

MANUAL HANDLING

(Compulsory Training for Clinical Staff)



CONTENTS

- Definition of Manual Handling / Manual Tasks
- Understanding of Injuries (risk factors of injuries)
- Prevention of Injuries
- Manual Handling – showering , transfer (Lie to Sit)
- How to use a slippery sam
- Manual Handling – assisted walking



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INTRODUCTION

- Definition of Manual Handling / Manual Tasks
- How musculoskeletal disorders develop
- How to prevent injuries when performing manual tasks
- The risk management approach
- Manual tasks that are known to be of high risk to home carers
- Some examples of high risk manual tasks and ways of minimising the risks



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Manual Tasks

Definition

Any activity or sequence of activities that requires a person to use their physical body (musculoskeletal system) to perform work

Hazardous Manual Tasks

Many things that workers do involve performing activities that can be considered to be manual tasks.

The term hazardous manual tasks is used to describe those that have the potential to cause injury



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Injuries from Manual Tasks

The types of injuries that can result from performing manual tasks include:

- Sprains / strains – muscles, ligaments & tendons
- Injuries or chronic pain affecting joints
- Disc injuries of the back or neck
- Injury to or compression of nerves
- Disorders affecting muscles or blood circulation
- Soft tissue injuries

What are the risks?

- Awkward posture : working with your limbs or joints in an unnatural or uncomfortable position
- Static postures : holding positions for a long period of time without a change in position
- Repetitive movement : moving certain joint/limb over and over again in the same manner
- Overexertion : the force required by the person is greater than their abilities
- Vibration: from hand-tools or from sitting for prolonged periods on vibrating surfaces

Where do risk factors come from?

- Area and layout
- Equipment
- Capacity of the person of care for
- Nature of loads handled
- Environment
- The way you do something



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Reducing the risk of injury

- Spot the hazard
- Assess the risk: Understanding the problem
- Control the risk : Provide solutions
- Follow- Up and review
- Training
- Injury Management



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To prevent injuries

I. Before the task

1. Plan
2. Get what you need for the task
3. Prepare the environment and equipment
4. Prepare the person
5. Prepare yourself

II. During the task

III. After the task



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Manual Task Example– Showering a consumer

Risk Factors	Possible Solutions
<p>Actions and Postures</p> <ul style="list-style-type: none">• Using awkward and static postures when reaching and holding the shower hose and when reaching around the person.• Bending repeatedly when helping wash the person's feet.	<ul style="list-style-type: none">• Avoid holding the shower head for long periods - place it in a bracket where possible.• Get the person to hold the shower head for more directed water stream, where possible.• Place objects in an easy to access location.

Forces and Loads

- Comprehension of instructions and mobility will vary between people.
- Ability to obtain a good grip may be limited.
- People that are immobile may be heavy or large.

- Communicate with the person throughout the task.
- Get the person to help as much as they can.
- Use appropriate mechanical aids and equipment to reduce the load where possible eg slide boards, and a commode with larger wheels.

Environment

- Lack of space in the bathroom may lead to adopting awkward positions.
- Slip trip and fall hazards may be present because the floor is wet, there is a step into the shower or loose mats are on the floor.
- The task may be difficult to do because the lighting is inadequate or steam has reduced visibility.

- Move unnecessary equipment and furniture out of the way.
- Use of a shower bench over the hob/step if appropriate.
- Dry the floor before walking over it.
- Apply non-slip matting on floor if appropriate.
- Turn on the lights.
- Turn on exhaust fan to remove steam.

Risk Factors

Possible Solutions

Work organisation and systems

- Workloads may be high.
- Assistance may be required.

- Do more difficult tasks when energy levels are high.
- Shorter showers to reduce time spent in awkward postures.
- Do tasks at a comfortable pace and methodically.

Individual characteristics

- Age related changes affect people differently.
- We all have differing abilities.
- Our abilities change with experience and training.

- Know your own physical abilities.
- Seek education and training to learn more.
- Be aware of limitations to movements and your ability to grip when you wear gloves, aprons or special footwear.



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Manual Task Example– Transferring

Risk Factors	Possible Solutions
Actions and Postures <ul style="list-style-type: none">• Awkward and static postures may be adopted when reaching across the bed to help the person sit up, and then helping them across into the chair.	<ul style="list-style-type: none">• Get the person to help get themselves up – eg. rolling onto side and pushing up, using a hook or a rail.• Set the bed and chair at the right height• Keep the person close to avoid reaching and stretching.• Position your feet to allow for weight transfer and stable base of support.• Position the chair at an angle to minimise the amount of movement needed.

Forces and Loads

- Comprehension of instructions and mobility will vary between people.
- Ability to obtain a good grip may be limited.
- People that are immobile may be heavy or large.
- Get the person to help as much as they can.
- Coordinate the transfer with the person using clear and simple instructions.
- Take the load away from your body by using mechanical aids and other equipment where possible eg. standing or cradle hoists.



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Environment

- There may be limited space to assist easily.
- Slip and trip hazards may be present.
- Lighting in the room may be limited.
- Ensure the lay-out of the room is suitable for manual tasks, such as transfers in the room.
- Move unnecessary equipment out of the way.
- Ensure that all slip (eg wet floors) and trip (eg mats or clothing on floor) hazards are removed.
- Open the curtains to let in natural light or turn on the light.

Risk Factors

The way we do things

- Physical demand of several manual tasks in a row may lead to fatigue.
- Training may not be adequate.

Possible Solutions

- Do more difficult tasks when energy levels are high.
- Do tasks at a comfortable pace and methodically.

Individual characteristics

- Age related changes affect people differently.
- We all have differing abilities.
- Our abilities change with experience and training.

- Ensure that not all heavy tasks are done together.
- Undertake training where necessary in how to perform the task and operate/ use any equipment provided.
- Try different techniques to see what works best for you.







Video - How to do 'Lie to Sit' (with a Lifter)

- https://youtu.be/3GOgp_HX4JQ (Please click or “Ctrl” and click)



How to use a Slide Sheet (Slippery Sam)

PURPOSE

- To be used to aid with the movement and transfer of a patient
- To eliminate the need for lifting a patient
- To ensures that the transfer is easier, safer and comfortable; for both the carer and the patient.

How to use a Slide Sheet (Slippery Sam)

1. Safely roll the patient over to one side.
2. Place the slide sheets together.

Flat on the bed parallel to the bed sheets.

3. Roll the patient back on their back, and repeat on the other side.
4. Pick up the top slide sheet by the sides and use it to move the patient.

The top slide sheet slides against the bottom slide sheet, and creates a smooth and easy transfer for both the patient and the carer.

5. You can now slide the patient, left to right, and forward and back with ease.

Tips to use a Slide Sheet (Slippery Sam)

Slide Sheets can be used singly (folded in half) or one sheet placed on top of another – the decision for this depends on the length of the transfer and the size of the sheet.

- At all times, it is recommended that at least two carers are present to perform patient transfers.
- For sideways transfers place open ended folded sheet towards the patient and place under the patient at least from hip to shoulder. Pull in the direction of the open end.
- *Warning: slide sheets are slippery, so please perform transfers slowly making sure the patient's head does not hit the top of the bed.*

Video How to use a Slide Sheet (Slippery Sam)

https://youtu.be/O_0pgIA201U (please click or “Ctrl” and click)



Manual Task Example - Walking

Forces and Loads

- Movements may be unpredictable.
- Holding onto clothing may not allow adequate grip.
- Explain to the person what you are doing and what you want them to do.
- Get the person to help as much as they can.
- Use walking belts to provide better grip.
- Set realistic goals.



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Risk Factors

Actions and Postures

- Awkward and static positions when reaching and holding the person's arm to support them, twisting around to provide support.

Possible Solutions

- Where possible, adopt a posture which maintains the natural curvatures of the spine, such as standing directly next to the person, supporting their arm and elbow to prevent twisting.
- Keep the person close to avoid reaching and stretching.
- Arrange for rest stops.
- Encourage use of handrails/walking aids.

Environment

- Narrow corridors and doorways.
 - Obstacles on the floor.
 - Variations in ground level.
 - Awkward postures and inability to adopt desired postures due to lack of space.
- Prepare the environment.
 - Prepare for glare and changes in lighting levels.
 - Dry/sweep/clean the floor before walking.
 - Ensure all floors are covered with a non slip surface.
 - Clearly mark changes in surface levels.
 - Warn the person when coming to changes in surface levels.

Video – How to assist a client walking

- <https://youtu.be/3KHgy7zQ4MA> (please click or “Ctrl” and click)



Please complete the quiz

- After the completion the quiz with minimum 90% passing score, Co + will issue a competency certificate – Manual Handling theory part.
- This is compulsory training which means you will get paid for 30 mins and you must complete in the given timeframe.
- To complete compulsory training it is all employees' responsibilities as per AQC Employee Agreement.
- If you have any queries, please contact admin@coplus.com.au or bonnie@adelaidequalitycare.com.au



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