

### **Policy Applies to:**

All staff employed by Mercy Hospital. Credentialed Specialists will be supported to meet policy requirements

### **Related Standard:**

- Health and Safety at Work Act 2015
- Infection and Prevention and Control Standards NZS 8134.3:2008
- EQulP Standard Criterion 1.5.2

### **Rationale:**

To ensure that employees use safe handling and moving techniques when undertaking all manual handling and patient handling activities.

### **Definitions:**

#### **Manual Handling**

Manual handling is any activity requiring someone to lift, lower, push, pull, carry, or otherwise move, hold, or restrain any person or object.

Two types of manual handling are undertaken at Mercy Hospital; patient handling and general handling (the handling of objects/equipment).

#### **Cultural Considerations:**

All staff are respectful of different cultures' specific needs regarding handling and touching a person's body. The informed consent process includes a patient's cultural and spiritual preferences, so that we can modify our approach to meet cultural needs while ensuring safe practice.

#### **Safe Handling**

Safe handling is manual handling that does not create the risk of injury to a person from heavy loads, high forces, awkward movements and postures, or excess repetition.

#### **LITE**

The LITE acronym helps staff remember key risk factors when assessing lifting and moving tasks:

Load – characteristics of the load (patient or object)

Individual – capabilities of those performing the task

Task – nature of the task

Environment – workplace factors affecting the task

### Objectives:

Mercy Hospital is committed to a co-ordinated and structured organisation-wide safe handling approach involving:

- Systematic identification, assessment and control of all moving and handling risks.
- Provision of equipment to reduce heavy loads, awkward movements and postures and excessive repetition.
- Ergonomics considered in design of equipment and work areas.
- Provision of staff education and training in the safe use of equipment, patient moving and handling techniques.

### Implementation:

- During orientation, safe handling representatives in clinical areas like Theatre, DSU, Manaaki, Callaghan, and McAuley wards, will introduce staff to relevant safe moving and handling protocols, equipment, and methods for their specific service areas.
- Non-clinical work area manager will work with designated staff to train and orientate new staff to safe moving and handling practices in their areas.
- Bi-annual safe handling education updates will be provided by safe handling representatives on area specific requirements
- Clinical staff are required to complete the HealthLearn Manual Handling competency
- Risk Category Audit (Ergonomic) review existing controls are appropriate
- Product evaluation includes assessing equipment's safe handling requirements
- Construction design and planning includes and assessment of workplace design and workflow requirements
- Manual and overhead hoists are certified
- Any patient transfers in the operating theatre with patients that weigh  $\geq 100\text{Kg}$  should be completed using a HoverMatt
- Lifting and moving aids should be made available where manual handling involves heavy, awkward or consistent tasks

### Safe Handling Programme Management

The Health and Safety Specialist is responsible for;

- Coordinating and reporting on the hospital safe moving and handling programme
- Coordinating Ergonomic and Physical Risk Category Audits
- Supporting Managers and Coordinators in assessing risks and controls related to moving and handling in their areas of responsibility and making improvements where necessary
- Training and coordination of safe handling representative roles
- Review of safe handling management and training requirements for leaders of people
- Review Moving and handling incidents and near misses and support any investigations

### Responsibilities of managers, coordinators and team leaders

Managers, co-ordinators and team leaders are accountable for ensuring moving and handling risks are managed by:

- Working with Health and Safety Specialist to identify and review Moving and Handling risks and controls
- Establishing and supporting safe work methods/ procedures to eliminate or minimise moving and handling risks in their area
- Reviewing and supporting necessary equipment purchases
- Ensuring that staff have access to equipment and material designed to minimise moving and handling risks in the workplace
- Ensuring equipment is maintained (as indicated by manufacturer or service) in correct working order
- Facilitating the provision of new employees orientation to the departmental safe handling procedures and equipment
- Ensuring that staff attend moving and handling training
- Monitoring and reviewing safe handling accidents for risk management opportunities
- Support and coordinate moving and handling incident and near miss investigations

### Safe Moving and Handling Representatives

- Staff appointed to these roles in Theatre DSU, McAuley, Callaghan and Manaaki will carry out area specific safe handling skills training with new staff and contribute to planning and delivery of bi annual education updates in consultation with the Health and Safety Specialist
- Team leaders and managers ensure that area-specific safe handling training for new staff is completed.

### Employees

Employees are responsible for performing moving and handling tasks safely. They will:

- Comply with principles of safe handling, departmental procedures and best practice
- Use LITE principles to assess and identify risks before performing a task. They then make a plan, if needed, to ensure that any moving and handling they do is safe handling
- Report hazards, near misses, incidents and any maintenance needs they encounter in the workplace
- Report any limitation on their ability to perform moving and handling tasks safely
- Attending moving and handling training as directed-
- Tautoko competency completion

### Training and Compliance

Managers and team leaders are responsible for ensuring new staff are orientated to a department within one month of:

- Commencing work at Mercy hospital
- Transfer from another department or area

Annual Safe Moving and Handling training should be completed with all staff that carry out safe moving and handling tasks as part of their work.

Employees are responsible for keeping up to date with their annual training by attending training sessions and completing Tautoko competencies.

Managers and coordinator are to ensure time is made available for staff to attend safe moving and handling sessions and Tautoko Competencies are completed.

### Evaluation:

- Hazard/Risk register
- Training records
- Incident forms
- Product Evaluation Committee records
- Maintenance and construction planning meeting minutes
- Service area safe handling equipment audit report
- Hoist test reports
- Ergonomic Category Audit reports Health and Safety annual plan

### External

- Moving and Handling of People – the New Zealand Guidelines, ACC 2012 Moving and handling people in the healthcare industry, 2018
- Code of Practice for Manual Handling, OSH Service of Department of Labour and ACC, June 2001
- Moving and Handling People in Healthcare Industry- WorkSafe, May 2018

### Internal

- Manual Handling, healthLearn
- Hazard Identification Policy
- Falls Prevention and Management Policy
- Moving and Handling People, The New Zealand Guidelines, 2013 , (SharePoint)
- Hoist Moving and Handling, Clinical Services Work Manual
- Patient Moving and Handling – Theatre, Learning & Development, Theatre Competencies, SharePoint
- Patient Moving and Handling – DSU, Learning & Development, Ward Competencies, SharePoint
- Patient Moving and Handling – McAuley, Learning & Development, Ward Competencies, SharePoint.
- Tikanga Best Practice Guidelines

- Tautoko competencies