

# **Generic Patient Handling Safe Work Procedure (SWP)**

## **SWP 1 Sitting up/lying down in bed**

# SWP 1: Sitting up/lying down in bed

The following generic SWPs are for Task No. 1 on the FURAT patient handling transfer table:

- the SWPs are coded to align with the numbering in the transfer table;
- tasks shaded green are preferred methods;
- tasks shaded yellow are not preferred – they should, where possible, be replaced by a method from the green section;
- refer to local SWPs for descriptions of the use of techniques/equipment that are not described here

The choice of technique must be based on the Individual Patient Handling Assessment, and the principles of safe patient handling should be used. Workers should also refer to the Standard Preparation and Precautions that apply to all patient handling tasks.

The following pre-activity screens are a minimum guide for the task of sitting up/lying down in bed:

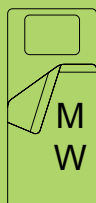
Pre-activity functional screens for sitting up/lying down in bed	Rationale
Can the patient comprehend and cooperate?	<ul style="list-style-type: none"><li>• More workers or a transfer for a dependent patient may be needed to complete the task if the patient resists the transfer or does not assist when instructed.</li></ul>
Can the patient use their arms to push or pull themselves up in bed with or without aids (e.g. monkey bar, bed stick, bed rope)?	<ul style="list-style-type: none"><li>• Does the patient have adequate upper limb strength to use aids to manoeuvre themselves (e.g. to use a monkey bar to take their weight off the backrest)?</li></ul>
Can the patient reach and roll?	<ul style="list-style-type: none"><li>• Can the patient lift their head/shoulders/upper body off the bed to assist with moving off the backrest of the bed? If they cannot complete this task then they may need aids or equipment or a transfer for a dependent patient.</li></ul>

## Key Information:

**1A** = one-worker assist    **2A** = two-worker assist



**1a:** Patient moves self by raising/lowering back of the electric bed



**1b:** Patient moves self forward off the backrest of a manual bed (wind up or manual raise) while 1A from worker to raise the backrest



**1c:** 1A raise back of electric bed for a needs assist patient



**1d:** Patient moves self forward off the backrest of a manual bed (wind up or manual raise) using aids/ equipment, while 1A from worker to raise the backrest



**1e:** 1A raise back of electric bed for a dependent patient



**1f:** 2A raise back of a manual raise bed (non wind-up) with the patient's weight on the backrest.



**1b:** Patient moves self forward off the backrest of a manual bed (wind-up or manual raise) while one-assist from worker to raise the backrest

## Plan

Complete the pre-activity functional screens relevant to this transfer method. To perform this transfer method, the patient must be able to:

- ✓ comprehend and cooperate
- ✓ use their arms
- ✓ reach and roll.

## Prepare

### Environment/Equipment

1. Check the work area and ensure appropriate equipment is available.
2. Adjust the bed to an appropriate height for the worker (about knuckle height).
3. Ensure sufficient space around the bed to allow this task to be performed using safe working postures and movements.

### Patient

#### **Explain the transfer to the patient. To prepare the patient:**

1. Position them so that they are high enough in the bed to be comfortable when the back of the bed is raised. Their hip should be at about the height of the break in the bed (refer to SWP 2: Moving up or down bed).
2. Communicate the transfer to the patient. Explain that they have to lean forward to take their weight off the backrest while it is raised manually.

### Worker

#### **For a wind-up mechanism bed:**

Adopt a safe working posture (e.g. semi-squat, half-kneel or lunge) then grasp the winder at the foot of the bed (Figure 1).

#### **For a manual raise bed:**

Adopt a safe working posture (e.g. semi-squat or forward lunge) then grasp the manual raise lever at the back of the bed (Figure 2).

# Do

## For a wind-up mechanism bed:

- Instruct the patient to lean forward off the back rest, e.g. by side lying.
- With their weight off the backrest, grasp the winder. Using safe postures and movements, e.g. semi-squat, half-kneel or lunge (Figure 1), raise the backrest.
- Ensure the winder is returned to its original position to prevent injury to anyone walking past the bed.
- Once the patient is in the required position, instruct them to lean back against the bed.
- Where possible, position the patient to prevent them sliding down the bed, e.g. by profiling the bed or placing a pillow under their legs (Figure 3).

## For a manual raise bed:

- Instruct the patient to lean forward off the backrest, e.g. by side lying.
- With their weight off the backrest, grasp the manual release lever.
- Using safe postures and movements, e.g. moving from a semi-squat into a side lunge, or transferring your weight backwards with a reverse lunge, raise the backrest.
- Once the patient is in the required position, instruct them to lean back against the bed.
- Where possible, position the patient to prevent them sliding down the bed, e.g. by profiling the bed or placing a pillow under their legs (Figure 3).

Both methods can be completed in stages if the patient needs to rest.

# Review

## After the transfer:

1. ensure that the patient is in the desired position
2. make the patient safe
3. make the area safe
4. check that the transfer went according to plan
5. report/document any problems.

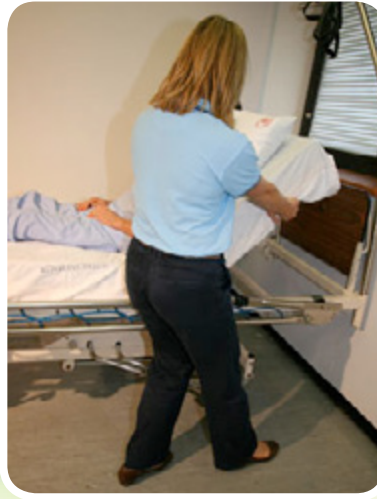


**1b:** Patient moves self forward off the backrest of a manual bed (wind-up or manual raise) while one-assist from worker to raise the backrest

## Example Images



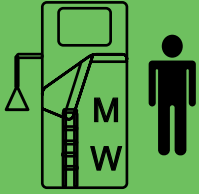
**Figure 1:** Raising the backrest of a wind-up bed



**Figure 2:** Raising the backrest of a manual raise bed



**Figure 3:** Patient is positioned to prevent slipping further down the bed



**1d:** Patient moves self forward off the backrest of a manual bed (wind-up or manual raise bed) using aids/equipment, while one-assist from worker raises the backrest

## Plan

Complete the pre-activity functional screens relevant to this transfer method. To perform this transfer method, the patient must be able to:

- ✓ comprehend and cooperate
- ✓ use their arms.

## Prepare

### Environment/Equipment

1. Check the work area and ensure appropriate equipment is available.
2. Adjust the bed to an appropriate height for the worker (about knuckle height).
3. Ensure sufficient space around the bed to allow this task to be performed using safe working postures and movements.
4. Place any equipment to be used during the transfer (e.g. the monkey bar, bed stick, bed ladder) within reach and ensure it is secured.

### Patient

#### Explain the transfer to the patient. To prepare the patient:

1. Position them so that they are high enough in the bed to be comfortable when the back of the bed is raised. The patient's hip should be at about the height of the break in the bed (refer to SWP 2: Moving up or down bed).
2. Communicate the transfer to the patient. Explain that they have to lean forward using an aid/equipment, e.g. monkey bar or bed rope to take their weight off the backrest while it is raised manually.

### Worker

#### For a wind-up mechanism bed:

Adopt a safe working posture (e.g. semi-squat, half-kneel or lunge) then grasp the winder at the foot of the bed (Figure 2).

#### For a manual raise bed:

Adopt a safe working posture (e.g. semi-squat or forward lunge) then grasp the manual raise lever at the back of the bed (Figure 3).



# Do

## For a wind-up mechanism bed:

- Instruct the patient to use the aid (e.g. monkey bar, bed stick, bed ladder) to move off the backrest (Figures 1 and 2).
- With their weight off the backrest, grasp the winder. Using safe postures and movements e.g. semi-squat, half-kneel or lunge, raise the backrest (Figure 2).
- Ensure the winder is returned to its original position to prevent injury to anyone walking past the bed.
- Once the patient is in the required position, instruct them to lean back against the bed.
- Where possible, position the patient to prevent them sliding down the bed, e.g. by profiling the bed or placing a pillow under their legs (Figure 4).

## For a manual raise bed:

- Instruct the patient to use the aid, e.g. monkey bar, bed stick, bed ladder to move off the backrest (Figures 1 and 2).
- With their weight off the backrest, grasp the manual release lever.
- Using safe postures and movements, e.g. moving from a semi-squat into a side lunge, or transferring your weight backwards using a reverse lunge, (Figure 3), raise the backrest.
- Once the patient is in the required position, instruct them to lean back against the bed.
- Where possible, position the patient to prevent them sliding down the bed, e.g. by profiling the bed or placing a pillow under their legs (Figure 4).

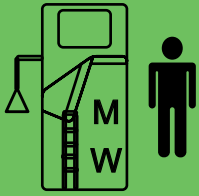
Both methods can be completed in stages if the patient needs to rest.

# Review

## After the transfer:

1. ensure that the patient is in the desired position
2. make the patient safe
3. make the area safe
4. check that the transfer went according to plan
5. report/document any problems.





**1d:** Patient moves self forward off the backrest of a manual bed (wind-up or manual raise bed) using aids/equipment, while one-assist from worker raises the backrest

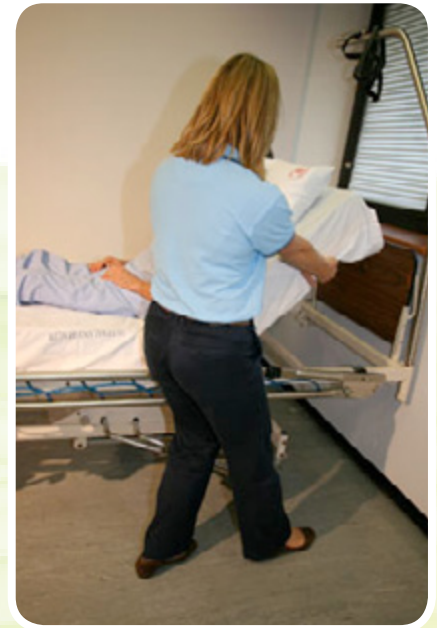
## Example Images



**Figure 1:** Patient using a bed ladder.



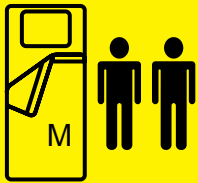
**Figure 2:** Patient using a monkey bar; raising the back of a wind-up bed.



**Figure 3:** Raising the back of a manual raise bed.



**Figure 4:** Patient is positioned to prevent slipping further down the bed.



**1f: 2A (two-assist)** to raise the back of a manual raise bed (non-wind-up) with the patient's weight on the backrest (i.e. with a dependent patient)

## Plan

Complete the pre-activity functional screens relevant to sitting up/lying down in bed to determine whether the patient's condition has improved. Choose this method when the patient is dependent and not able to assist with the transfer.

## Prepare

### Environment/Equipment

1. Check the work area and ensure appropriate equipment is available.
2. Adjust the bed to an appropriate height for the workers (about knuckle height of the shorter worker).
3. Ensure sufficient space around the bed to allow this task to be performed using safe working postures and movements.

### Patient

#### **Explain the transfer to the patient. To prepare the patient:**

Position them so that they are high enough in the bed to be comfortable when the back of the bed is raised. The patient's hip should be about at the height of the break in the bed (refer to SWP 2. Moving up or down bed).

### Workers

Adopt a safe working posture (e.g. forward lunge facing the head end or sideways lunge) then grasp the manual raise lever at the back of the bed (Figure 1).

## Do

#### **Explain the procedure to the patient and, on the agreed count, workers:**

- Transfer their weight and pull on the side handles to release and raise the back of the bed (Figure 2).
- When the backrest is at the required height, one worker moves to secure the back-rest in place (Figure 3).
- Where possible, position the patient to prevent them sliding down the bed, e.g. by profiling the bed or placing a pillow under their legs.

# Review

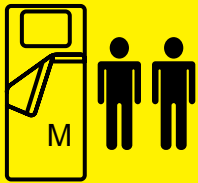
## After the transfer:

1. ensure that the patient is in the desired position
2. make the patient safe
3. make the area safe
4. check that the transfer went according to plan
5. report/document any problems.

Note: Performing this task as outlined still poses a risk to workers because of the potentially high forces involved. Where possible, a dependent patient who is unable to take their weight off the backrest before it is raised should be allocated an electric bed.

### Safe variations include:

1. Depending on the design of the manual release mechanism, the second worker may use a different safe working posture and movements (e.g. moving from a semi-squat posture into a side lunge as the bed head is raised).



**1f:** 2A (two-assist) to raise the back of a manual raise bed (non-wind-up) with the patient's weight on the backrest (i.e. with a dependent patient)

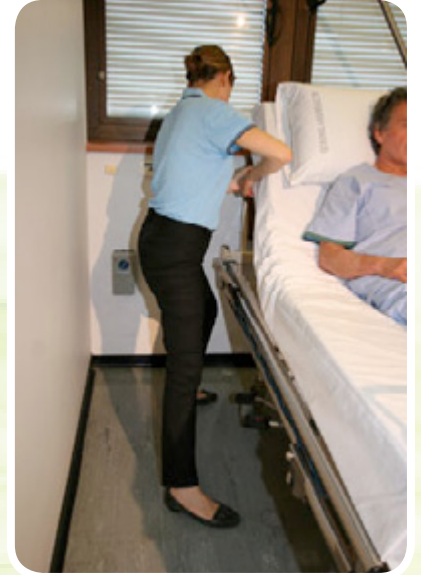
## Example Images



**Figure 1:** Starting position of workers for raising the backrest.



**Figure 2:** end position of workers for raising the backrest.



**Figure 3:** One worker moves to secure the backrest in place.