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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 Ceiling Hoist to Lift a Person from Bed to Chair

##### 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. Cross infection to client from sling.
3. Muscular soft-tissue or skeletal injury to workers from incorrect movement or posture.

##### 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 a minimum of 2 workers for the task.
- c. Check there is enough space to move hoist along ceiling track at every step of task, remove any obstacles or tripping hazards.
- d. Always move in same direction as hoist when walking with it, **do not twist**.
- e. Only use client's sling, making sure it is clean, instructions on it readable and is the correct sling for the task. **This instruction uses a full body sling as the example.**
- f. Communicate with client and other workers at every step of this task.

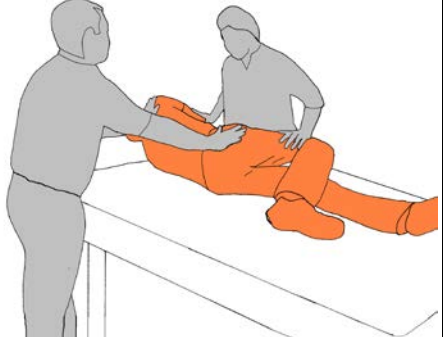
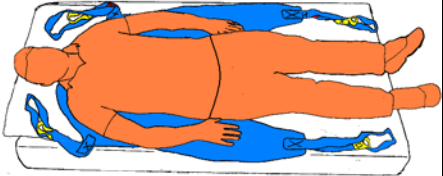

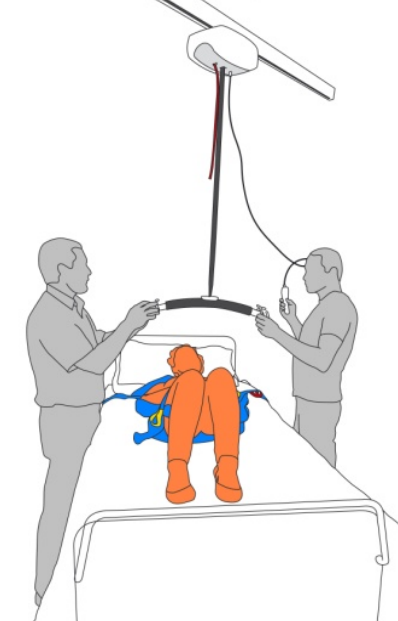
##### Instruction

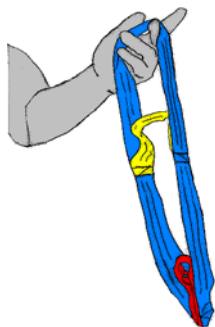



##### Set Up

1. Make sure you know how to operate all controls of the specific Hoist. If unsure, review Standard Operating Procedure for this hoist. Report immediately if SOP not available.
2. Check the hoist is plugged in, turned on and in good condition. Check extendable strap is not twisted. If any faults, report immediately and **do not use**.
3. Check the hoist (hooks, spreader bar) and sling for signs of wear or damage. If any faults, report immediately and **do not use**.
4. Refer to client's Support Plan for specific information.





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Operation		
Step	Worker Action	Diagram
1. Prepare hoist and sling.	<ul style="list-style-type: none"> <li>• Make sure hoist is ready for operation.</li> <li>• Get client's sling, making sure it is the correct one for the task.</li> </ul>	
2. Assist client to roll to side and set the sling in place.	<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> <li>• Workers position hands, using pushing/pulling motion to gently roll client onto side.</li> </ul>	
3. Place sling centrally beneath client.	<ul style="list-style-type: none"> <li>• When client on side, place sling along back, make sure pelvic opening is level with middle of buttocks (<b>applies to full body sling only</b>).</li> <li>• Assist client to roll to opposite side, then release and spread out sling into position.</li> </ul>	
4. Prepare sling for attachment to ceiling hoist.	<ul style="list-style-type: none"> <li>• Pass leg straps underneath thighs and cross to opposite side.</li> </ul>	
5. Position the hoist and lower the spreader bar.	<ul style="list-style-type: none"> <li>• Bring hoist along ceiling track until directly over client.</li> <li>• One worker lowers spreader bar using hoist controls.</li> <li>• Workers on either side guide spreader bar into position, keeping parts away from clients head.</li> </ul>	

Operation		
Step	Worker Action	Diagram
6. Attach the sling.	<ul style="list-style-type: none"> <li>Attach one loop from each strap to hooks on the spreader bar <b>(refer to client's Support Plan for correct loops to use)</b>.</li> </ul>	
7. Raise client with ceiling hoist and sling.	<ul style="list-style-type: none"> <li>One worker raises sling using hoist controls, watching that sling loops are in place.</li> <li>The other worker watches and reassures client, supporting their head if required.</li> <li>If client looks uncomfortable or unbalanced, lower sling and reposition.</li> </ul>	
8. Move client with ceiling hoist.	<ul style="list-style-type: none"> <li>When client is clear above bed activate hoist to move them away from bed.</li> <li>Workers assist to guide client as needed.</li> <li>Slowly push client in sling to new location, move with direction of hoist, <b>and do not twist</b>.</li> <li>Again, make sure area free of hazards.</li> </ul>	
9. Position client over wheelchair or chair.	<ul style="list-style-type: none"> <li>Operator brings hoist into position.</li> <li>Workers support and pivot client in sling, so they are correctly above the chair to be lowered into.</li> <li>Workers to do task in a slow, careful manner.</li> <li>If available, enable tilting chair to be tilted to assist positioning.</li> </ul>	

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<b>Operation</b>		
<b>Step</b>	<b>Worker Action</b>	<b>Diagram</b>
10. Lower client with portable hoist.	<ul style="list-style-type: none"> <li>• If using a commode chair or wheelchair, make sure brakes are on.</li> <li>• Worker operating hoist uses controls to lower client.</li> <li>• Both workers guide sling so that client is positioned to back of chair, making sure not to take any weight.</li> </ul>	
11. Release sling loops and remove hoist.	<ul style="list-style-type: none"> <li>• Make sure client is safe before removing equipment.</li> <li>• Unhook sling when it is relaxed; keep control of spreader bar to avoid hitting client.</li> </ul>	
<b>Conclusion</b>		
1. Safely conclude task.	<ul style="list-style-type: none"> <li>• Make sure client is comfortable and secure</li> <li>• Put ceiling hoist away at start of track, with control secure.</li> <li>• Place all other equipment 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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