

**Institution Name:** Directorate General of Specialized Medical Care, MoH**Document Title:** Procedure of Safe Moving and Handling**Approval Process**

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Acronyms:

MOH	Ministry of Health
DGSMC	Directorate General of Specialized Medical Care
DG	Director General



Procedure of Safe Moving and Handling

1. Introduction

The health workers in the Ministry of Health are strongly committed to maintaining and extending the Safe Patient Handling Procedure throughout all health sectors and clinical settings including acute, aged care, disability, rehabilitation and the community setting.

2. Scope

This procedure is applicable to all physiotherapists working in the Sultanate of Oman at any rehabilitation setting.

3. Purpose

This procedure describes ways to ensure that employees use safe handling and moving techniques when undertaking all manual handling and patient handling activities,

4. Definitions

4.1 Manual Handling: is any activity requiring someone to lift, lower, push, pull, carry, or otherwise move, hold, or restrain any person or object. There are two types of manual handling undertaken by health workers; patient handling and general handling (the handling of objects or equipment).

4.2 High Risk Patient Handling Tasks: Patient handling tasks that have a high-risk musculoskeletal injury for staff performing the tasks. These include but are limited to transferring, lifting tasks, repositioning tasks, bathing patients in bed, making occupied beds, dressing patients and turning patients in bed.

4.3 High Risk Patient or Resident Care Areas: Inpatient hospital wards with a high proportion of dependent patients, requiring full assistance with patient handling tasks and activities of daily living. Based on the dependency level of patients and the frequency with which patients are encouraged to be out of bed.

4.4 Manual Lifting: Lifting, transferring, repositioning, and moving patients using a caregiver's body strength without the use of lifting equipment or aids to reduce forces on the worker's musculoskeletal structure.



4.5 Mechanical Patient Lifting Equipment: Equipment used to lift, transfer, reposition, and move patients. Examples include hoists, stand assists lifts, and mechanized lateral transfer aids.

4.6 Patient Handling Aids: Equipment used to assist in the lift or transfer process. Examples include gait belts with handles stand assist aids, sliding boards, and surface friction-reducing devices.

5. Procedure

5.1 Compliance: It is the duty of employees to take reasonable care of their own health and safety, as well as that of their co-workers and their patients during patient handling activities or general handling by following this procedure.

5.2 Patient Handling and Movement Requirements:

5.2.1 Avoid hazardous patient handling and movement tasks whenever possible. If unavoidable, assess them carefully prior to completion.

5.2.2 Use mechanical lifting devices and other approved patient handling aids for high-risk patient handling and movement tasks except when absolutely necessary, such as in a medical emergency.

5.2.3 Use mechanical lifting devices and other approved patient handling aids in accordance with instructions and training.

5.3 Training:

Staff will complete and document all safe moving and handling training they have attended.

5.4 Mechanical Lifting Devices and other Equipment/Aids:

Supervisors will ensure that mechanical lifting devices and other equipment/aids are accessible to staff. As well as maintained regularly and kept in proper working order. Supervisors and staff shall also ensure that mechanical lifting devices and other equipment are stored conveniently and safely.

5.5 Reporting of Injuries/Incidents:

Staff are responsible to report to supervisors all strain, sprain incidents or injuries resulting from patient handling and movement. Supervisors shall maintain accident reports and supplemental injury statistics as required by Quality Department.



6. Responsibilities

6.1 Hospital Director shall:

- 6.1.1 Support the implementation of this procedure.
- 6.1.2 Furnish sufficient lifting equipment/aids to allow staff to use them when needed for safe patient handling and movement.
- 6.1.3 Furnish acceptable storage locations for lifting equipment/aids.

6.2 Rehabilitation Supervisors Shall:

- 6.2.1 Ensure high-risk patient handling tasks are assessed prior to completion and are completed safely, using mechanical lifting devices and other approved patient handling aids and appropriate techniques.
- 6.2.2 Ensure mechanical lifting devices and other equipment/aids are available, maintained regularly, in proper working order, and stored conveniently and safely.
- 6.2.3 Ensure employees complete training as required.

6.3 Rehabilitation Employees Shall:

- 6.3.1 Comply with all parameters of this policy.
- 6.3.2 Use proper techniques, mechanical lifting devices, and other approved equipment/aids during performance of high-risk patient handling tasks.
- 6.3.3 Notify supervisor of any injury sustained while performing patient handling tasks.
- 6.3.4 Notify supervisor of need for re-training in use of mechanical lifting devices, other equipment/aids and lifting/moving techniques.
- 6.3.5 Notify supervisor of mechanical lifting devices in need of repair.

6.4 Engineering Service Shall:

- 6.4.1 Maintain mechanical lifting devices in proper working order.



7. Document History and Version Control

Document History and Version Control			
Version	Description of Amendment	Author	Review Date
01	Initial Release	Jokha Al- Abrawi	October/ 2023
02			
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Jokha Al-Abrawi Samiya Al Raisi		National Physiotherapy Taskforce For Ploiceis & Guidelines development	Dr.Kadhim Jaffar Sulaiman

8. Related Documents:

There is no related document for this procedure



9. References:

Title of book/ journal/ articles/ Website	Author	Year of publication	Page
Moving and Handling of People and In animate load	(Health and Safety) Policy	Nov 2015	
Manual Handling Policy, Lincolnshire Community Health Services	Andrew Morgan	Nov 2018	
Risk at Work - Manual handling		2017/18	