

## Procedure – Safe work Instructions Ceiling Hoist

### Use of a Ceiling Hoist to Lift a Person from Bed to Chair

#### Stop, Think, Assess, Review

**Stop** before you begin, you **must review** the Support Plan of the client being assisted. **Think** about the task, any equipment needed and the readiness of the client. Think about other options if this task cannot be done safely.

**Assess** the client by watching/talking to them to see if they are willing and able to participate in the task.

**Review** other options available if client not ready for task. Talk to supervisor/manager about other options.

#### Potential Hazards


1. Client injury from pinching skin with sling or from fall from hoist or hoist malfunction.
2. Cross infection to client from sling.
3. Muscular soft-tissue or skeletal injury to workers from incorrect movement or posture.


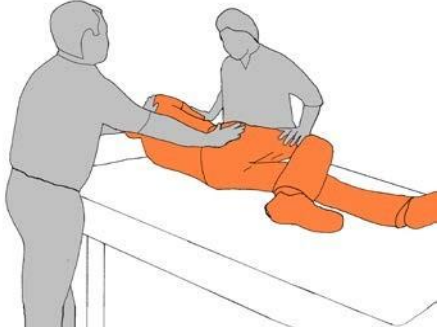
#### Safety Provisions

To prevent risk of injury to workers or clients during this manual task:

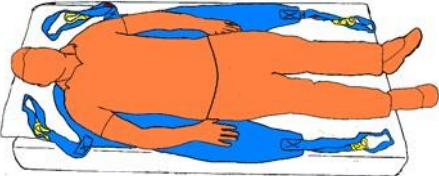

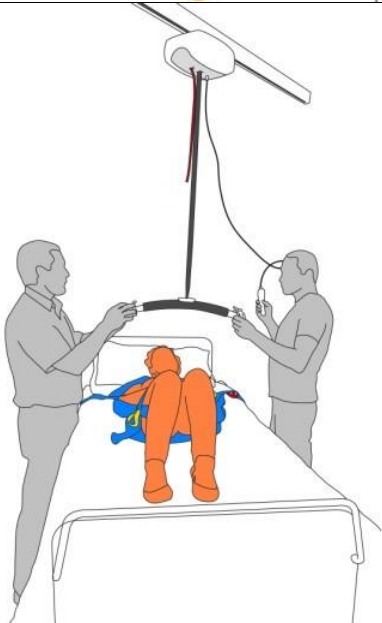
- a. Follow all steps of this Safe Work Instruction (SWI).
- b. Use a minimum of 2 workers for the task.
- c. Check there is enough space to move hoist along ceiling track at every step of task, remove any obstacles or tripping hazards.
- d. Always move in same direction as hoist when walking with it, **do not twist**
- e. Only use client's sling, making sure it is clean, instructions on it readable and is the correct sling for the task. **This instruction uses a full body sling as the example.**
- f. Communicate with client and other workers at every step of this task.

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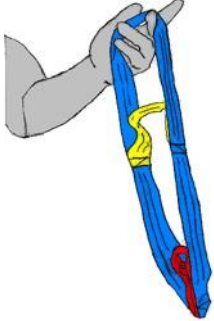



Instruction	
<b>Set Up</b>	
<ol style="list-style-type: none"> <li>1. Make sure you know how to operate all controls of the specific Hoist. If unsure, review Standard Operating Procedure for this hoist</li> <li>2. Check the hoist is plugged in, turned on and in good condition. Check extendable strap is not twisted. If any faults, report immediately and <b>do not use</b>.</li> <li>3. Check the hoist (hooks, spreader bar) and sling for signs of wear or damage. If any faults, report immediately and <b>do not use</b>.</li> <li>4. Refer to client’s Support Plan for specific information.</li> </ol>	

Operation		
Step	Worker Action	Diagram
1. Prepare hoist and sling	<ul style="list-style-type: none"> <li>• Make sure hoist is ready for operation.</li> <li>• Get clients sling, making sure it is the correct one for the task.</li> </ul>	
2. Assist client to roll to side and set the sling in place	<ul style="list-style-type: none"> <li>• One worker on each side of the bed, unless otherwise indicated in clients support plan</li> <li>• Prepare clients arm and leg ready for roll (<b>refer to SWI for rolling and repositioning</b>)</li> <li>• Workers position hands, using pushing/pulling motion to gently roll client onto side.</li> </ul>	



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<p>3. Place sling centrally beneath client</p>	<ul style="list-style-type: none"> <li>• When client on side, place sling along back, make sure pelvic opening is level with middle of buttocks <b>(applies to full body sling only)</b></li> <li>• Assist client to roll to opposite side, then release and spread-out sling into position.</li> </ul>	
<p>4. Prepare sling for attachment to ceiling hoist</p>	<ul style="list-style-type: none"> <li>• Pass leg straps underneath thighs and cross to opposite side.</li> </ul>	
<p>5. Position the hoist and lower the spreader bar.</p>	<ul style="list-style-type: none"> <li>• Bring hoist along ceiling track until directly over client.</li> <li>• One worker lowers the spreader bar using hoist controls.</li> <li>• Workers on either side guide spreader bar into position, keeping parts away from clients head.</li> </ul>	

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<p>6. Attach the sling</p>	<ul style="list-style-type: none"> <li>Attach one loop from each strap to hooks on the spreader bar (<b>refer to clients support plan for correct loops to use</b>)</li> </ul>	
<p>7. Raise client with ceiling hoist and sling</p>	<ul style="list-style-type: none"> <li>One worker raises sling using hoist controls, watching that sling loops are in place.</li> <li>The other worker watches and reassures the client, supporting their head, if required.</li> <li>If the client looks uncomfortable or unbalanced, lower sling and reposition.</li> </ul>	
<p>8. Move client with ceiling hoist</p>	<ul style="list-style-type: none"> <li>When the client is clear above bed activate hoist to move them away from the bed</li> <li>Workers assist to guide client as needed</li> <li>Slowly push client in sling to new location, move with direction of hoist, and <b>do not twist</b>.</li> <li>Again, make sure area free of hazards.</li> </ul>	
<p>9. Position client over wheelchair or chair.</p>	<ul style="list-style-type: none"> <li>Operator brings hoist into position</li> <li>Workers support and pivot client in sling, so they are correctly above the chair to be lowered into</li> <li>Workers to do task in a slow, careful manner</li> <li>If available enable tilting chair to be tilted to assist positioning.</li> </ul>	

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<p>10. Lower client with portable hoist</p>	<ul style="list-style-type: none"> <li>• If using a commode chair or wheelchair, make sure brakes are on.</li> <li>• Worker operating hoist uses controls to lower client</li> <li>• Both workers guide sling so that client is positioned to back of chair, making sure not to take any weight.</li> </ul>	
<p>11. Release sling loops and remove hoist</p>	<ul style="list-style-type: none"> <li>• Make sure client is safe before removing equipment.</li> <li>• Unhook sling when it is relaxed;</li> <li>• Keep control of spreader bar to avoid hitting client.</li> </ul>	

### Conclusion

<p>1. Safely conclude task.</p>	<ul style="list-style-type: none"> <li>• Make sure client is comfortable and secure</li> <li>• Put ceiling hoist away at start of track, with control secure.</li> <li>• Place all other equipment in correct storage areas</li> <li>• Document any incident and report to supervisor immediately.</li> </ul>
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