
- The electronic brakes will automatically engage when your scooter comes to a stop.
- The scooters reverse speed is slower than the preset forward speed.

Getting off the scooter

- Bring the scooter to a complete stop.
- Always turn the key to the "off" position prior to moving from the scooter
- Disengage the seat lock lever and rotate the seat until it is facing to the side.
- Make certain the seat is locked securely in position.
- Remove the seat belt from the Client/Resident.
- Carefully and safely assist the Client/Resident off the scooter.
- Ensure that the scooter is turned off at all times when not in use

Title: No Lift/ Manual Handling
Department Agency Wide
Approved by Work Health & Safety Committee



Bariatric Patients/ Equipment/ Transfers

For Upper Murray Health & Community Service staff to have a comprehensive knowledge of The Bariatric Equipment that UMHCS have and where to obtain other equipment as needed. Staff to practise No Lift and comply with Occupational Health & Safety legislation.

Barriatric Patient

The Term "Barriatric" applied to patients whose weight far exceeds recommended guidelines and where body size restricts their mobility and use of standard equipment and environmental access Additional safe patient handling practices are required to ensure staff are not at risk of manual handling injuries. Alternate equipment with an appropriate Safe Working Load (SWL) may also be required. Weight exceeds 150kg (please note, however that in some instances a person may be considered barriatric if thrir weight is <150kg). BMI is >35. For a planned admission UMH&CS have a range of equipment to cater for Bariatric Patients/Clients. If the weight exceeds 250kg, the patient / client is unable to assist, there is a need to consider transferring to a facility that caters for Bariatric clients. Contact the unit manager.

Appendices/ Registered Forms:

- MR/009 Multidisciplinary Assessment form
- MR/010 No Lift Assessment

No Lift Procedures Specific To Bariatric Patients

- Permission and Patient's relatives

If the patient refuses to comply with the handling methods stated in this document, or if any complaints are received from the patients relatives, the matter should be referred to the **NUM** or

No Lift Co-ordinator to negotiate acceptance of this form of management. The safety of staff should be assured at all times.

Transferring of patients

- If the patient is able to assist, the slide sheet is used, not the bar to go up the bed.
- A minimum of two staff and then add more as the risk (for either the patient or staff member) increases
- For beds to be moved occupied must be with four staff members.

Transfer Clients in an Ambulance

- Ambulance transport of bariatric patients requires arrangement 24 hours in advance, if possible. If the patient weighs in excess of 160kg (max weight for ambulance stretchers) the ambulance service requires the hospital to arrange a bed to meet the ambulance to transfer to the admission area / ward.
- The ambulance service usually transports patient's in excess of 160kg lying on a mattress on the floor in the back of an ambulance.
- Introduce yourself and reassure the patient, informing them of the transfer procedure that will occur.

Positioning for transfer from Ambulance to heavy capacity bed

- If able to assist , stand and mobilize to bed or chair.
- If uable to assist,
- One staff member should assume the team leader role for the purpose of coordinating the transfer,
- Lifting machine /or bed transfer,
- Bed to be same height as trolley, brakes on,
- Patslide, x2 slide sheets full length shoulder to heels,
- X4 staff members to perform the transfer.

Equipment:

Title: No Lift/ Manual Handling
Department Agency Wide
Approved by Work Health & Safety Committee



If equipment is needed from the store (toilet chairs, frames, wheelchairs, bed rail assist please contact AHA.(Allied Health Assistant)

Transfer of Trolleys using the Electrodrive Gzunda

To mobilize trolleys safely using the Electrodrive Gzunda

Disconnect the Gzunda from the battery charger.

- Turn the key on.
- Check that the emergency STOP button works and is in the popped up position.
- The forward and reverse control works.
- The speed control is adjusted to required speed.(Silver knob on right side)
- The safety Back off Bar is operational (depressed)
- The circuit breaker/battery isolator - looks all black.(located on the back of the battery case)
- The battery indicator light shows adequate charge.
- The braking system is operational (Gzunda moves slowly when the twist grip is turned)

Attaching a trolley

- Approach the end of the trolley at a slow smooth speed.
- Centre the Gzunda under the trolley.
- Attach the Gzunda to the trolley.
- By lifting the spring lever arm push to RIGHT, inserting hooks into the trolley, return lever to the centre and lock.

Steering the trolley

- Steer the Gzunda with the handlebars.
- The operator follows the Gzunda.

Disconnecting the trolley

- Ensure that the trolley is on level ground.
- Ensure that the trolley is stationary.
- Release the trolley from the Gzunda..

Storing the Gzunda

- Switch of the Gzunda.
- Plug the battery charger in and turn on the power.
- Ensure that the green LED light is illuminated.
- The charger will automatically revert to float when full charged.
- The battery charger will continue to trickle to ensure that the batteries stay at maximum capacity.

Key Aligned Documents

- MR/009 Multidisciplinary Assessment form
- MR/010 No Lift Assessment

Key Legislation, Acts & Standards

References

- Occupational Health & Safety Act 2000
- Manual Handling Code of Practice 1988
- Code of Practice for Manual Handling No.25 April 20, 2000
- Transferring People Safely, Work safe Victoria

Title: No Lift/ Manual Handling
Department Agency Wide
Approved by Work Health & Safety Committee



- Designing Workplaces for Safer Handling of Patients/Residents(Work safe Vic)
- Work safe Victoria, Guidance Note, October 2000
- Australian Nursing Federation (Victorian Branch)No Lifting Policy Statement, April 2006.
- Pride Mobility Products Corp, March 03
- Electrodrive Pty. Ltd,
- O'Shea & Associates "The No Lift System"

Author / Contributors

Name	Position	Service / Program
Lynette Sorbello	No Lift Coordinator	Acute & Residential

Keywords