

MANUAL HANDLING GUIDELINES

What is manual handling?

Manual handling covers a wide range of activities including lifting, pushing, pulling, holding, restraining, throwing and carrying. It includes repetitive tasks such as packing, typing, assembling, cleaning and sorting, using hand-tools, operating machinery and equipment, and handling and restraining animals.

Not all manual handling tasks are hazardous, but because most jobs involve some form of manual handling, most workers are at some risk of manual handling injury.

Good posture and lifting techniques can help reduce the risks, but research indicates that making changes to workplace design is the most effective way to prevent manual handling injury.

Finding a better way

1. Always look for a better way of doing things to avoid manual handling risks.
 - Never lift a heavy box from the floor. Can some of the contents be removed to make it lighter?
 - Is it possible to put a shelf outside the door so you can put down the load before you open the door?
 - Can you get the materials supplied in smaller packages?
 - Is there a lighter tool which will still do the job?
 - Would a small trolley help?
2. Place or store heavy objects at waist level
 - Avoid picking up heavy objects from the floor. Use a hand truck to shift heavy loads on the floor.
 - If the load is difficult to slide or tip over onto its edge, it is too heavy to lift and you need to manage the risk.

Working with clients - What is “people handling”?

"People handling" refers to any workplace activity requiring the use of force exerted by a worker to hold, support, transfer (lift, lower, carry, push, pull, slide), or restrain a person at a workplace.

People handling is a hazardous manual task. No worker should fully lift a person, other than a small infant, unaided. (That is, without assistance from, for example, mechanical aids, assistive devices or another worker/s).

Covid-19

As some manual handling processes involve being close to a participant, masks and when advised, goggles must be worn by carers/support worker in these interactions.

CAMP SAFETY RULES

1. **Always** work with another carer when hoisting.
2. First time hoisting must be overseen by a senior carer.

Special considerations for manual handling

For participants who have flagged any of the following special considerations on their application form, a senior Camp Carer will complete a Manual Handling Assessment & Plan. The Assessment and Plan must be followed throughout camp.

- Concerns following recent surgery
- Head positioning to protect airways
- Recently commenced hoist transfers
- Pain on Movement
- Fragile Skin
- Sensitive to touch
- Certain movements cause pain
- Contractures
- Spinal curvature
- Behaviours of concern
- Communication difficulties
- Other

TRANSFERS

There are a number of ways to transfer campers/clients from the bed to wheelchair, to shower commodes, etc.

Types of transfer vary according to the mobility of the camper/client and may include:

- Standing transfers
- Sliding board transfers
- Hoist transfers

Situations in which transfers occur at camps/retreats:

- Getting into or out of bed
- Transferring to the toilet
- Transferring to shower chair/commode
- Night-time repositioning
- Getting into or out of a wheelchair
- Getting into the pool/sea (if swimming)
- Boarding a bus, van or taxi
- Other physical activities depending on the camp and the camper/client's mobility.

Equipment

Hoists

- Hoist transfers are the most common form of transfer at MDNSW Camps and Retreats. Hoists are considered the safest way to transfer campers/clients for both the client and the carer.

Slings

- Used with the hoist, slings come in a range of shapes and sizes and purposes. General purpose slings with or without head support, hygiene slings for toileting and dressing. Clients will bring their own slings.

Walk belts

- Walk belts are used to assist ambulant campers who may have fallen or need assistance to stand from a seated position. More information on walk belts at the end of this guide.

Other equipment includes:

- Slide sheets
- Slide boards
- Height adjustable beds

Training Guides

The following training guides are general in nature and practical training will provide hands on learning during 2 day Camp Training.

TRANSFER RISKS - HOISTING

Stop, Think, Assess, Review

Stop before you begin, you must review the support plan of the client being assisted. Always work with another carer when hoisting. First hoist must be overseen by a senior camper.

Think about the task, any equipment needed and the readiness of the client. Think about other options if this task cannot be done safely.

Assess the client by watching/talking to them to see if they are willing and able to participate in the task.

Review other options available if client not ready for task. Talk to supervisor/manager about other options.

Potential hazards

- Client injury from pinching skin with sling or from fall from hoist or hoist malfunction.
- Cross-infection to client from sling.
- Muscular soft-tissue or skeletal injury to workers from incorrect movement or posture.

Safety provisions

To prevent risk of injury to workers or clients during this manual task:

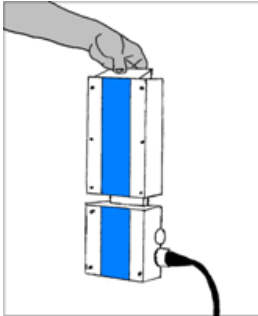
1. Follow all steps of this Safe Work Instruction.
2. Use 2 workers for the task if needed.
3. Check there is enough space to move portable hoist at every step of task, remove any tripping hazards.
4. Always move in same direction as hoist when walking it, do not twist.
5. Only use client's sling, making sure it is clean and the correct sling for the task. This instruction uses a full body sling as the example (below)
6. Communicate with client and other workers at every step of this task.

Procedure for Hoist Transfers

The following procedures are attributed to Department of Human Services, the Government of South Australia and is used as a guide only. Practical training will be provided.

Set up

1. Check that the battery for the hoist is charged and in good condition. If any faults, report immediately and do not use.



2. Check the hoist (hooks, wheels) and sling for signs of wear or damage. If any faults, report immediately and do not use.
3. Make sure you know how to operate all controls of the specific Hoist. If unsure, review Standard Operating Procedure (SOP) for this Hoist. Report immediately if SOP not available.
4. Refer to client's support plan for specific information.

Hoist Operation – from bed to wheelchair

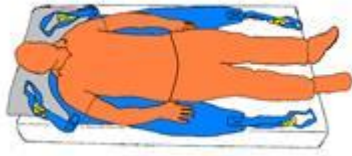
1. Prepare hoist and sling.
 - Take battery out of charger and insert into portable hoist.
 - Get client's sling, making sure it is the correct one for the task.

2. Assist client to roll to their side and set the sling in place.
 - One worker on each side of bed, unless otherwise indicated in client's support plan.
 - Prepare client's arm and leg ready for roll (refer to Rolling and Repositioning).
 - Workers position hands, using pushing/pulling motion to gently roll client on to side.



3. Place sling centrally beneath client.

- When client on side, place sling along back, make sure pelvic opening is level with middle of buttocks (applies to full body sling only).
- Assist client to roll to opposite side, then release and spread out sling into position.



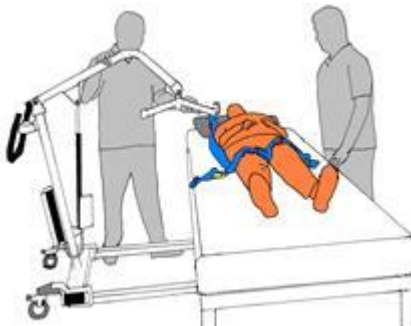
4. Prepare sling for attachment to portable hoist.

- Pass leg straps underneath thighs and cross to opposite side.



5. Position the hoist.

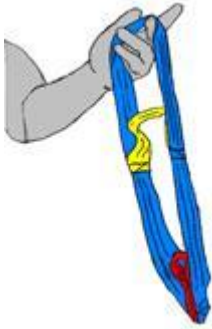
- Walk hoist slowly over to client, using forward steps.
- Make sure area is clear of hazards.
- When hoist is in position, keep brakes off.



6. Lower the lifting bar and attach the sling.

- Worker pushing hoist now lowers lifting bar using hoist controls.
- Second worker guides spreader bar into position, keeping parts away from client's head.

- Attach one loop from each strap to hooks on the yoke (refer to client's support plan for correct loops to use).



7. Raise client with portable hoist and sling.

- First worker raises sling using hoist controls, watching that sling loops are in place.
- Second worker watches and reassures client, supporting the client's head if required.
- If client looks uncomfortable or unbalanced, lower sling and reposition.



8. Move client with portable hoist.

- When client is clear above bed move hoist backwards.
- Second worker assists to guide client as needed.
- Use handles on portable hoist to slowly push to new location, move with direction of hoist, do not twist.
- Again, make sure area free of hazards.



9. Position client over wheelchair or chair.

- Operator brings hoist into position.
- Second worker supports then pivots client in sling, so they are correctly above the wheelchair/chair and ready to be lowered.
- Workers to do task in a slow, careful manner.



10. Lower client with portable hoist

- Second worker gets into position to side or behind client.
- If using a wheelchair, make sure brakes are on, and footplates are removed if required.
- Worker operating hoist uses hoist controls to lower client.
- Both workers guide the sling so that client is positioned to back of chair, making sure not to take any weight.



11. Release sling loops and remove hoist.

- Make sure client is safe before removing equipment.
- Unhook sling when it is relaxed; keep control of lifting bar to avoid it hitting client.

Safely conclude task

- Make sure client is comfortable.
- Put hoist away, place battery back in charger as required.
- Place all other equipment in correct storage areas.
- Document any incident and report to supervisor immediately.

Considerations

Special consideration must be made for campers/clients with a gastronomy button, or feeding tube, that their tubing isn't dislodged during transfer.

Additional considerations are:

- client's uncontrolled movements
- pain on movement
- fragile skin
- challenging or boisterous behaviour

Rolling and repositioning a person

First: Stop, Think, Assess, Review (as above)

Potential hazards

- Muscular or soft-tissue injury to client from incorrect handling, movement or posture.
- Muscular, soft-tissue or skeletal injury to workers from incorrect movement, posture, over-reaching or lifting the weight of the client.

Safety provisions

- To prevent risk of injury to workers or clients during this manual task
 - a. Follow all steps of this Safe Work Instruction (SWI).
 - b. Be aware of movements during task, do not exceed your ability.
 - c. Minimum of 2 workers for this task.
 - d. Communicate with client and other workers at every step of this task.

Set up

1. Refer to client's support plan for specific information.
2. Ensure handling is done with flat open hands (not grasping with opposing thumb and fingers).

Operation

1. Prepare client's arm for roll.
 - One worker on each side of bed, unless otherwise indicated in client's support plan.
 - If bed has brakes, put these on.
 - Ensure bed height is at hip height of tallest worker if possible. Worker on side of bed that client to roll away from places client's arm across chest.



2. Put client's leg in position for roll.

- Bring client's leg up by bending it at the knee.
- Task to be done by first worker, as in Step 1.
- Ensure handling is done with flat open hands (not grasping with opposing thumb and fingers).



3. Staff position hands to commence roll.

- First worker has hands on client's hip and back of shoulder.
- Second worker with hands on client's elbow and knee is not required to lean and is in comfortable standing position.



4. Roll client onto side.

- Second worker counts in the task (for example - 1, 2, 3).
- Workers use combined pushing/pulling motion to gently roll client on to side.
- First worker does a pushing action, and second worker does gentle pulling action.



5. Stabilise client.

- When client on side, workers are to ensure the client is stable and will not roll back. Second worker to reposition hands on hip and upper trunk.
- Ensure client is in a stable side position.



6. Reposition client.

- If intention is to reposition client, roll client back once a slide sheet has been placed at their side.
- Pressure at the pelvis/hip is effective to facilitate rolling back.



Safely conclude task.

- Make sure client is comfortable and in a supported position.
- Place any equipment in correct storage areas.
- Document any incident and report to supervisor immediately.

Use of a slide sheet - moving a person side-to-side

First: Stop, Think, Assess, Review (as above)

Potential hazards

- Muscular or soft-tissue injury to client from incorrect handling, movement or posture.
- Cross-infection to client from using another client's slide sheet.
- Muscular, soft-tissue or skeletal injury to workers from incorrect movement, posture, over-reaching or lifting the weight of the client.

Safety provisions

To prevent risk of injury to workers or clients during this manual task:

- a. Follow all steps of this Safe Work Instruction (SWI).
- b. Minimum of 2 workers for this task.
- c. Be aware of movements during task, do not exceed your ability.
- d. Communicate with client and other workers at every step of this task.

Set up

- Refer to client's Support Plan for specific information.
- Ensure client handling is done with flat open hands (not grasping with opposing thumb and fingers).
- Make sure client's slide sheet is clean and in good condition.
- If bed has brakes, check these are on.
- Ensure client's bed is at a height to safely complete this task, avoid excessive leaning or stretching. Set bed height at the wrist of the tallest worker performing the task.

Operation

1. Assist client to roll to side.
 - One worker on each side of the bed, unless otherwise indicated in client's support plan.
 - Refer to SWI for Rolling and Repositioning a Person on how to safely position a client onto their side.
 - Workers position hands, using pushing/pulling motion to gently roll client onto their side.



2. Position slide sheet behind client.
 - Ensure client is in a stable side position, with second worker keeping them steady.
 - First worker places scrolled/folded slide sheet along the back of client, making sure the "open ends" of the sheet face the client.
 - Tuck sheet under client.



3. Roll client onto back and retrieve sheet.
 - Roll client back onto slide sheet.
 - Second worker to slide hand in under client and catch the rolled end of slide sheet at thigh or neck.
 - Second worker pulls the slide sheet through, unrolling and spreading out the sheet.
 - First worker keeps client steady.



4. Position client's legs and take starting stance.

- Angle and cross client's legs over, placing the leg on top which is nearest the side being moved towards (refer image).
- Both workers are to stand level between client's shoulders and hips, and adopt a short stride stance.
- Second worker to grip top sheet only, grasping near the client's hips and shoulders.



NB. For campers with hip issues, do not cross the legs, instead please place a pillow between the legs before rolling.

5. Slide client across.

- Counting in, second worker rocks back onto leg further away from bed, creating movement of the client on the top sheet.
- The first worker adds a pushing action at the trunk and hips.
- Remember to maintain good posture without leaning or twisting, and for movement, use your body, not shoulders.



NB. For campers with hip issues, do not cross the legs, instead please place a pillow between the legs before rolling.

6. Roll client into position.

- Second worker to maintain same grip as in Step 5, on top half of slide sheet and reverse direction to pushing.
- This will enable client to roll onto opposite side. Do not use shoulders to lift.
- First worker to stay in place, make sure movement is slow and steady for client.



NB. For campers with hip issues, do not cross the legs, instead please place a pillow between the legs before rolling.

7. Retrieve slide sheet.

- Ensure client is in a stable side position.
- With movement complete, most of slide sheet will face first worker, with both halves now open.
- Second worker to retrieve bottom half of slide sheet by gently removing from under client, pulling corner diagonally away from the client and toward the head of the bed.
- Replace or raise bed sides if required.
- Task for moving a client from side-to-side is now complete.

Safely conclude task.

- Make sure client is safe and comfortable.
- Place slide sheet in correct storage areas.
- Document any incident and report to supervisor immediately.

Walking belts

Walking Belts assist the carer in camper mobility and transfers. It reduces the risk of strain or back injury for the carer and user. Comes with four large padded vertical handles assist the carer in supporting the client while walking.



These belts are used by camp carers to assist in lifting the camper from the floor/ground after a fall and reduce the risk of strain or back injury to the carer and the risk of injury to the camper.

The Walk Belt is a padded belt designed to enable one or two carers to assist a camper in sit-to-stand and walking. A buckle fastening allows easy tightening of the belt upon standing.

Fitting The Walk Belt

- With the camper seated in front of you, slide the buckles on each of the webbing straps to a large enough setting to clasp around the camper.
- Lean the camper forward, place the belt behind their back and fasten in front of the camper.
- Pull the adjusting straps simultaneously to tighten the belt.

From Sit-To-Stand With Two Carers

- With one carer standing on either side of the camper, have the camper sit with their feet apart.
- Position the carers feet to block the campers feet from the front and their knees bent to block the campers knees.
- The carers should also maintain good upright posture with natural back curvature.
- The carers each hold both handles on their respective sides of the camper.
- When ready to transfer, both carers should make eye contact.
- One carer should take the lead and count in.
- Lean the camper forward to the “nose over toes’ position.
- Both carers then straighten their legs to stand whilst keeping their arms locked.
- This should be one fluid motion.

Walking With A Camper

- With the right arm behind the campers back, the carer’s right hand holds the handle on the camper’s right side.
- The carers left hand holds the left handle and both hands pull outwards from the centre of the camper’s back.
- The carer must, when required. move their feet and body weight to counter that of the camper’s.

More On Using Walk Belts

- Before using check the camper can lean forward to a “nose over toes’ position – this ensures they can bear weight when standing and assist with the transfer.

- Before attempting a transfer you must explain clearly to the camper how you intend to perform the transfer.

WARNING : DO NOT USE THE WALK BELT TO LIFT THE CAMPER

[How to use a walk belt video.](#)

Portable Hoist

With a lifting range of 27 – 168 cm (10.6" – 66.1") the Smart 150 provides an excellent maximum lifting height and at the same time gets low enough to facilitate lifting from the floor.

The 4-point sling suspension is standard and guarantees the patient hoist gives a comfortable lifting position for the user with ample space around the head area thereby eliminating any risk of the head bumping into the suspension or the user swinging side to side.

With the combination of sling and suspension, the user will slide into a natural, correct seating position, from lying to sitting and vice versa.

The Smart 150 has a unique design with an excellent centre of balance and together with the small footprint makes it easy to manoeuvre even in tight spaces.



FEATURES

- **4-point sling bar:** Standard 4-point sling bar ensures comfortable and more spacious lifting position for the user.
- **Lifts easily from floor:** Molift Smart has a large lifting span that allows lifting from the floor as well as high surfaces.
- **Folds and unfolds easily:** Molift Smart folds and unfolds easily in 10 seconds without using any tools and can be separated into two parts where the heaviest part weights only 13 kg.

- Built in Software calculates when the lifter requires servicing
- Electric / Manual Lowering Functions
- Emergency Stop

SPECIFICATIONS

Weight: Separated, part 1:13 kg / Separated, part 2: 13 kg

Length: 120 cm

Width chassis/legs outer: 660 mm

Width open legs inner: 925 mm

Leg height: 110 mm

Battery: NiMH 14.4 V – 2.2 Ah

Battery charge time: 3 hours

Hoisting height: 270–1665 mm

Hoisting Speed: 6 cm / sec

Hoisting interval: 1410 mm

Rated performance: 40 hoists at: 75 kg and 500 mm

Service software Included

Maximum user weight: 150 kg

Material: Aluminium, steel

Videos

[How to fold and unfold](#) 2 mins

[How to use – in depth](#) 8 mins

[How to transfer from chair to bed](#) 2.53 mins