

 <p><b>BAY OF PLENTY</b> DISTRICT HEALTH BOARD HAUORA A TOI</p> <p><b>MOVING &amp; HANDLING PROTOCOL</b></p>	<p><b>MOVING AND HANDLING - TRAINING</b></p>	<p><b>Policy 5.4.8 Protocol 2</b></p>
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### STANDARD

To ensure staff have the necessary knowledge and skills to optimise safe moving and handling in the workplace. Moving and handling risk assessment is carried out using Load, Individual, Task and Environment (LITE) principles (ACC 2012), and is used as a simple, quick tool by staff to assess risk when moving and handling patients.

### STANDARDS TO BE MET

ACTION	RATIONALE
<b>Training</b>	
<ul style="list-style-type: none"> <li>All staff shall have access to education at orientation on how to apply the LITE principles when assessing moving and handling tasks.</li> <li>Additional moving and handling education shall be arranged for areas / individuals as necessary, in consultation with the moving and handling coordinator.</li> <li>All clinical staff must attend education in Patient Handling. This education will be done in accordance with the ACC Patient Handling Guidelines and other current research.</li> <li>Patient Handling education is required on orientation and then updated every two (2) years as a refresher</li> <li>Non-Clinical staff or clinical staff who do not move and handle patients shall have access to a non-clinical moving and handling course which is available via <a href="#">Midland e-learning</a> on OnePlace</li> </ul>	<ul style="list-style-type: none"> <li>To comply with the Health and Safety at Work Act 2015</li> <li>To ensure safe working order of all mechanical and electrical equipment.</li> </ul>
<b>Falling or Fallen Patient</b>	
<ul style="list-style-type: none"> <li>Staff are advised not to attempt to catch or hold a falling patient.</li> <li>Staff will be shown how to instruct a fallen uninjured patient how to get up off the floor</li> <li>Fallen patients who are unable to raise themselves will be assessed for injuries and a mobile hoist and sling or Molift hoist and stretcher can be used to raise them safely.</li> </ul>	<ul style="list-style-type: none"> <li>Risk Assessment is the key to prevention of falls.</li> <li>Attempting to catch or hold patients is a high risk activity for staff.</li> </ul>
<b>Equipment</b>	
<ul style="list-style-type: none"> <li>Moving and handling equipment must not be used unless a person who has had specific education in the use of the equipment is present.</li> <li>The person who has received education for the specific equipment is responsible to ensure the equipment is used safely.</li> </ul>	<ul style="list-style-type: none"> <li>To ensure staff operating such equipment have the information required to work within a safe environment.</li> </ul>
<b>Moving and Handling Advisor</b>	
<ul style="list-style-type: none"> <li>Managers must nominate a moving and handling contact person for their area (moving and handling advisor).</li> <li>This person shall receive additional education in moving and handling and is expected to provide moving and</li> </ul>	<ul style="list-style-type: none"> <li>To protect the health and safety of staff in conjunction</li> </ul>

<p>Issue Date: Jan 2016 Review Date: Jan 2018</p>	<p>Page 1 of 2 Version No: 5</p>	<p>NOTE: The electronic version of this document is the most current. Any printed copy cannot be assumed to be the current version.</p>
<p>Protocol Steward: Manual Handling &amp; Restraint Co-ordinator</p>	<p>Authorised by: Director of Nursing</p>	

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<p>handling expertise and carry out moving and handling audits in their area</p> <ul style="list-style-type: none"> <li>Managers must approve and support these advisors to attend any additional education.</li> <li>Moving and handling advisors should attend education sessions on a yearly basis.</li> </ul>	with the BOPDHB Moving and Handling policy
<b>Moving and Handling Core trainer</b>	
<ul style="list-style-type: none"> <li>The moving and handling core trainer is responsible for assisting at moving and handling education sessions.</li> <li>These core trainers are paid as arranged by the Moving and Handling Co-ordinator for the number of hours they spend assisting at moving and handling sessions</li> </ul>	<ul style="list-style-type: none"> <li>To comply with the Health and Safety at Work Act 2015.</li> <li>To ensure adequate number of core trainers are available to support and maintain safety of staff during an education session.</li> </ul>

## REFERENCES

- [Health & Safety at Work Act 2015](#)
- ACC (2003) New Zealand Patient Handling Guidelines OSH/ACC
- Code of Practice for Manual Handling ACC
- Moving and handling people: The New Zealand Guidelines (2012)

## 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 3 Moving and Handling - Equipment
- 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 1.2.4 Restraint Minimisation and Safe Practices
- Bay of Plenty District Health Board Policy 5.1.11 Hazardous Substances Management

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