

Pro_ 328	<b>Standard Operating Procedure – Hoist Transfer - Hydrotherapy</b>
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#### Record of SOP development

Version	Date approved	Date for review
2021/1	December 2021	December 2023

#### Responsibilities and delegations

<b>This procedure applies to</b>	All staff, contractors and volunteers
<b>Procedure approval</b>	Quality & Risk Committee

#### Policy context – this policy relates to:

<b>Standards</b>	<ul style="list-style-type: none"> <li>• AS/NZS ISO 45001:2018 Occupational health and safety management systems-Requirements with guidance for use</li> <li>• National Standards for Disability Services 2013</li> </ul>
<b>Legislation</b>	<ul style="list-style-type: none"> <li>• Queensland Work Health and Safety Act 2011 -Queensland Regulations</li> <li>• Code of Practice - Manual task involving the handling of people</li> <li>• Fair Work Act (2009)</li> <li>• Disability Service Act (2006)</li> <li>• National Disability Insurance Scheme Act 2013</li> </ul>
<b>Organisation policies</b>	<ul style="list-style-type: none"> <li>• WHS Policy</li> <li>• WHS Responsibilities</li> <li>• WHS Risk Management</li> <li>• Code of Conduct</li> </ul>
<b>Forms, record keeping, other documents</b>	<ul style="list-style-type: none"> <li>• General Risk Assessment</li> <li>• Client Risk Assessment</li> <li>• Risk Register</li> </ul>

## 1. PURPOSE

Life Choice endeavours to promote the rights of people with a disability, increasing their health wellbeing and encouraging their participation in the community.

## 2. SCOPE

Engaging in physical activity indoors / outdoors can help improve your physical health, as well as your mental health and well-being.

## 3. PROCEDURE

### Transfer: Hoist transfer from wheelchair to Pool



Participant arrives at the Aquatic Centre, dressed appropriately and has a sling underneath them ready for hoisting into the pool.

The sling is pulled up between their legs (CROSSED OVER) and further around their shoulders to allow access to the loops for attachment to the hoist



1 staff in the water ready to support the participant, 1 staff on edge of pool supporting participants neck area, 1 staff operating the hoist.



2<sup>nd</sup> staff to enter the water and assist with the ending of the operation, and unclipping the hoist loops and sling. Staff operating hoist moves beam out of the way, collects sling.



Staff use the pool equipment to support the participant during the therapy session



When hoisting participant out of the pool, 1 staff will operate the hoist, 2 staff in the pool setting sling into place ready for hoisting and supporting participant.



Staff member operating hoist, directs participant into position for lowering into the wheelchair, 2<sup>nd</sup> staff exits out of the water for assistant to position participant, 3<sup>rd</sup> staff exits the water to use hoist to lower participant into wheelchair

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