



SWI number:	SWI-OCC-016-2013
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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
DHS strategic objective:	Provide the best services

Accommodation Services

Safe Work Instruction

Use of a Portable Hoist to Lift a Person from the Floor

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. Client injury from pinching skin with sling or from fall from hoist, or hoist malfunction.
2. Muscular, soft-tissue or skeletal injury to worker from incorrect movement or posture.
3. Client or worker injury due to various client behaviours or unexpected forces.

Safety Provisions

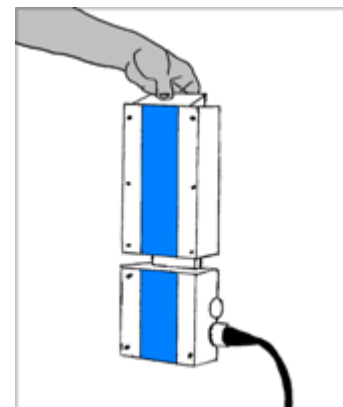
To prevent risk of injury to workers or clients during this manual task:


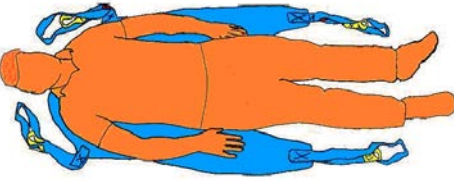
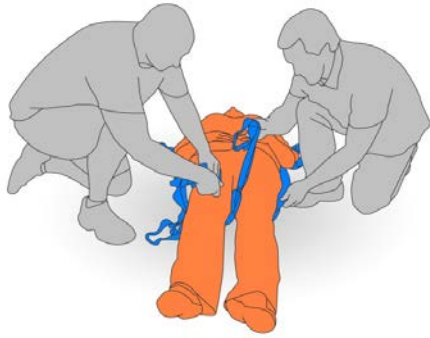

- a. Follow **all** steps of this Safe Work Instruction (SWI).
- b. Check client for signs of injury. If injured, seek medical assistance and apply first aid. If client injured, **do not attempt to move them with the hoist.**
- c. Use a minimum of 2 workers for the task.
- d. Check there is enough space to move portable hoist at every step of task, remove any tripping hazards.
- e. Always move in same direction as hoist when walking it, **do not twist.**
- f. Only use client's sling, making sure it is clean and is the correct sling for the task.
- g. Communicate with client and other workers at every step of this task.

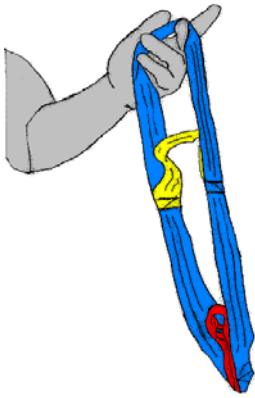
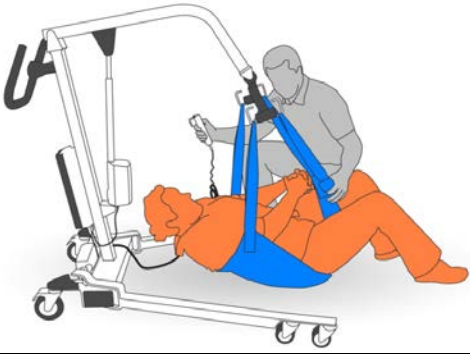
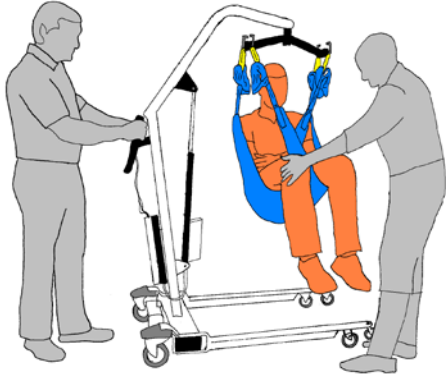

Instruction

Set Up



1. Check 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.



Operation		
Step	Worker Action	Diagram
1. Prepare hoist and sling.	<ul style="list-style-type: none"> 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 side and set the sling in place.	<ul style="list-style-type: none"> One worker on each side of client in a half kneel or full kneel position on floor. Prepare client's arm and leg ready for roll (refer to SWI for rolling and repositioning) Workers position hands, using co-ordinated pushing/pulling motion to gently roll client onto side. 	
3. Place sling centrally beneath client.	<ul style="list-style-type: none"> 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.	<ul style="list-style-type: none"> Pass leg straps underneath thighs and cross to opposite side. 	
5. Position the hoist.	<ul style="list-style-type: none"> Walk hoist slowly over to client, using forward steps. Make sure area is clear of hazards. One worker to protect client's head from contact with hoist. When hoist in position, apply brakes. 	

Operation		
Step	Worker Action	Diagram
6. Lower the spreader bar and attach the sling.	<ul style="list-style-type: none"> • Worker pushing hoist now lowers spreader bar using hoist controls. • Second worker guides spreader bar into position, keeping parts away from clients head. • Attach one loop from each strap to hooks on the spreader bar. (Refer to client's Support Plan for correct loops to use.) 	
7. Raise client with portable hoist and sling.	<ul style="list-style-type: none"> • First worker raises sling using hoist controls, watching that sling loops are in place. • Second worker watches and reassures client, assisting as required. • If client looks uncomfortable or unbalanced, lower sling and reposition. 	
8. Move client with portable hoist.	<ul style="list-style-type: none"> • When client is clear of floor make sure area free of hazards and move hoist as needed. • Second worker assists to guide client as needed. • If required use handles on portable hoist to slowly push to new location, move with direction of hoist, do not twist. 	
9. Position client over chair, wheelchair or bed.	<ul style="list-style-type: none"> • Operator brings hoist into position. • Second worker supports then pivots client in sling, so they are correctly above the chair/wheel chair/bed to be lowered in. • Workers to do task in a controlled and careful manner. 	

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Operation		
Step	Worker Action	Diagram
10. Lower client with portable hoist.	<ul style="list-style-type: none"> • 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 sling so that client is positioned to back of chair, making sure not to take any weight. 	
11. Release sling loops and remove hoist.	<ul style="list-style-type: none"> • Unhook sling only when it is low enough to be loose and relaxed; keep control of spreader bar to avoid hitting client. • Make sure client is safe before removing equipment. 	
Conclusion		
1. Safely conclude task	<ul style="list-style-type: none"> • Make sure client is comfortable. • Put hoist away, place battery back in charger. • Place all other equipment in correct storage areas • Document any incident and report to supervisor immediately. 	

Approval

Content Author:	Resource Custodian:	Delegated Authority:
Date: February 2020	Date: February 2020	Date: February 2020
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