

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
- Ngā Paerewa Health and Disability Services Standard Section 2, Section 4

Rationale:

To keep staff safe by ensuring staff use safe moving and handling techniques when undertaking all moving and handling tasks.

Definitions:

- **LITE Principles:** A framework for safe moving and handling, involving the assessment of Load, Individual capability, Task, and Environment.
 - **Load:** Assess the weight, size, shape, and nature of the object or patient to determine the safest way to handle it.
 - **Individual:** Consider the physical capabilities and limitations of the person performing the task to ensure they can handle it safely.
 - **Task:** Evaluate the specific actions required, including lifting, pushing, pulling, and the frequency or difficulty of the task.
 - **Environment:** Review the physical surroundings and conditions, such as space, floor surfaces, lighting, and equipment, to ensure a safe handling environment.
- **HoverMatt:** A specialized air inflated device used for transferring patients to reduce strain on staff during patient transfers and handling.
- **HealthLearn:** An online learning platform providing competencies and training on safe patient handling and other healthcare practices.
- **Ergonomic Audit:** A systematic review of workplace and equipment design to minimize strain and reduce the risk of injury during moving and handling tasks.

Cultural Considerations:

All staff are aware and respectful of different cultures' specific needs and preferences regarding handling and touching a person's body. Consideration is given to the concepts of tapu and noa when handling Māori persons. For example, the head is considered tapu. Therefore, patient awareness of types of handling is very important.

Objectives:

Mercy Hospital is committed to a coordinated 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:

- New clinical staff are required to complete the HealthLearn patient moving and handling competency and practical introduction to LITE (Load, Individual, Task, Environment) principles in respect to patient moving and handling for their orientation.
- During orientation, staff are shown relevant safe moving and handling protocols, equipment, and methods for their specific service areas.
- Biannual safe handling education updates will be provided by Health and Safety Representatives or experienced staff in best practices in safe moving and handling.
- Risk Category Audit (Ergonomic) review existing controls are appropriate
- Product evaluation includes assessing equipment's safe handling requirements
- workflow requirements
- Manual and overhead hoists (including slings) are serviced annually and certified by Dental & Medical Equipment LTD.
- 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 moving and 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 in assessing risks and controls related to moving and handling in their areas of responsibility and making improvements where necessary
- Supporting areas in safe moving and handling training requirements
- 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, ACN's and leaders

Managers, ACN's and leaders are accountable for ensuring moving and handling risks are managed by:

- Working with Health and Safety Specialist and health and safety reps to identify and review Moving and Handling risks and controls

- Working with the Health and Safety Specialist and the Health and Safety reps to ensure all staff have appropriate moving and handling training
- Establishing and supporting safe work methods/ procedures to eliminate or minimise moving and handling risks in their area, and ensuring compliance with best practices
- 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

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 need 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.

Training and Compliance

Managers and leaders are responsible for ensuring new staff have safe moving and handling orientation in their 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 coordinators are to ensure time is made available for staff to complete safe moving and handling.

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 Moving and Handling People in Healthcare Industry WorkSafe, May 2018

Internal

- Manual Handling, healthLearn
- Hazard Identification Policy
- Falls Prevention and Management Policy
- Hoist Moving and Handling, Clinical Services Work Manual
- Patient Moving and Handling Work Manuals on SharePoint Tikanga Best Practice Guidelines