



CHECKLIST

Risk Management in Patient Handling

RISK MANAGEMENT IS AN ONGOING PROCESS.

It should be undertaken:

- Now, if it has not been undertaken before
- When changes occur at, or are planned for, the workplace
- When there are indications for potential injury
- After an incident (or 'near miss') occurs
- At regularly scheduled times appropriate to the workplace

1 IDENTIFICATION

- Consult with workers and observe the tasks.
- Make a list of all the people handling tasks.
- Make a list of the actions within each of these tasks.
- For each action, determine which of the direct risk factors are present.
- For each action, identify the contributing and modifying factors

2 ASSESSMENT

- Consult with the workers.
- Determine the level of risk associated with each action.
- Prioritise actions for control.

3 CONTROL

- Consult with the workers.
- Determine solutions that will manage the contributing and modifying risk factors.
- Implement chosen control measures.



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4 REVIEW

- Consult with the workers.
- Review people handling actions and tasks to determine the effectiveness of measures.

5 COMMON PEOPLE HANDLING TASKS

- Raising a person who is at ground level
- Assisting with toileting
- Bathing/showering a person
- Dressing/undressing a person
- Transferring a person from a bed into a chair or from a chair into a bed
- Assisting a person from a restricted space, such as a car or bus
- Repositioning a dependent person, such as in a bed or chair
- Moving or conveying a person from one location to another, for example, in a wheelchair
- Supporting/being ready to support a person/child, such as during rehabilitation or when the child climbs on playground equipment
- Restraining a person, for example, to prevent movement in a person with cognitive* or behavioural problems.

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