6.3.1 LIFTING (NO LIFT) POLICY

Aim:

This policy aims (consistent with WH&S legislation), to promote a safe working environment for employees and to minimise risk/danger to clients.

Coordinator responsibility

On initial assessment and at subsequent reviews, the coordinator will examine the extent of lifting and/or transferring assistance required by the client.

Policy:

All support workers must undergo back care/manual handling training as part of their initial orientation. Support workers will be required to attend a refresher course at least every 2 years as well as being checked for familiarity with WH&S requirements at each performance review (at least annually).

As a matter of principle, manual lifts of consumers will not be undertaken except at the discretion of the Senior Manager Community Care and only in exceptional (and short term) circumstances.

Where the Senior Manager Community Care authorises manual lifts of a consumer, no employee will be required to lift or carry manually, any consumer who is unable to provide reasonable assistance without one of the following:

- an appropriate lifting device / hoist
- assistance from one of the following:
  - primary carer, family member or friend
  - assistance from staff from another organisation
  - assistance from another employee from CBS

HOWEVER, equipment, where available, shall be used.

If none of the above is available, then an alternative way of delivering support service that does not require manual handling must be arranged.

The expression 'lift' includes the following

- raising or repositioning the consumer in bed
- raising or moving a consumer who has fallen
- moving a consumer between bed and chair, wheelchair, commode, trolley, bath, motor vehicle etc.
• any other lift or transfer that involves the holding or moving of a client in a way that involves the support worker in carrying either all or a significant part of the weight of a consumer.

If an emergency occurs and extra assistance is required, support workers should contact the ambulance if required, or the office to enable back up staff to assist.

MANUAL HANDLING POLICY

Manual handling risks arising in the workplace will be identified, evaluated, controlled and the occurrence and severity of injury reduced in accordance with the principles and guidelines set down in the National Standards for Manual Handling, Workplace Australia Publications.

Management/Coordinator Responsibilities:

• Awareness of the requirements of the Standard
• Organisation of information and training for all relevant employees
• Ensure procedures are in place for adequate assessment of all manual handling tasks, including assessments of consumers at admission.
• Prompt and thorough investigation of manual handling incidents

Employee Responsibilities:

• Attendance at information and training sessions
• Compliance with the stated Policy and care plan when carrying out manual handling tasks.
• Reporting of any difficulties experienced with manual handling tasks to their coordinators.
• Use of all hoists/equipment/procedures as directed in care plans.
• At no time must expediency or demands for service cause departure from sound manual handling practice or procedures.
• All staff have a responsibility to ensure that they work in a safe manner to avoid injury to themselves and others.

Manual Handling Risk Identification:

• The Worksafe Manual Handling checklist (6.1.2A) and Risk Assessment Sheet (6.1.2B) provide sound tools for identifying work area task risk. These forms are to be used by coordinators when reviewing areas of concern. Where a risk is identified, consultation with resource personnel may be appropriate in order to ensure action
to reduce the risk will be effective. ie. Occupational Therapist, Community Nurse, Infection Control staff, etc.

- Tasks where a risk exists might be highlighted so that staff take care to follow safe practice when undertaking the task.

**Basic Principles of Preventing Manual Handling Injuries:**

The following basic principles should be followed to reduce risk:

- reduce the amount of manual handling
- reduce the amount of bending and twisting in all tasks
- keep all equipment in good working order
- keep the workplace environment safe
- ensure that suitable training and education in Manual Handling is provided to all staff.

These five basic principles will help identify which Manual Handling tasks pose a risk to health and safety (risk identification) and create awareness of some possible solutions to common Manual Handling problems (risk control).