



HOIST

Manual Handling

A Guideline for Disability Workers





CONTENTS

Hoist and slings introduction	3
Standing hoist	7
Full hoist	9



HOISTS & SLINGS

Mechanical lifting hoists or standing equipment and associated slings are commonly used and ideal for people with poor mobility and require a high level of physical assistance for transfers. However with inappropriate use and unsafe practices, it can lead to serious injury and in some severe circumstances death.

Hoist brakes should be used if there is a risk of the hoist rolling, however during lifting and lowering the brakes can be off. It is not appropriate for resident to remain suspended in the lifting hoist for a prolonged period of time. It is recommended that clients are not kept in the sling for any longer than 5 minutes at a time, as it should only be used for transfers and not transport.

SAFETY CHECKS PRIOR TO EACH USE OF A HOIST AND SLING

- Refer to the client's care plan for specific information regarding the hoist transfer.
- Familiar with the functions of a hoist and has received adequate training
- The environment is prepared for safe movement of the hoist and equipment
- The client's weight is below the safe working load of both the hoist and sling
- Check if the sling is the appropriate type for the hoist
- Inspect the sling for any damage, tears or frays.
- The battery is charged and attaches to the hoist properly
- The hoist is checked for any damage, sharp or missing parts. Check if the brakes and moving parts are working. Use the controls to check whether the hoist is functioning properly.
- Check if the red emergency button works: once pressed all the functions should stop.
- The resident/ client and co-worker/s is informed and prepared prior to transfer.

If you ever have concerns regarding the hoist, sling, any of the equipment or a transfers of the client. You should STOP, DO NOT USE, AND REPORT TO YOUR SUPERVISOR.



HOISTS

Standing hoist:

- Clients who are still weight-bearing, able to self-assist with the transfer process, and able to follow staff instructions.
- Reduced lower limb strength but is able to stand with physical assistance
- Must be able to partial or full weight bear
- Able to physically assist with the transfer
- Has good trunk and neck control to be appropriate
- Safe sitting unsupported
- Adequate shoulder range of motion
- Good grip strength



Full hoist:

- Highly dependent clients
- Non-weightbearing clients that are unable to self-assist with the transfer process.
- Significant lower limb weakness
- Poor trunk and head control
- Poor cognition
- High falls risk



SLINGS

General Purpose Sling

- Used in conjunction with a full hoist only
- Provides full support to the clients head, trunk and legs.
- The leg supports can either hold each leg separately, or can be crossed over to hold legs closely together (depending on hoist type and manufacturer).



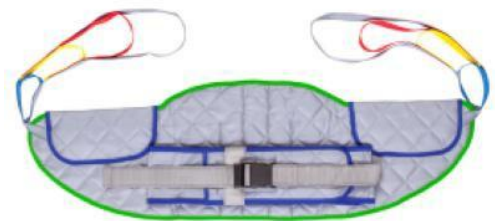
Toileting/Access Sling

- Used in conjunction with full hoist only
- Can be used to hygiene purposes and to position a client over a toilet or commode.
- Not suitable for clients with very weak trunk control and unable to follow staff instructions.
- Provides support to the upper back, and wraps around the armpits, then down to the waist and thigh, leaving the clients bottom unsupported and uncovered for hygiene tasks.
- The Velcro and buckle strap must be applied around the waist firmly.



Standing Machine Sling

- Used in conjunction with a standing hoist only
- The standing hoist sling supports the mid back, and wraps around the armpits, then on to the standing machine directly in front of the resident.
- The Velcro & buckle strap must be applied around the waist firmly and both feet planted on the footrest.





Correct Sizing:

All slings will have a specific size and the recommended limit of height, weight and girth printed somewhere visible. Prior to application of slings, it is imperative for care staff to check and ensure that the sling being used is appropriate for the resident.

Size	Edging Colour	Girth	Height	S.W.L
Small	Red	65 – 95 cm	120 – 160 cm	200 kg
Medium	Yellow	77 – 110 cm	140 – 175 cm	200 kg
Large	Green	98 – 135 cm	158 – 185 cm	300 kg
X-Large	Blue	118 – 157 cm	165 – 193 cm	300 kg



STANDING HOIST

- 1. Prepare the hoist:** Ensure battery is charged and inserted into the hoist. Get the appropriate sized standing hoist sling for the transfer (indicated in care plan).

- 2. Place sling to the lower back region:**

- Assist client to reposition to the edge of the chair/ bed.
- Facilitate forward lean to put belt around the upper waist and firmly secure belt in place.



- 3. Foot placement**

- One staff member to place client's feet onto footplate by lifting each leg at the knee.
- The other staff member holds the hoist steady and brings it closer.



- 4. Position hoist and attaches the straps:**

- Move hoist forward till knees are secure against the knee pad
- Apply brakes once in position
- Attach one strap loop from each strap onto the hoists arms (refer to care plan for the correct loop colour used)



- 5. Place client's hand on lifter arms:**

- Arms over and outside the lifting straps
- Explain to the client that the transfer is about to begin and will feel a light pressure being applied on their back.



6. Raise up into standing position:

- One staff member uses the controls to raise the client up into standing, while also looking at the loops to make sure they stay in place on the hoists arm.
- The other staff member is reassuring and encouraging the client to assist with the stand as much as possible.
- Ensure the client does not let go of the hoists arm.
- If the client looks uncomfortable or unbalances, lower the hoist and reposition.



7. Move the client with standing hoist:

- Make sure environment is clear and move hoist as required
- One staff to uses handles on the hoist to move client to new location, DO NOT twist and move with direction of hoist.
- The other staff member assists to guide the client as needed



8. Lower the client with standing hoist:

- Moves hoist into position;
- Operator to use the controls to lower client onto the bed/ chair;
- Other staff member is positioned to the side of the client, making sure the client is lowered safely.



9. Release loops and remove standing hoist:

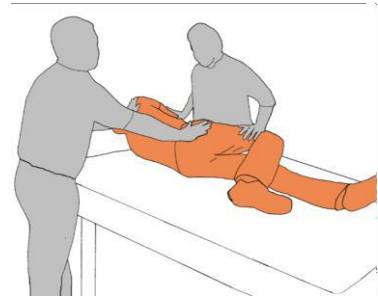
- Make sure the client is balanced and safe before removing strap loops and sling.
- Unhook loops when the belt is fully relaxed
- Lift client's feet off the foot plate and remove the hoist
- Store hoist/ sling in designated area

FULL HOIST - BED TO CHAIR

- 1. Prepare the hoist:** Ensure battery is charged and inserted into the hoist. Get the appropriate sized full hoist sling for the transfer (indicated in care plan).

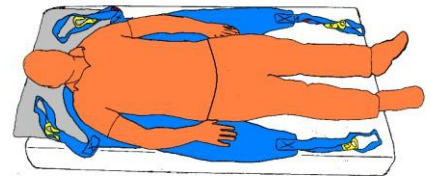
- 2. Assist client to roll to side and set the sling in place:**

- One worker on either side of the client, unless indicated otherwise in the care plan.
- Prepare client's arm and leg ready for the roll
- Workers position hands on shoulder blade, hip and thigh.
- Using a pushing/ pulling motion, gently roll the client onto their side.



- 3. Central sling placement:**

- Place sling along client's back
- Make sure the pelvic opening is level with the middle of the buttocks (applies to general purpose sling only)
- Assist client to roll to the opposite side, then release and spread out sling into position.
- Roll the client onto their back and ensure the sling is symmetrical on either side

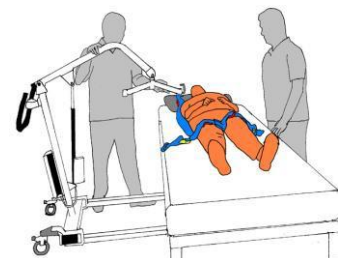


- 4. Pass leg straps underneath thighs to opposite side**



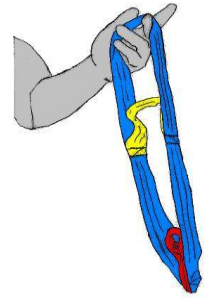
- 5. Position the hoist:**

- Make sure environment is clear and set up for transfer
- Move the hoist slowly in a forwards direction over the client
- When the hoist is in position, keep the brakes **OFF**.



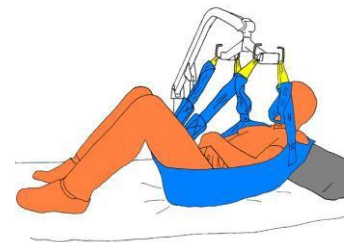
6. Lower the spreader bar and attach the sling:

- Staff member pushing the hoist now lowers the spreader bar
- Other staff member guides the spreader bar into position and keeping parts away from client's head/ body.
- Attach one loop from each strap to the hooks on the spreader bar (refer to care plan for correct loop placement).



7. Raise client:

- Explain to the client that the hoist will be activated
- One staff member raises the sling using the controls and ensures the sling loops stay in place
- The other staff member reassures and supports the clients head if required.
- If the client looks uncomfortable or unbalanced, lower sling and reposition.



8. Move client:

- Double check the environment is clear and safe
- Lift the client clear above the bed and move hoist backwards
- Second staff member guides and stays with the client at all times
- Use handles on hoist to slowly push to new location, DO NOT twist and move with the direction of hoist.



9. Position client over chair/ wheelchair:

- Operator brings hoist carefully into position
- Other staff member supports then slowly pivots client in sling, so they are correctly above the wheelchair/ chair to be lowered into.



10. Lower client:

- Second staff member gets into position to side or behind client.
- If using a wheelchair, make sure brakes are on, and footplates are removed if required.
- Operator then lowers client
- Guide the sling so that the client is positioned even and to the back of the chair



11. Release the sling loops and remove hoist:

- Make sure the client is safe before removing strap loops and sling.
- Unhook sling when it is relaxed: keeping control of the spreader bar to avoid hitting the client.
- Store hoist/ sling in designated area