

CLINICAL MANUAL HANDLING PROCEDURE[®]

DOCUMENT SUMMARY/KEY POINTS

- Provides clear guidance to workers on best practices of handling patients, to minimise the risk of injury to patients and workers.
- All Clinical Managers are responsible for ensuring that their ward or department have a minimum of two Manual Handling Mentors, who have been trained by Work Health Safety to conduct ongoing training and to complete risk assessments on manual handling matters when required.
- All children admitted MUST have a paediatric risk assessment tool (PRAT) completed on admission that is regularly reviewed.
- All clinical manual handling tasks must be undertaken in accordance with the patient's specific manual handling plan.

Related Information

- Work Health Safety Act 2011 and associated Regulations and Codes of Practice
- Safe Work Australia Code of Practice for Hazardous Manual Tasks 2011
- PD2013_050 Work Health and Safety: Better Procedures
- PD2015_043 Risk Management – Enterprise – Wide Policy & Framework
- GL2018_012 WHS – Management of Patients with Bariatric Needs
- SCHN Manual Handling and Ergonomics Procedure

CHANGE SUMMARY

- New Network Procedure

This document reflects what is currently regarded as safe practice. However, as in any clinical situation, there may be factors which cannot be covered by a single set of guidelines. This document does not replace the need for the application of clinical judgement to each individual presentation.

Approved by:	SCHN Policy, Procedure and Guideline Committee	
Date Effective:	1 st November	Review Period: 3 years
Team Leader:	Network Manager – Workplace Safety and Employee Wellbeing	Area/Dept: WHS & IM

READ ACKNOWLEDGEMENT

All workers who handle patients should read and acknowledge this procedure

- Manual Handling Mentors require training and refresher training from WHS every two years.
- Manual Handling Mentors should provide training to clinical staff and enter completed training under appropriate codes in My Health Learning (HETI).

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1 Introduction

The Sydney Children's Hospitals Network is committed to providing a safe work environment and the prevention of Musculoskeletal Disorders (MSD's) associated with manual handling and ergonomic practices.

The Sydney Children's Hospitals Network aims to optimise patient care as part of its commitment for patient safety and quality improvement process. This is achieved by encouraging patients who are able to assist in their transfer to do so. For those patients who are unable to assist, the use of mechanical lifting aids/devices and other equipment will be utilised to reduce the risk of musculoskeletal injuries to staff. The principles of safe patient handling are equally applicable to the care of bariatric patients.

Patients should be individually assessed for their manual handling needs at the time of admission and on a regular basis. This should be inclusive of the patient's ability to participate in the process and consider their clinical needs. However this should not be to the detriment of the workers' health and safety.

The workplace and where relevant the patients' home must provide; adequately modified clear space for the safe movement and/or transfer of a patient; the safe use of handling aids and other equipment; and the safe and accessible storage of handling aids/devices and other equipment.

The Sydney Children's Hospitals Network will achieve this by adopting a proactive risk management approach to identify, assess, control and monitor manual handling and ergonomic hazards in accordance with the Work Health Safety Act 2011, WHS Regulation 2017, relevant Codes of Practice and NSW Ministry of Health Policy Directives and Guidelines.

2 Definitions

What is a hazardous manual task?

A manual task involves using your body to lift, lower, push, pull, carry or otherwise move, hold or restrain any person, animal or thing. Most jobs involve carrying out some type of manual tasks, but not all of them are hazardous.

A manual task becomes hazardous when one or more of the following risk factors are present:

- repetitive or sustained force
- high or sudden force
- repetitive movement
- sustained or awkward posture
- vibration

Manual tasks are an important part of getting the job done and manual handling injuries are not limited to those sustained by lifting or carrying objects.

Musculoskeletal Disorders

Is an injury to, or a disease of, the musculoskeletal system, whether occurring suddenly or over time and may include; sprains and strains of muscles, tendons, ligaments, spinal discs, nerves, joints and bones.

Minimal Lift

Minimal lift refers to the application of a risk management approach to activities involving the repositioning, transfer and lifting of patients so that workers are not required to manually move or lift all or most of a patient's body weight. This means that patient handling tasks are eliminated where possible and, where they can't be eliminated, equipment is used to reduce the risk of a manual handling injury to as low a level as possible – leading to safer patient handling.

Safer Patient Handling

Patient Handling refers to the moving or "handling of people". Specifically, people handling tasks are those activities requiring the use of force exerted by a worker to hold, support, transfer (lift, lower, carry, push, pull, slide or restrain) a person in the workplace.

Bariatric

The NSW Health Policy Guideline (GL2018_012) defines a patient as having bariatric needs when:

- Weight, height and width exceed the identified safe working load/weight capacity of standard hospital equipment. Weight is usually greater than 120kg.
- Size or body shape restricts the use of standard furniture.
- Weight and width exceeds the identified capacity of standard road ambulance service equipment.
- Weight exceeds the maximum weight that an air ambulance can accept.
- Size restricts mobility and assistance is required.

3 Responsibilities

The Sydney Children's Hospitals Network, as a duty holder under the Work Health Safety Regulation 2017, acknowledges that there is an obligation to manage risks to health and safety relating to musculoskeletal disorders associated with hazardous manual tasks.

3.1 Directors

Have a responsibility to:

- To ensure that the manual handling procedures are effectively implemented, promoted and supported within their areas of responsibility. This includes the identification, assessment and control of foreseeable manual handling risks;
- Ensure that workers under their control are appropriately trained;

- Ensure that workers under their control understand and follow risk assessed safe work practices;
- Incorporate manual handling responsibilities into duty statements, workers review and reinforce these responsibilities as part of normal duties;
- Regularly review environmental audit reports submitted by Clinical Managers in relation to manual handling hazards and recommendations, and facilitate action to reduce risks where appropriate.
- Ensure that consultation occurs throughout the design and planning of new or refurbished clinical departments or wards with relevant Clinical Manager and key stakeholders.
- Building design risk assessments consider the physical layout and design for the management of patients including patients with bariatric needs.

3.2 Managers

Managers in each department should take steps to make sure that as far as workable they;

- Identify reasonably foreseeable hazards that could give rise to risk;
- Eliminate foreseeable risks so far as is reasonably practicable;
- If it is not reasonably practicable to eliminate the risk – minimise the risk so far as is reasonably practicable by implementing control measures in accordance with the risk hierarchy of control; e.g. Eliminate, Substitute, Isolate, Engineering Controls, Administrative controls.
- Maintain and implement control measures that remain effective;
- Review and if necessary revise, risk control measures so as to maintain, so far as is reasonably practicable, a work environment that is without foreseeable risks to health and safety;
- Risk assessment and accident investigation must be completed in consultation with workers in response to reported manual handling work injuries and/or incidents, departmental or individual requests, or prior to the introduction of new equipment or procedures that may have be a potential manual handling risk;
- Take appropriate action and implement effective control measures when hazards are reported or incidents occur;
- Ensure that all workers undertake their Manual Handling on-line training and practical training as required in all clinical areas;
- Ensure that workers under their control understand and follow task specific safe work practices;
- Ensure that Manual Handling Mentors are selected and trained to assist in the promotion of manual handling safe work practices, aids and mechanical equipment;
- Ensure that Manual Handling Mentors in your area conduct regular practical manual handling in-services for workers in each clinical area with use of the safe work practices.

- Identify manual handling training needs, and incorporate these into a training plan to ensure that workers under their control are appropriately trained;
- Ensure that all workers have been provided with adequate equipment or resources for manual handling tasks to be undertaken;
- Identification of patients with Bariatric needs are considered, a risk assessment is completed prior to the Bariatric patient admission. Individual patient Bariatric management plans are documented to meet specific risks, treatment and care needs of the patient.
- Consult with workers and other key stakeholders during the design and planning of new or refurbished clinical departments to ensure the physical layout and design considers clinical needs of patients including patients with bariatric needs.

3.3 Workers

- Ensure all manual handling risks is assessed and a specific Manual Handling Risk Assessment undertaken;
- Follow the task specific safe work practices for all clinical manual tasks;
- Ensure that mechanical equipment or manual handling aids are used for all manual handling where appropriate e.g. hoists, trolleys etc.;
- Co-operate with the employer in the correct use of equipment and procedures;
- Undertake the online hazardous manual tasks training;
- Participate in all practical manual handling training sessions provided in accordance with safe work practices;
- Participate in the risk identification, assessment, control and monitoring processes as part of consultation;
- Contribute to the design and planning of new or refurbished clinical departments;
- Report potential manual handling hazards or problems to your Manager and/or the department Manual Handling Mentor;
- Do not put yourself or others at risk by your actions or omissions;
- Ensure a PRAT / or a manual handling risk assessment is completed for all admitted children and updated every 72 hours at a minimum;
- Ensure all patients are handled in accordance with the Manual Handling plan generated by the PRAT/ or area specific Manual Handling Risk Assessment undertaken;

3.4 Manual Handling Mentors

- All clinical areas must have nominated Manual Handling Mentors selected for the training and promotion of safe manual handling practices;
- All Mentors are to undertake the Manual Handling Mentor Training and complete refresher training every 2 years;

- Complete Clinical Manual Handling training packages in a timely manner.
- Assessing staff competency in relevant safe work practices in the workplace.
- Complete relevant competency assessments and recording of training attendance.
- Participate in the Clinical Manual Handling Mentor Certification training.
- Promote Safer Patient Handling Program at ward/department level.
- Culture change agents – working with Managers and staff to address hazardous manual handling tasks.
- Keep themselves and staff in their ward/department up to date with manual handling information and resources.
- Promoting and monitoring compliance with Clinical Manual Handling practices.
- Participate in manual handling risk assessment process in consultation with Clinical Managers and staff.

3.5 Contractors/Visitors (including NDIS and Carer Staff)

- Do not put yourself or others at risk by your actions or omissions;
- Take reasonable care in performing all manual handling tasks whilst in the hospital;
- Follow risk assessed task specific safe working practices for the undertaking of all work tasks at all times;
- Comply with the Sydney Children's Hospital's Network WHS policies relating to all tasks undertaken;
- Contact Departmental Manager if manual handling hazards are perceived or encountered.

3.6 Workplace Safety Team

- Will provide Clinical Manual Handling Training for Mentors
- Will update the Manual Handling Mentors Training Package and Competencies every 3 years or earlier due to include any relevant WHS legislative changes.

4 Documentation

- Manual Handling Mentors will complete a Training Needs Analysis with staff in relation to the Clinical Manual Handling training required – specific to their location
- Competency Assessments will be completed for each staff member trained in a task and then completion entered into My Health Learning (HETI) as per the appropriate codes.

5 Training

- The on-line HETI Hazardous Manual Tasks training is a Mandatory training – Course Code: WHS 905 (39962652).

Course Title	WHS & Manual Handling Basic Principles	Manual Handling Risk Management for Mentors	Safe Patient Handling for All Clinical Staff	Manual Handling in Practice
Target Group	All Managers, Staff & Mentors	Mentors	All Clinical Staff	All Clinical Staff and Managers / team leaders and supervisors
Delivery Mode	On Line	Audio – Visual + workbook + F2 F	Audio – Visual presentations	Practical Training Sessions with Mentors / on wards
Trainer	E-learning Portal Hazardous Manual Tasks HETI Course Code: WHS905 (39962652)	E-learning Portal Information and training provided by WHS	E-learning Portal Safe Patient Handling HETI Course Code:107466425	Mentors – face 2 face scheduled through WHS
Estimated Time	30 mins	2 hours	1 hour	30 min ongoing education sessions

- When Manual Handling Mentors are completing training with workers for a task they must enter this into My Health Learning (HETI). Codes are as per below:

Course Code	Course Name
WHS905 (39962652)	Orientation – Hazardous Manual Tasks - eLearning
WHS912	Introduction to Work Health & Safety for All Staff - eLearning
WHS903	Introduction to Work Health & Safety for Managers - eLearning
Course Code	Course Name
OHS1514	Work Health Safety & Manual Handling for All Staff -eLearning
OHS1515	Work Health Safety & Manual Handling for Managers

OHS1524	Work Health Safety & Manual Handling Mentor Training
107466425	Safe Patient Handling – eLearning
WHS1506	Manual Handling & Ergonomics – Non clinical Staff Practical Session
WHS1504	PERforM – Practical Manual Handling – Non clinical Staff
WHS1505	PERforM – Trainers Course
OHS1525	Work Health Safety & Manual Handling Practical for All Staff
OHS1532	Work Health Safety Legislative Update
OHS1502	Risk Management for Work Health & Safety
OHS087	WHS Risk Assessment
OHS1539	Work Health Safety & Manual Handling Safe Work Practice – Roll Board
OHS1530	Work Health Safety & Manual Handling Safe Work Practice - Slide Sheet
OHS1529	Work Health Safety & Manual Handling Safe Work Practice - General Hoist Use
OHS1531	Work Health Safety & Manual Handling Safe Work Practice -Jordan Frame
OHS1533	Work Health Safety & Manual Handling Safe Work Practice - PAT Slide
OHS1534	Work Health Safety & Manual Handling Safe Work Practice - Hover Mat
WHS1526	Work Health Safety & Manual Handling Safe Work Practice – Rolling the patient
WHS1527	Work Health Safety & Manual Handling Safe Work Practice – Assisting a patient to move up the bed
Course Code	Course Name
WHS1528	Work Health Safety & Manual Handling Safe Work Practice – Managing a falling patient
WHS1529	Work Health Safety & Manual Handling Safe Work Practice – Folded slide sheet technique

WHS1530	Work Health Safety & Manual Handling Safe Work Practice – Walk belt
WHS1531	Work Health Safety & Manual Handling Safe Work Practice – Raising bed back rest manually
WHS1532	Work Health Safety & Manual Handling Safe Work Practice – Pushing a wheelchair
WHS1533	Work Health Safety & Manual Handling Safe Work Practice – Patient Handling Tasks
WHS1534	Work Health Safety & Manual Handling Safe Work Practice – Bathing a Baby
WHS1535	Work Health Safety & Manual Handling Safe Work Practice – Handling cots
WHS1536	Work Health Safety & Manual Handling Safe Work Practice – Lifting/Receiving a child
WHS1537	Work Health Safety & Manual Handling Safe Work Practice – Changing nappy on child

6 References

1. WHS Act 2011
2. WHS Regulation 2017
3. SafeWork NSW Code of Practice – Hazardous Manual Tasks, September 2016.
4. NSW Nurses & Midwives Association, WHS Essentials for Nurses and Midwives, 2013.
5. WorkCover NSW, Implementing A Safer Patient Handling Program. Industry Guide for the Health & Community Services Sector, 2005.
6. GL2018_012 WHS – Management of Patients with Bariatric Needs

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