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Delegated authority:	Joe Young Executive Director Disability Services
Resource custodian:	Clarissa Bourne Manager Practice and Quality
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Confidentiality:	Public
DHS strategic objective:	Provide the best services

## Accommodation Services

### Safe Work Instruction

#### Use of a Slide Sheet Moving a Person Side-to-Side

##### Stop, Think, Assess, Review

**Stop** before you begin, you **must review** the Support Plan of the client being assisted.

**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

1. Muscular or soft-tissue injury to client from incorrect handling, movement or posture.
2. Cross-infection to client from using another client's slide sheet.
3. 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:

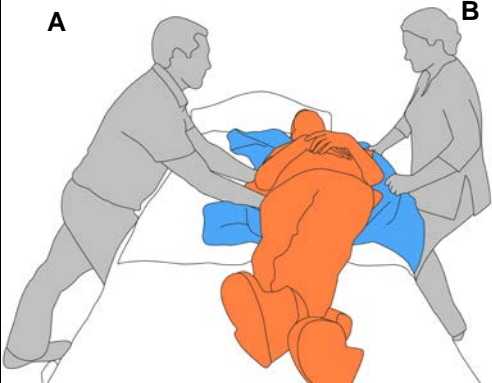
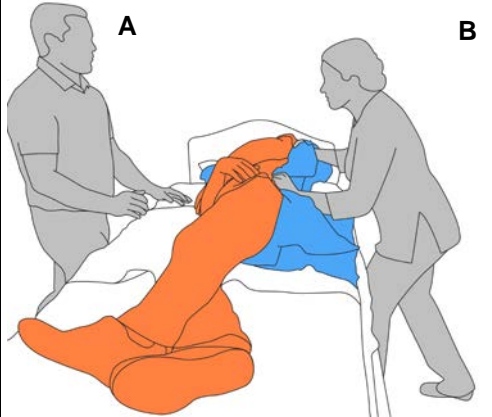
- a. Follow **all** steps of this Safe Work Instruction.
- b. 2 workers are required to safely complete this task.
- c. Be aware of movements during task, do not exceed your ability.
- d. Communicate with client and any other workers at every step of this task.

##### Instruction

##### Set Up

1. Refer to client's Support Plan for specific information.
2. Ensure client handling is done with flat open hands (not grasping with opposing thumb and fingers).
3. Make sure client's slide sheet is clean and in good condition.
4. If bed has brakes, check these are on.
5. 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		
Step	Worker Action	Diagram
1. Assist client to roll to side.	<ul style="list-style-type: none"> <li>One worker on each side of bed, unless otherwise indicated in client's support plan.</li> <li>Refer to SWI for <b>Rolling and Repositioning a Person</b> on how to safely position a client onto their side.</li> <li>Workers position hands, using pushing/pulling motion to gently roll client onto side.</li> </ul>	
2. Position slide sheet behind client.	<ul style="list-style-type: none"> <li>Ensure client is in a stable side position, with worker <b>B</b> keeping them steady.</li> <li>Worker <b>A</b> places scrolled/folded slide sheet along the back of client, making sure the 'open ends' of the sheet face the client.</li> <li>Tuck sheet under client.</li> </ul>	
3. Roll client onto back and retrieve sheet.	<ul style="list-style-type: none"> <li>Roll client back onto slide sheet.</li> <li>Worker <b>B</b> to slide hand in under client and catch the rolled end of slide sheet at thigh or neck.</li> <li>Worker <b>B</b> pulls the slide sheet through, unrolling and spreading out the sheet.</li> <li>Worker <b>A</b> keeps client steady.</li> </ul>	
4. Position client's legs and take starting stance.	<ul style="list-style-type: none"> <li>Angle and cross client's legs over, placing the leg on top that is nearest the side being moved towards (<b>refer image</b>).</li> <li>Both workers are to stand level between client's shoulders and hips and adopt a short stride stance.</li> <li>Worker <b>B</b> to grip top sheet only, grasping near the clients hips and shoulders.</li> </ul>	

Operation		
Step	Worker Action	Diagram
5. Slide client across.	<ul style="list-style-type: none"> <li>Counting in, worker <b>B</b> rocks back onto leg further away from bed, creating movement of the client on the top sheet.</li> <li>The worker <b>A</b> adds a pushing action at the trunk and hips.</li> <li><b>Remember</b> to maintain good posture without leaning or twisting, and for movement, use your body, <b>not</b> shoulders.</li> </ul>	
6. Roll client into position.	<ul style="list-style-type: none"> <li>Worker <b>B</b> to maintain same grip as in Step 5, on top half of slide sheet and reverse direction to pushing.</li> <li>This will enable client to roll onto opposite side. <b>Do not</b> use shoulders to lift.</li> <li>Worker <b>A</b> to stay in place and steady client, if required.</li> </ul>	
7. Retrieve slide sheet.	<ul style="list-style-type: none"> <li>Worker <b>A</b> to ensure client is in a stable side position.</li> <li>With movement complete, most of slide sheet will face worker <b>B</b>, with open ends facing out.</li> <li>Worker <b>B</b> to retrieve <b>bottom</b> half of slide sheet by gently removing from under client, pulling corner diagonally away from the client and toward the head of the bed.</li> <li>Replace or raise bed sides if required.</li> <li>Task for moving a client from side to side is now complete.</li> </ul>	
Conclusion		
1. Safely conclude task.	<ul style="list-style-type: none"> <li>Make sure client is safe and comfortable.</li> <li>Place slide sheet in correct storage areas.</li> <li>Document any incident and report to supervisor immediately.</li> </ul>	

### Approval

<b>Content Author:</b>	<b>Resource Custodian:</b>	<b>Delegated Authority:</b>
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