



SWI number:	SWI-OCC-003-2013
Version:	2.0
Date of version:	21 February 2020
Applies to:	Accommodation Services staff
Issued by:	Accommodation Services
Delegated authority:	Joe Young Executive Director Disability Services
Resource custodian:	Clarissa Bourne Manager Practice and Quality
Due for review:	February 2023
Confidentiality:	Public
DFC strategic objective:	Provide the best services

Accommodation Services

Safe Work Instruction

Use of a Slide Sheet Moving a Person up a Bed

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

Safety Provisions

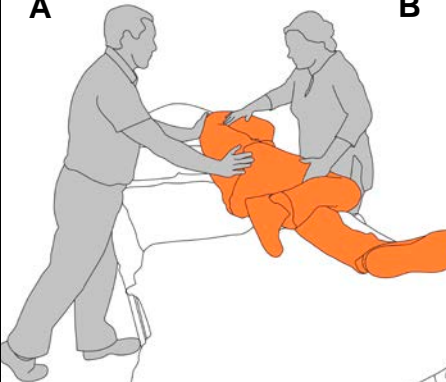
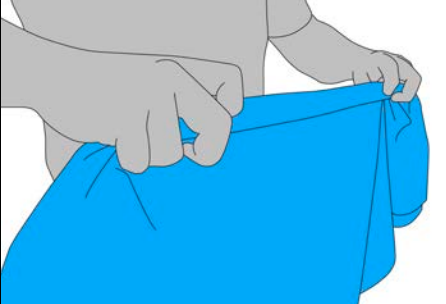
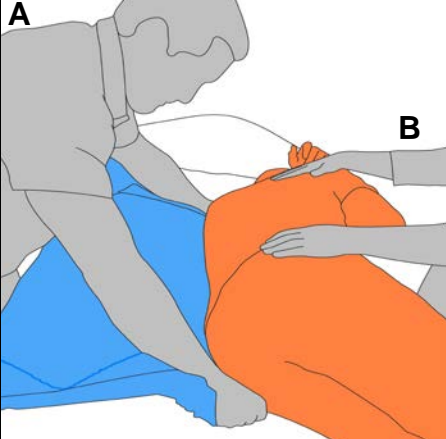


To prevent risk of injury to workers or clients during this manual task:

- 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 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. If bed has sides, lower or remove these.

Operation		
Step	Worker Action	Diagram
1. Assist client to roll to side.	<ul style="list-style-type: none"> One worker on each side of bed, unless otherwise indicated in client's support plan. Refer to SWI for Rolling and Repositioning a Client on how to safely position a client onto their side. Workers position hands, using pushing/pulling motion to gently roll client onto side. 	
2. Prepare slide sheet.	<ul style="list-style-type: none"> Fold slide sheet in half. Roll slide sheet up at one side of the folded sheet, not at the 'open' or 'folded' ends with the open end towards the top end of the bed. (refer diagram). 	
3. Position slide sheet beside client.	<ul style="list-style-type: none"> Ensure client is in a stable side position, with worker B keeping them steady. Worker A places rolled slide sheet along the back of client, making sure the 'rolled end' of the folded sheet faces the client. Tuck sheet under client. Check open ends of slide sheet face to the head of the bed. 	
4. Roll client onto back and retrieve slide sheet.	<ul style="list-style-type: none"> Roll client back onto slide sheet. Worker B to slide hand in palm up and catch the rolled end of folded slide sheet at thigh or neck. Worker B pulls the slide sheet through, unrolling the sheet. 	
5. Spread out slide sheet and position client's legs.	<ul style="list-style-type: none"> Spread out slide sheet evenly. Ensure the 'open' end of the folded sheet is under client's head, facing the top of the bed. Each worker to lift client's leg, bend at knee and reposition their feet onto bed. (or ensure legs do not drag during move) (refer diagram). 	

Operation		
Step	Worker Action	Diagram
6. Workers to take starting stance.	<ul style="list-style-type: none"> Both workers are to stand level with client's head. Stand facing opposite corner of the bed and adopt a short stride stance. Pivot feet and stance so toes face toward client's opposite hip. Both workers to grip top sheet only, grasping near the client's shoulders. 	
7. Workers to move slide sheet.	<ul style="list-style-type: none"> Counting in, both workers to rock back onto leg closest to head of the bed while gripping top of slide sheet. This movement will slide the client on the top sheet toward the head of the bed. Remember to use your body, not shoulders and maintain good posture without leaning or twisting. 	
'8. Gather slide sheet together and tuck under client.	<ul style="list-style-type: none"> Make sure client is comfortable in new position; place a pillow under their head. One worker to gather slide sheet together, to be level with the small of the client's back. Second worker to tuck the gathered section underneath the sheet through the area of the small of the client's back. <p>Note: The 'small' or 'hollow' of the client's back is at level above the level of the belly button.</p>	
9. Retrieve slide sheet from other side of client.	<ul style="list-style-type: none"> Other worker then locates the tucked sheet under the remaining sheet above. Pull through the tucked sheet, without causing friction or pulling on the skin of the client. Task for moving a client up a bed is now complete. 	

Conclusion	
1. Safely conclude task.	<ul style="list-style-type: none">• Make sure client is safe and comfortable.• Replace or raise bed sides if required.• Place slide sheet in correct storage areas.• Document any incident and report to supervisor immediately.

Approval

Content Author:	Resource Custodian:	Delegated Authority:
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