

## Transferring people from beds and chairs

May 2011

### What is the problem?

Manually transferring people from beds and chairs.

### What are the risks?

Workers may be at risk of musculoskeletal injuries (eg sprains and strains) to the back, neck, shoulders, legs, knees, arms, wrists and hands – from awkward postures, exerting high force, uneven loading, reaching and fast movements.

### What is a solution to the problem?

The risk of injuries can be eliminated or reduced by the following safety measures:

- consult with the person being moved to assess how much they can help with a transfer. Encourage as much participation by the person as possible
- if the person is being transferred to or from a wheelchair, ensure the wheelchair brakes are activated before starting a transfer
- adjust the height of the bed to avoid overreaching in awkward postures.

### Moving a person from bed to chair – Person transfers self or uses aid

This may require one worker with the assistance of the person.

Workers should follow these steps in order:

1. position the person on the side of the bed with their feet on the floor
2. position the chair next to the bed with the near side arm removed or lowered
3. if appropriate, place a slideboard or other aid under the person's near side buttock and across the chair
4. the person grasps the far arm of the chair and positions their feet in the direction of the turn
5. encourage the person to lift their buttocks up and across onto the slideboard, and move their body over to the chair
6. the slideboard is then removed and the arm of the chair reinserted or raised into position.

### Moving a person from bed to chair – Overhead tracking hoist with walking sling

This may require two workers with the assistance of the person.

Workers should follow these steps in order:

1. position the person on the side of the bed with their feet on the floor
2. attach the walking sling to the person and the overhead tracking hoist
3. instruct the person to stand, or raise the bed to help. Provide mobilising aids as appropriate (eg wheely walker or crutches)
4. instruct the person to push up into a standing position, using their legs and arms for strength and support
5. instruct the person to walk to the chair and position themselves with the back of their legs to the edge of the seat, lean forward, grasp the chair arms and sit down
6. detach and remove the sling.

### Moving a person from chair to chair – Person transfers self or uses aid

This may require one worker with the assistance of the person.

Workers should follow these steps in order:

1. position the second chair next to the first chair with the near side arms on both chairs removed or lowered
2. if appropriate, place a slideboard or other aid under the person's near side buttock and across the second chair
3. position the person's feet in the direction of the move
4. instruct the person to grasp the far arm of the second chair
5. encourage the person to lift their buttocks up and across onto the slideboard, and move their body over to the second chair
6. remove the slideboard and reinsert or raise into position the arms of the chairs.

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# A Health and Safety Solution

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### Moving a person from chair to chair – Electric sling hoist

This may require two workers without the assistance of the person.

Workers should follow these steps in order:

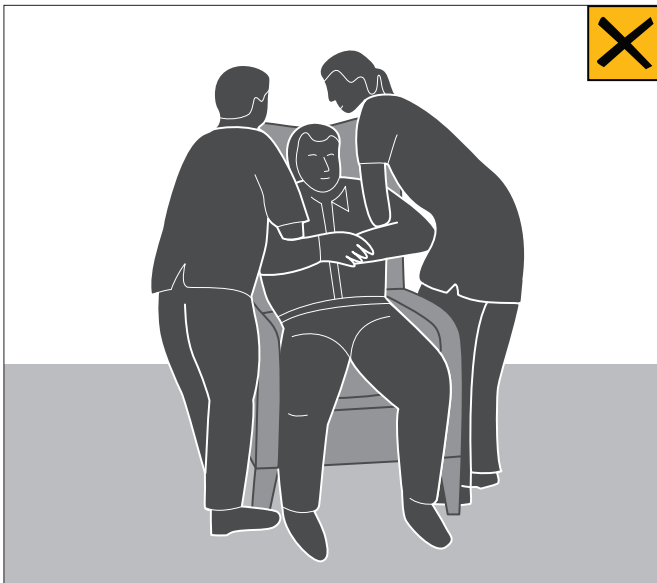
1. instruct the person to lean forward. Position the sling behind the person's back and under their legs

2. attach the sling to the hoist

3. using the hoist mechanics, transfer the person up off the chair and lower them into the second chair

4. detach the sling from the hoist and remove the sling by encouraging the person to lift their legs and lean forward.

### The problem



Do not manually lift a person out of a chair.

### The solution



Use an electric sling hoist to transfer a person and reduce manual handling risks.

### Further information

#### WorkSafe Advisory Service

Toll-free 1800 136 089

Email [info@worksafe.vic.gov.au](mailto:info@worksafe.vic.gov.au)

[worksafe.vic.gov.au](http://worksafe.vic.gov.au)

Code of Practice – *Manual Handling 2000*

A Handbook for Workplaces – *Transferring People Safely*

Transferring people safely – *Patient transfer summary*

Injury Hotspot – *Health and Aged Care Services*

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