

## Policy Applies to:

All staff employed by Mercy Hospital. Credentialed Specialists and Allied Health Professionals and students 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
- EQuIP 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).

### 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.
- Ergonomic design of equipment and work areas.

- Provision of staff education and training in the safe use of equipment, patient moving and handling techniques.

## **Implementation:**

- At time of orientation, safe handling representatives in Theatre, PACU, DSU, Manaaki and McAuley wards and Managers and Team Leaders in non-clinical areas, will provide staff orientation on specific safe moving and handling requirements, equipment and methods appropriate to their service area
- 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
- Safe handling posters and journal articles are circulated
- Environmental audits include a review of workstation work task ergonomics, patient positioning and safe handling equipment and staff safe handling equipment
- Product evaluation includes assessing equipments safe handling requirements
- Construction design and planning includes and assessment of workplace design and workflow requirements  
Manual and overhead hoists are certified.

## **Safe Handling Programme Management**

**The Occupational Health and Infection Control Nurse** is responsible for;

- Coordinating and reporting on the hospital safe moving and handling programme
- Coordinating safe handling equipment audits
- Training and coordination of safe handling representative roles
- Review of safe handling management and training requirements for non-clinical managers and team leaders.

## **Responsibilities of managers, coordinators and team leaders**

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

- 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
- Ensuring appropriate staffing levels.

### Safe Handling Representatives

- Staff appointed to these roles in DSU, McAuley, PACU, Theatre and Manaaki will carry out area specific safe handling skills training with new staff and contribute to planning and delivery of annual education updates in consultation with the Occupational Health and Infection Prevention and Control Nurse
- Team leaders and Managers ensure that a staff member with appropriate skills carries out area specific safe handling skills training with new staff in accordance with work manual guidelines.

### 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
- Attend moving and handling training as directed.

### Training and Education

Managers and team leaders are responsible for ensuring task specific training for new staff which must occur within one month of:

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

### Evaluation:

- Hazard 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
- Environmental audit reports
- Health and Safety annual plan
- Health and Safety monthly reports.

## External

- Moving and Handling People, The New Zealand Guidelines, March 2012
- The New Zealand Patient Handling Guidelines, 2003.
- Code of Practice for Manual Handling, OSH Service of Department of Labour and ACC, June 2001
- HabitAtWork <http://www.habitatwork.co.nz/>

## Internal

- Manual Handling, healthLearn
- Hazard Identification Policy
- Patient Admission Information (pamphlet)
- Falls Prevention and Management Policy
- Moving and Handling People, The New Zealand Guidelines, 2013 , (SharePoint)
- Moving and Handling People DVD, The New Zealand Guidelines, March 2012 (SharePoint)
- Hoist Moving and Handling, Clinical Services Work Manual
- Patient Moving and Handling - Theatre, Learning and Development, Theatre Competencies, SharePoint
- Patient Moving and Handling - DSU, Learning and Development, Ward Competencies, SharePoint
- Patient Moving and Handling - McAuley, Learning and Development, Ward Competencies, SharePoint.