



SWI number:	SWI-OCC-004-2013
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
DHS strategic objective:	Provide the best services

## Accommodation Services

### Safe Work Instruction

#### Use of a Patient Slide Board

##### 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. Client falling from bed or trolley.

##### Safety Provisions

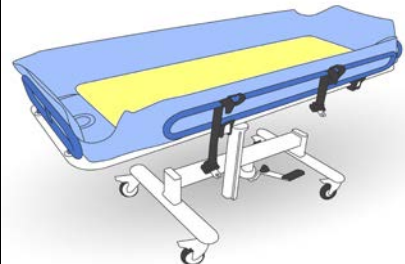
To prevent risk of injury to workers or clients during this manual task:

- a. Follow **all** steps of this Safe Work Instruction (SWI).
- b. Use 2 workers for this task.
- c. Be aware of movements during task, do not exceed one's ability
- d. Check there is enough space to move the shower trolley at every step of task, remove any tripping hazards.
- e. Communicate with client and other workers at every step of this task.

##### Instruction

##### Set Up

1. Check the shower trolley (brakes) and slide board for any signs of wear or damage. If any faults, report immediately and **do not use**.
2. Make sure you know how to operate all controls of the specific shower trolley. If unsure, review Standard Operating Procedure for this shower trolley. Report immediately if SOP not available.
3. Ensure handling is done with flat open hands (not grasping with opposing thumb and fingers).
4. Refer to client's Support Plan for specific information.



Operation		
Step	Worker Action	Diagram
1. Assist client to roll to side away from side shower trolley to be placed.	<ul style="list-style-type: none"> <li>One worker on each side of bed, unless otherwise indicated in client's support plan.</li> <li>Prepare client's arm and leg ready for roll (<b>refer to SWI for rolling and repositioning</b>)</li> </ul>	
2. Put slide board into position with slide sheet.	<ul style="list-style-type: none"> <li>Gather bed sheets over client (optional).</li> <li>Worker <b>B</b> secures client/sheet in place.</li> <li>Worker <b>A</b> on opposite side of bed to place slide board on bed.</li> <li>Worker to place folded sheet on board, <b>tucking fold at the inside edge</b> of the slide board.</li> </ul>	
3. Tilt board and position, then roll client back.	<ul style="list-style-type: none"> <li>Worker <b>A</b> to tilt and position slide board at client's back.</li> <li>Worker <b>B</b> to roll client back onto slide board as worker <b>A</b> lowers the tilted board down flat.</li> <li>Both workers to assist client to roll back onto slide board.</li> <li>Pressure at the pelvis/hip is effective to facilitate rolling back.</li> </ul>	
4. Reposition client on slide board.	<ul style="list-style-type: none"> <li>Ensure client is positioned correctly on slide board—the entire width of body must be on the board.</li> <li>To reposition client, use slide sheet to move client into a better position on the board.</li> <li>Ensure client secured before worker <b>A</b> moves away.</li> </ul>	

Operation		
Step	Worker Action	Diagram
5. Bring shower trolley in position.	<ul style="list-style-type: none"> <li>Worker <b>B</b> to hold slide sheet or bed sheets around client to hold them safely in position.</li> <li>Worker <b>A</b> to bring shower trolley against side of bed.</li> <li>Ensure height of trolley is slightly lower than bed.</li> <li>When in position, put brakes on.</li> </ul>	
6. Move client into shower trolley with slide board.	<ul style="list-style-type: none"> <li>Release any sheets around client and spread slide sheet from bed across to shower trolley.</li> <li>Worker <b>A</b> to move client's feet into trolley without leaning and reaching.</li> <li>Worker <b>A</b> counts off, then using push/pull method, slide client across slide board into trolley, using slide sheet.</li> </ul>	
7. Complete movement from bed to shower trolley.	<ul style="list-style-type: none"> <li>Use bed sheets to assist with sliding motion.</li> <li>When client in trolley, worker <b>B</b> removes slide board.</li> <li>Worker <b>A</b> secures client in trolley before releasing brakes and moving trolley away from bed.</li> </ul>	
8. Secure side of shower trolley.	<ul style="list-style-type: none"> <li>Release brakes on trolley, move it away so workers can access each side.</li> <li>Worker <b>B</b> moves around to raise side of shower trolley to finally secure client in trolley.</li> <li>Ensure client is safe and comfortable in shower trolley.</li> </ul>	
9. Remove slide sheet.	<ul style="list-style-type: none"> <li>Make sure client is safe before removing equipment.</li> <li>Remove the slide sheet and any bed sheets using rolling method, in combination with undressing client as required, so as to reduce number of rolling procedures.</li> <li>Prepare client for bathing.</li> <li>Place slide sheet and slide board back in storage area.</li> </ul>	

<b>Conclusion</b>	
1. Safely conclude task	<ul style="list-style-type: none"><li>• Make sure client is comfortable.</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>
Date: February 2020	Date: February 2020	Date: February 2020
Name: Sharon Donnison Position: Training Manager	Name: Clarissa Borne Position: Manager Practice and Quality	Name: Joe Young Position: Executive Director Disability Services