

 <p>BAY OF PLENTY DISTRICT HEALTH BOARD HAUORA A TOI</p>	<b>MOVING AND HANDLING - EQUIPMENT</b>	<b>Policy 5.4.8 Protocol 3</b>
<b>MOVING &amp; HANDLING PROTOCOL</b>		

### STANDARDS

- Moving and handling equipment shall be available for use in Bay of Plenty District Health Board (BOPDHB) clinical areas as identified within individual patient care planning and LITE assessment process.
- The equipment used to assist with moving and handling of animate or inanimate objects shall be used in a safe and correct manner.

### STANDARDS TO BE MET

ACTION	RATIONALE
<b>Documentation and equipment safety compliance</b>	
<ul style="list-style-type: none"> <li>• All equipment must have a document of compliance if relevant e.g. AS/NZ 35551</li> <li>• All equipment must have a service manual and an Operators Manual which can be located on DocMan / Biomedical Manuals / Hoists.</li> <li>• Moving and handling equipment must be regularly maintained according to the manufacturer's recommendations</li> <li>• All moving and handling equipment must be evaluated by key stakeholders e.g. Infection Control, moving and handling Co-ordinator and Engineering staff prior to purchase, in accordance with the BOPDHB Product Evaluation policy</li> <li>• Ongoing evaluation of equipment requirements will be undertaken by CNMs and Moving &amp; Handling Co-ordinator – this includes assessment of requirements for reusable devices such as slings</li> </ul>	<ul style="list-style-type: none"> <li>• To ensure equipment is compliant with national standards.</li> <li>• To ensure that staff members operating such equipment have the information required to work within a safe environment.</li> <li>• To ensure the equipment is appropriate and meets the requirements of key stakeholders</li> <li>• To meet infection control standards for non-sharing of clinical equipment</li> </ul>
<b>Equipment Use and Education</b>	
<ul style="list-style-type: none"> <li>• Moving and handling equipment must only be used for the purpose of which they were designed</li> <li>• Faulty equipment must <b>not</b> be used</li> <li>• Ensure all equipment is labelled and clearly identifiable as being currently maintained and safe to use</li> <li>• All staff members should be fully educated in the use of the moving and handling equipment before operating</li> <li>• Areas have a responsibility to share equipment if supplies are not sufficient to meet demands</li> </ul>	<ul style="list-style-type: none"> <li>• To ensure safe working order of all mechanical and electrical equipment</li> <li>• To protect the health and safety of staff and patients in conjunction with the DHB moving and handling policy</li> <li>• To ensure compliance with Health &amp; Safety at Work Act 2015 and to prevent loss of equipment</li> </ul>

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Protocol Steward: Manual Handling & Restraint Co-ordinator	Authorised by: Director of Nursing	

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## REFERENCES

- NZS 8142 :2000 Infection Control Standards
- [Health & Safety at Work Act 2015](#)
- [New Zealand Patient Handling Guidelines](#)

## ASSOCIATED DOCUMENTS

- Bay of Plenty District Health Board Policy 5.4.8 Moving and Handling
- Bay of Plenty District Health Board policy 5.4.8 Protocol 1 Moving and Handling - Reporting
- Bay of Plenty District Health Board policy 5.4.8 Protocol 2 Moving and Handling - Training
- Bay of Plenty District Health Board policy 5.4.8 Protocol 4 Moving and Handling - Laundry
- Bay of Plenty District Health Board policy 5.4.8 Protocol 5 Moving and Handling - Ambulance Transfer Nurse
- Bay of Plenty District Health Board policy 5.4.8 Protocol 6 Moving and Handling - Bariatric Patient
- Bay of Plenty District Health Board policy 3.5.7 Product Evaluation
- Bay of Plenty District Health Board Policy 4.1.0 Infection Control Management
- Bay of Plenty District Health Board Form FM.M2.1 Manual Handling – Equipment Safety Checks

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