Aged care job dictionary

**Care Worker - Community**

**How to use this job dictionary**

This **generic resource** contains an analysis of **regular tasks** for a **priority role** in the **aged care sector.** It is designed to be useful for a range of purposes such as:

* informing about the tasks, duration, demands of the role
* highlighting the risk and location of a musculoskeletal injury
* demonstrate good practice to prevent injury
* a preventative tool for use with pre-employment assessments

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Leading Age Services Australia, SA

Public Hospitals, SA Health

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To the best of our knowledge, the procedures described in this document reflect currently accepted practice, but cannot be considered absolute and universal recommendations. All recommendations must be considered in the light of the specific example and new information that has become available since the time of writing. The authors disclaim responsibility and assume no liability for any adverse effects resulting directly or indirectly from the suggested procedures, from any undetected errors, or from the reader’s misunderstanding of the text.

**Task pages**

* Bed sponge in client home
* Manoeuvring a client in a wheelchair
* Transferring a client from bed to chair without a lifter
* Transferring a client from bed to chair with a lifter
* Transferring a client using a sling lifter
* Transferring a client using a stand-up lifter
* Assisting an ambulant client – car
* Assisting and ambulant client – stand and sit
* Loading/unloading frame/walker aids
* Loading/unloading a wheelchair
* Bed-making in client home
* Cooking, bench-height tasks
* Laundry, hanging washing out
* Mopping, vacuuming, sweeping
* Cleaning wet areas

Refer to *Care Worker – Residential* for the following additional tasks: assisted walking, slide sheet repositioning, assisting ambulant client/resident from chair –two person assist, dressing resident/client in chair/bed – two person assist, personal grooming, shower assist.

**Additional information**

* Risk of musculoskeletal injury
* Lift / push/ pull physical demands categories
* Frequency of task – table
* Reducing the risk of injury and re-injury – hierarchy of controls and suggestions
* Glossary of terms and abbreviations
* Relevant legislation

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| SWP_logo | | **Role** | | **Care Worker Community** | |
| **Task** | | **Bed sponge in client home** | |
| Dependant clients may require a wash in bed, rather than a shower. In the home environment:   * If doing a bed sponge, must make sure care workers can get the bed to a safe working height and moved to allow access on each side. * Two staff assist so one can roll and the other can perform the bed sponge * Must do a risk assessment on each and every person – to ensure both client and carer variables are considered for their safety. * Unless the client can do all the rolling and moving to assist, then parties are at risk of injury.   Postures adopted range from above shoulder and extended forward reach to spinal bend, semi squat and lunge to access all areas for washing. | | | | | |
| Description: C:\Documents and Settings\All Users\Documents\My Pictures\LUMIXSimpleViewer\13012011\P1010996.JPG |  | |  | | The client is turned onto their side to access the back and lower areas |
| Adjustable height bed is raised. | Staff work together while the client is on their side. Initially the face area is washed. | | Spinal bend and forward reach to 60-80 degrees and sideways reach to 60 degrees. | | Ability to semi squat and lunge is required. |
|  | If doing a bed sponge, MUST make sure care workers can get the bed to a safe working height. | |  | | This allows Care workers to adopt safe working postures |

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| **Critical physical demands** | | | | | | | |
| **Physical Demand** | | **N** | **O** | **F** | **C** | **Description** | |  |  | | --- | --- | | **Critical range of motion** | Reach forward and sideways to 90 degrees, occasional above shoulder reach, forward bend to reposition and stabilize client, semi squat to turn client. | | **Lift capacity** | To 10kg (resistive limb) | | **Push / Pull force** | To 15kg if client resistive | | **Shift duration / Roster** | Personal Care - 1-2 hours  Domestic - up to 3 hours  Social 1-3 hours  Respite – 5 hours or more.  CW may see 2-3 clients per day, but some may only do one day per week, others may work 3 days and have 5 clients – it is quite variable. | | **Environmental factors** | Indoor | | **Task rotation** | Nil, frequently changing task | | **Breaks** | 15 minute tea break, 30 minute meal break | | **PPE** | Closed shoes, gloves | |
| **Sitting** | | ✓ |  |  |  |  |
| **Standing** | |  |  | ✓ |  | On either side of the bed |
| **Walking** | |  |  | ✓ |  | Short distance inside the room and the home |
| **Climbing** | | ✓ |  |  |  |  |
| **Stooping** | |  |  | ✓ |  | Washing all areas |
| **Bending** | |  |  | ✓ |  | Washing all areas |
| **Kneeling** | | ✓ |  |  |  |  |
| **Squatting** | |  | ✓ |  |  | Washing below thighs, feet and between toes |
| **Crawling** | | ✓ |  |  |  |  |
| **Gripping** | |  |  |  | ✓ | Wash cloth, clothing, sheet if required to turn |
| **Forward Reach** | |  |  |  | ✓ | Wash and dry all areas |
| **Overhead Reach** | |  | ✓ |  |  | Wash and dry all areas | **Risk of developing a MSI** |
| **Lift** | |  | ✓ |  |  | Sponge, shampoo, soap, arm / leg to wash all areas, can be heavy if limb dependant or rigid |  |
| **Carry** | |  | ✓ |  |  | Sponge, shampoo, soap, weight negligible |
| **Push / Pull** | |  |  | ✓ |  | Turn client, reposition limbs |
| N = Never, O = Occasional (1–33%), F = Frequent (34–66%), C = Constant (67–100%) | | | | | | |
| **Repetitive action / sustained posture** | | | | | | |
| **Neck:**  **Thoracic:**  **Lumbar:**  **Shoulders:**  **Repetition:** | Neck flexion, looking down when washing client below waist height and extension, looking up when reaching forwards.  Sustained forward bending.  Bending forward and sideways frequently to access all areas. Semi-squat and leaning forward.  Repetitive forward and sideways reach to 60-80 degrees.  Frequent arm action and bend / lunge / squat to access all areas to wash. | | | | | |
| **Lift/Push/Pull demands -** **Medium** | | | | | | |

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| SWP_logo | | **Role** | | **Care Worker Community** | |
| **Task** | | **Transferring client from bed to chair without lifter** | |
| * Client must be able to weight bear reliably, cooperate and follow instructions, respond to light touch assistance and verbal direction. * Risk assessment determines number of care staff required. Minimum two Care Workers required if risk assessment demonstrates they need more than verbal direction. One Care Worker if risk assessment demonstrates they need verbal direction only   Postures adopted by the Care Worker range from forward reach to spinal bend, semi squat and lunge to assist the client from lying to sitting. The bed should be moved to allow Care Workers access on each side if two CW are required. | | | | | |
|  |  | |  | | IMG_2481.JPG P2050004 |
| The client is assisted to roll on to their side and instructed to push down with top arm to sit up. | CW lunge to the side to assist the client to sit up and supports them from behind, while they gain balance.  If electric bed the top of the bed can be raised to assist the client to sit up. | | Client is instructed to lean forward and push up on bed or thighs to stand | | Then hold onto the walker (if required)  Walk and sit down in wheelchair |

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| **Critical physical demands** | | | | | | | |
| **Physical Demand** | | **N** | **O** | **F** | **C** | **Description** | |  |  | | --- | --- | | **Critical range of motion** | Lumbar flexion to 20 degrees, hip and knee flexion to 45 to 60 degrees. | | **Lift capacity** | To 10kg (resistive limb) | | **Push / Pull force** | To 10kg if client resistive | | **Shift duration / Roster** | Personal Care - 1-2 hours  Domestic - up to 3 hours  Social - 1-3 hours  Respite – 5 hours or more.  CW may see 2-3 clients per day, but some may only do one day per week, others may work 3 days and have 5 clients – it is quite variable. | | **Environmental factors** | Indoor | | **Task rotation** | Nil, frequently changing task | | **Breaks** | 15 minute tea break, 30 minute meal break | | **PPE** | Closed shoes, gloves | |
| **Sitting** | | ✓ |  |  |  |  |
| **Standing** | |  |  | ✓ |  | On either side of the client |
| **Walking** | |  |  | ✓ |  | Short distance inside the room and the home |
| **Climbing** | |  | ✓ |  |  | May place a knee onto bed to stabilise client in sitting |
| **Stooping** | |  |  | ✓ |  | Place footwear on prior to client standing |
| **Bending** | |  |  | ✓ |  | Assisting to position client |
| **Kneeling** | |  | ✓ |  |  | May place a knee onto bed to stabilise client in sitting |
| **Squatting** | |  | ✓ |  |  | Assisting to position client |
| **Crawling** | | ✓ |  |  |  |  |
| **Gripping** | |  |  |  | ✓ | Open hand grip to assist client at shoulders and hips |
| **Forward Reach** | |  |  |  | ✓ | Position client |
| **Overhead Reach** | | ✓ |  |  |  |  | **Risk of developing a MSI** |
| **Lift** | |  | ✓ |  |  | Resident limb if assistance is required |  |
| **Carry** | | ✓ |  |  |  |  |
| **Push / Pull** | |  |  | ✓ |  | Turn client, reposition limbs |
| N = Never, O = Occasional (1–33%), F = Frequent (34–66%), C = Constant (67–100%) | | | | | | |
| **Repetitive action / sustained posture** | | | | | | |
| **Neck:**  **Lumbar:**  **Shoulders:**  **Knees:**  **Repetition:** | Neck flexion, looking down when dressing client and extension, looking up when reaching forwards.  Bending forward and sideways frequently to access all areas.  Semi-squat and leaning forward.  Repetitive forward and sideways reach to 60 degrees, occasional above shoulder reach.  Repetitive knee flexion to 45 to 60 degrees and lateral lunge.  Frequent arm action and bend / lunge / squat to assist client from lying to sitting. | | | | | |
| **Lift/Push/Pull demands - Light** | | | | | | |

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| SWP_logo | | **Role** | | **Care Worker Community** | |
| **Task** | | **Transferring client from bed to chair with a mobile lifter** | |
| * Minimum two Care Workers required if risk assessment of resident demonstrates client is unable to roll with minimal assistance * Adjustable height bed must be used and space to allow Carers access on each side. * The client is assisted to roll onto their side / the lifter sling is applied / the client is positioned onto their back to bring the straps through/ the lifter is positioned in place.   Postures adopted range from forward reach to spinal bend, semi squat and lunge to apply lifter sling and then manoeuvre the lifter within the room. | | | | | |
| P1010104 | P1100179 | | P1100180 | | P1100176 |
| The client is assisted to roll from side to side to apply the sling. | Once sling is in position the client is raised in the lifter.  Care workers manoeuvre the lifter while taking care of the client. The chair is positioned at an angle to minimize manoeuvring the lifter. | | Care worker adopts a backwards lunge to bring the lifter away from the bed. | | Client is assisted into the chair either from the side or front (depending on how close the client can be positioned without too much push / pull of the sling). |

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| **Critical physical demands** | | | | | | | |
| **Physical Demand** | | **N** | **O** | **F** | **C** | **Description** | |  |  | | --- | --- | | **Critical range of motion** | Shoulder flexion to 45 - 60 degrees  Lumbosacral flexion to 20 degrees  Hip and knee flexion 45 to 60 degrees | | **Lift capacity** | To 10kg (resistive limb) | | **Push / Pull force** | To 12kg if client heavy | | **Shift duration / Roster** | Personal Care - 1-2 hours  Domestic - up to 3 hours  Social - 1-3 hours  Respite – 5 hours or more. | | **Environmental factors** | Indoor, floor surfaces vary from carpet to vinyl/ tiles | | **Task rotation** | Nil, frequently changing task | | **Breaks** | 15 minute tea break, 30 minute meal break | | **PPE** | Closed shoes, gloves | |
| **Sitting** | | ✓ |  |  |  |  |
| **Standing** | |  |  | ✓ |  | On either side of the bed |
| **Walking** | |  |  | ✓ |  | Short distance inside the room and the home |
| **Climbing** | | ✓ |  |  |  |  |
| **Stooping** | |  |  | ✓ |  | Apply lifter sling and roll client onto side |
| **Bending** | |  |  | ✓ |  | Apply lifter sling and roll client onto side, lower client into chair / onto and off bed in sling. |
| **Kneeling** | |  | ✓ |  |  | Remove lifter straps from under thighs when client is transferred into chair. |
| **Squatting** | |  | ✓ |  |  | Semi squat / lunge to manoeuvre lifter and transfer client. |
| **Crawling** | | ✓ |  |  |  |  |
| **Gripping** | |  |  |  | ✓ | Lifter handles, boom, sling |
| **Forward Reach** | |  |  |  | ✓ | Position client for sling, lifter transfer |
| **Overhead Reach** | |  | ✓ |  |  | Assist to turn lifter from boom | **Risk of developing a MSI** |
| **Lift** | |  | ✓ |  |  | Clothing, client limb if assistance is required, can be heavy if limb dependant or rigid |  |
| **Carry** | | ✓ |  |  |  |  |
| **Push / Pull** | |  |  | ✓ |  | Turn client, reposition limbs, manoeuvre lifter and chair. |
| N = Never, O = Occasional (1–33%), F = Frequent (34–66%), C = Constant (67–100%) | | | | | | |
| **Repetitive action / sustained posture** | | | | | | |
| **Neck:**  **Shoulders:**  **Thoracic:**  **Lumbar:**  **Repetition:** | Neck flexion, looking down when rolling client and extension, looking up when reaching forwards to apply sling.  Repetitive forward and sideways reach to 45 to 60 degrees  Sustained forward bending to 15 degrees  Bending forward and sideways frequently to access all areas, can be minimised by maintaining spinal curves and bending more from hips and knees / semi-squat and leaning forward  Frequent arm action and bend / lunge / squat | | | | | |
| **Lift/Push/Pull demands -** **Medium** | | | | | | |

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| SWP_logo | | **Role** | | **Care Worker Community** | |
| **Task** | | **Transferring client using sling lifter** | |
| * If the client has poor head and trunk control and is unable to sit over the side of the bed a sling lifter is required. * Minimum two Care Workers required if risk assessment of resident demonstrates client is unable to roll with minimal assistance * Adjustable height bed must be used and space to allow Carers access on each side. * The client is assisted to roll onto their side / the lifter sling is applied / the client is positioned onto their back to bring the straps through/ the lifter is positioned in place.   Postures adopted range from forward reach to spinal bend, semi squat and lunge to apply lifter sling and then manoeuvre the lifter within the client room. | | | | | |
| P1000934 | P1010104 | | P1010119 | |  |
| Bed is raised to a height that suits both CW ‘s to help avoid spinal bending and over reaching  Lifter is pulled away from bed,  backward lunge | Client is rolled onto side to apply sling  CW adopt semi squat and forward reach to 60 degrees  Chair positioned within lifter legs and client lowered into chair two CW’s assist. | | Sling is applied, leg straps positioned.  CW lunge back to secure straps in place  CW lunge, half kneel to assist client into chair | | After straps are secured to hoist lifter is raised.  CW adopt low semi squat/ lunge/ bend |
|  | P1010880 | |  | | Description: P1010091 |

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| **Critical physical demands** | | | | | | | |
| **Physical Demand** | | **N** | **O** | **F** | **C** | **Description** | |  |  | | --- | --- | | **Critical range of motion** | Forward reach to spinal bend, semi squat & lunge & half kneel to assist in all aspects of the transfer | | **Lift capacity** | to 10 kg (resistive limb) | | **Push / Pull force** | to 12 kg if client resistive | | **Shift duration / Roster** | Personal Care - 1-2 hours  Domestic - up to 3 hours  Social - 1-3 hours  Respite – 5 hours or more.  CW may see 2-3 clients per day, but some may only do one day per week, others may work 3 days and have 5 clients – variable. | | **Environmental factors** | Indoor, carpet floor increased rolling resistance push pull force, small space | | **Task rotation** | Nil, frequently changing task | | **Breaks** | 15 minute tea break, 30 minute meal break | | **PPE** | Closed shoes, gloves | |
| **Sitting** | | ✓ |  |  |  |  |
| **Standing** | |  |  | ✓ |  | On either side of the bed |
| **Walking** | |  |  | ✓ |  | Short distance inside the room and home |
| **Climbing** | | ✓ |  |  |  |  |
| **Stooping** | |  |  | ✓ |  | Applying sling |
| **Bending** | |  |  | ✓ |  | Applying sling |
| **Kneeling** | |  | ✓ |  |  | Remove lifter straps from legs when client seated in chair |
| **Squatting** | |  | ✓ |  |  | Remove lifter straps, semi squat to roll client |
| **Crawling** | | ✓ |  |  |  |  |
| **Gripping** | |  |  |  | ✓ | Lifter straps, lifter handle |
| **Forward Reach** | |  |  | ✓ |  | 60-90 degrees |
| **Overhead Reach** | | ✓ |  |  |  |  | **Risk of developing a MSI** |
| **Lift** | |  | ✓ |  |  | Client limb if very dependant |  |
| **Carry** | | ✓ |  |  |  |  |
| **Push / Pull** | |  |  | ✓ |  | Turn client, reposition limbs, move lifter |
| N = Never, O = Occasional (1–33%), F = Frequent (34–66%), C = Constant (67–100%) | | | | | | |
| **Repetitive action / sustained posture** | | | | | | |
| **Neck:**  **Shoulders:**  **Elbows:**  **Thoracic:**  **Knees:**  **Lumbar:**  **Repetition:** | Neck flexion, looking down when dressing client and extension, looking up when reaching forwards.  Repetitive forward and sideways reach to 60 degrees  Flexion to 90 degrees and full supination to half range pronation and wrist extension  Sustained forward bending  Bend to 90 degrees, sideways lunge  Bending forward and sideways frequently to access all areas  Semi-squat and leaning forward  Frequent arm action, grip and bend / lunge / squat to access all areas to assist in transfer. | | | | | |
| **Lift/Push/Pull demands -** **Medium** | | | | | | |

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| SWP_logo | | **Role** | | **Care Worker (CW) Community** | |
| **Task** | | **Transferring client using stand up lifter** | |
| |  | | --- | | Criteria for use of stand up lifter for client who cannot weight bear.   * The client has head and trunk control and is able to balance, sit over the side of the bed, can stand and hold onto the lifter with both arms. * Minimum two staff assist. * Bed must be height adjustable and both sides accessible * The client is transferred into a shower chair, or wheel chair.   Postures adopted range from forward reach to 60 degrees, spinal bend, semi squat and lunge and half kneel to assist in all aspects of the transfer. | | | | | | |
|  |  | |  | |  |
| Client is assisted to sit at edge of bed by two care staff.  The sling is then applied. | Client is raised to stand in the lifter.  Two staff assist to guide lifter. | | Lifter is pulled away from the bed.  Two staff assist, one to guide.  Chair is moved to the lifter. | | Client is lowered into the chair  Two staff assists.  Postures adopted by CW lunge, semi squat elbows aimed into body. Weight shift. |

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| **Critical physical demands** | | | | | | | |
| **Physical Demand** | | **N** | **O** | **F** | **C** | **Description** | |  |  | | --- | --- | | **Critical range of motion** | Reach forward and sideways 60-90 degrees, occasional above shoulder reach, forward bend to reposition and stabilize client, semi squat to position client, lunge forwards / backwards to manoeuvre lifter. | | **Lift capacity** | To 10kg | | **Push / Pull force** | To 12kg | | **Shift duration / Roster** | From 7am to overnight shifts.  Personal Care shifts can be 1-2 hrs. Domestic can be up to 3hrs. Social can be 1-3 hrs. Respite can be 5hrs or more. | | **Environmental factors** | Indoor, carpet increases rolling resistance of lifter. | | **Task rotation** | Nil, frequently changing task | | **Breaks** | 15 minute tea break, 30 minute meal break | | **PPE** | Closed shoes | |
| **Sitting** | | ✓ |  |  |  |  |
| **Standing** | |  |  | ✓ |  | On either side of the bed and chair |
| **Walking** | |  |  | ✓ |  | Short distance inside the room |
| **Climbing** | | ✓ |  |  |  |  |
| **Stooping** | |  |  | ✓ |  | Applying sling, removing sling |
| **Bending** | |  |  | ✓ |  | Applying sling, removing sling |
| **Kneeling** | |  | ✓ |  |  | Removing leg straps |
| **Squatting** | |  | ✓ |  |  | Applying and removing leg straps |
| **Crawling** | | ✓ |  |  |  |  |
| **Gripping** | |  |  |  | ✓ | Sling, chair, lifter handle |
| **Forward Reach** | |  |  |  | ✓ | All aspects of transfer |
| **Overhead Reach** | |  | ✓ |  |  |  | **Risk of developing a MSI** |
| **Lift** | |  | ✓ |  |  | Client limb if assistance is required, can be heavy if limb dependant or rigid |  |
| **Carry** | | ✓ |  |  |  |  |
| **Push / Pull** | |  |  | ✓ |  | Manoeuvre lifter, chair, rolling resistance ranges from < 5 kg to >12 kg |
| N = Never, O = Occasional (1–33%), F = Frequent (34–66%), C = Constant (67–100%) | | | | | | |
| **Repetitive action / sustained posture** | | | | | | |
| **Shoulders**:  **Lumbar:**  **Knees:**  **Repetition:** | Repetitive forward and sideways reach to 60 degrees.  Bending forward and sideways frequently to access all areas.  Semi-squat and leaning forward.  Bend to 90 degrees, forward / back ward lunge.  Frequent arm action, grip and bend / lunge / squat to access all areas to assist in transfer. | | | | | |
| **Lift/Push/Pull demands - Medium** | | | | | | |

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| SWP_logo | | **Role** | | **Care Worker Community** | |
| **Task** | | **Assisting an ambulant client in & out of a car** | |
| * Care Workers assist ambulant clients into and out of car for shopping and appointments. The client may have a walking aid and they may require a wheelchair if they have reduced walking tolerance. * Client should require mainly verbal assistance and be able to weight bear reliably. * The photos show the range of postures adopted by the CW for this task. | | | | | |
| C:\Users\chris\Dropbox\SWP Employees\Clients\ACH\Vita procedures\PA314806.JPG | C:\Users\chris\Dropbox\SWP Employees\Clients\ACH\Vita procedures\PA314808.JPG | | P1030158 | | C:\Users\chris\Dropbox\SWP Employees\Clients\ACH\Vita procedures\PA314812.JPG |
| CW postures include:  Bend, semi-squat, reach to 90 degrees | Client is encouraged to lean forward and stand, then step around and place their bottom into the seat. | | CW may need to assist to lift the leg separately to encourage the client to pivot on their bottom and bring their feet into the car and assist bringing the seat belt forward and across the client if they cannot reach themselves. | | |
| **P1100122** |  | | A seat belt extendable handle and a handy bar are useful aids to maximise client independence for this transfer. | |  |
| C:\Users\chris\Dropbox\SWP Employees\Clients\ACH\Vita procedures\PA314835.JPG | C:\Users\chris\Dropbox\SWP Employees\Clients\ACH\Vita procedures\PA314836.JPG | | C:\Users\chris\Dropbox\SWP Employees\Clients\ACH\Vita procedures\PA314837.JPG | | When assisting client out of car CW bend, lunge semi-squat and half kneel |

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| **Critical physical demands** | | | | | | | |
| **Physical Demand** | | **N** | **O** | **F** | **C** | **Description** | |  |  | | --- | --- | | **Critical range of motion** | Lumbar spine flexion to 30 degrees  Hip/ knee flexion to 90 degrees | | **Lift capacity** | To 10kg | | **Push / Pull force** | To 10-12 kg | | **Shift duration / Roster** | From 7am to overnight shifts.  Personal Care - 1-2 hours Domestic - up to 3 hours  Social - 1-3 hours  Respite – 5 hours or more.  CW may see 2-3 clients per day, but some may only do one day per week, others may work 3 days and have 5 clients – it is quite variable. | | **Environmental factors** | Outdoor, ground can be slippery (if raining) or uneven | | **Task rotation** | Nil, frequently changing task | | **Breaks** | 15 minute tea break, 30 minute meal break | | **PPE** | Closed shoes | |
| **Sitting** | | ✓ |  |  |  |  |
| **Standing** | |  | ✓ |  |  | At side of the car |
| **Walking** | |  | ✓ |  |  | Around car |
| **Climbing** | | ✓ |  |  |  |  |
| **Stooping** | |  |  | ✓ |  | May stoop to assist legs into car |
| **Bending** | |  |  | ✓ |  | To direct client to sit in car, assist legs into car |
| **Kneeling** | | ✓ |  |  |  |  |
| **Squatting** | |  | ✓ |  |  | To assist legs into car |
| **Crawling** | | ✓ |  |  |  |  |
| **Gripping** | |  |  |  | ✓ | w/c, walking aids |
| **Forward Reach** | |  |  | ✓ |  | To 60 degrees |
| **Overhead Reach** | |  | ✓ |  |  | Open and close car boot | **Risk of developing a MSI** |
| **Lift** | |  |  |  | ✓ | to 10 kg (legs should be avoided with verbal direction and manual handling instruction) |  |
| **Carry** | | ✓ |  |  |  |  |
| **Push / Pull** | |  |  | ✓ |  | w/c |
| N = Never, O = Occasional (1–33%), F = Frequent (34–66%), C = Constant (67–100%) | | | | | | |
| **Repetitive action / sustained posture** | | | | | | |
| **Neck:**  **Shoulders:**  **Knees:**  **Thoracic:**  **Lumbar:** | Neck flexion, looking down assisting client and out of car.  Flexion and abduction to 45 to 60 degrees  Repetitive bend to 45 to 60 degrees, occasional to 90 degrees and forward / backward lunge.  Sustained forward bendcan be minimised by keeping elbows aimed into the body and using shift in body weight and counterbalance.  Bending forward to assist client can be minimised with adoption of semi-squat / lunge | | | | | |
| **Lift/Push/Pull demands - Light** | | | | | | |

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| SWP_logo | | **Role** | | **Care Worker Community** | |
| **Task** | | **Assisting an ambulant client to stand and sit - one person assist** | |
| * Care Worker may be required to assist ambulant clients to stand up from a chair or bed and then sit down in another chair or back to bed. * The client must be able to reliably weight bear and walk. * Clients may use aids such as walking stick, quad stick or walking frame. * Assistance required should be mainly standby verbal with light touch. * Care Worker giving clear instructions to allow the client to stand from sitting and clear instructions to encourage a steady independent walking pattern with light touch to guide only. | | | | | |
| Assist from sit to stand  Carer movement patterns semi squat and side lunge. | P1040049 P1040054 | | P1040055 | | P1040056 |
| Assist with walking frame  Carer movement patterns semi squat and side lunge. | IMG_2480.JPGIMG_2481.JPG | | P1040060 | | P1040061 |
| Stand to sit  Carer movement patterns semi squat and side lunge. | IMG_2498.JPG C:\Users\Mary\Dropbox\SWP\trainer photos for SCC\P1040046.JPG | | CW instructs the client to lean forward from their hips, bend their knees and place their bottom in to the chair once they need to sit down. | |  |

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| **Critical physical demands** | | | | | | | |
| **Physical Demand** | | **N** | **O** | **F** | **C** | **Description** | |  |  | | --- | --- | | **Critical range of motion** | Neck flexion**, r**each forward and sideways to 45 degrees, hips and knees forward bend and sideways lunge. | | **Lift capacity** | Nil | | **Push / Pull force** | To 5kg | | **Shift duration / Roster** | From 7am to overnight shifts.  Personal Care - 1-2 hours  Domestic - up to 3 hours  Social - 1-3 hours  Respite – 5 hours or more. | | **Environmental factors** | Inside different floor surfaces, or outside may be uneven or sloping surfaces. | | **Task rotation** | Nil, frequently changing task | | **Breaks** | 15 minute tea break, 30 minute meal break | | **PPE** | Closed shoes | |
| **Sitting** | | ✓ |  |  |  |  |
| **Standing** | |  | ✓ |  |  | At side of client |
| **Walking** | |  | ✓ |  |  | To side of client |
| **Climbing** | | ✓ |  |  |  |  |
| **Stooping** | |  | ✓ |  |  |  |
| **Bending** | |  | ✓ |  |  | To provide verbal direction to stand from sitting |
| **Kneeling** | | ✓ |  |  |  |  |
| **Squatting** | |  |  | ✓ |  | To provide verbal direction and light touch assist to stand from sitting |
| **Crawling** | | ✓ |  |  |  |  |
| **Gripping** | |  |  | ✓ |  | Open hand light touch to assist client |
| **Forward Reach** | |  | ✓ |  |  | To 45-60 degrees to guide client |
| **Overhead Reach** | | ✓ |  |  |  |  | **Risk of developing a MSI** |
| **Lift** | | ✓ |  |  |  |  |  |
| **Carry** | | ✓ |  |  |  |  |
| **Push / Pull** | |  | ✓ |  |  | Assist client forwards to stand |
| N = Never, O = Occasional (1–33%), F = Frequent (34–66%), C = Constant (67–100%) | | | | | | |
| **Repetitive action / sustained posture** | | | | | | |
| **Neck:**  **Shoulders:**  **Hips & Knees:**  **Lumbar:** | Neck flexion, looking down when assisting client to stand, and position frame.  Forward and sideways reach to 45 degrees.  Repetitive bend to 45 degrees and forward / sideways lunge.  Bending forward to guide client from sit to stand. Can be minimised with adoption of semi-squat / lunge. | | | | | |
| **Lift/Push/Pull demands - Light** | | | | | | |

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| SWP_logo | | **Role** | | **Care Worker Community** | |
| **Task** | | **Manoeuvring client in wheelchair** | |
| * Clients may need a wheelchair for tasks such as shopping or going to appointments. * Physical critical demands of manoeuvring a client in a wheelchair vary depending on the weight of the client and the surface over which the chair is manoeuvred. * Physical demands are increased if the wheelchair goes over a sloping or uneven surface or if the client is assisted up a slope on to a nature strip. | | | | | |
| Manoeuvring a client in a wheelchair.  CW keeps in close adopting a lunge stance to push the wheel chair |  | |  | | Push force is increased when pushing up sloping walkway. |
| To turn the wheelchair CW may place both hands onto one handle and lunge forward so that the turn comes from the swivel wheels, or stand to the side of the wheelchair and lunge forward to utilise the swivel action of the wheels | P1100119 | | P1100118 | | P1100120 |

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| **Critical physical demands** | | | | | | | |
| **Physical Demand** | | **N** | **O** | **F** | **C** | **Description** | |  |  | | --- | --- | | **Critical range of motion** | Reach forward to 45 to 60 degrees, forward lunge to initiate push and sideways lunge with hip and knee flexion to 45 degrees to turn chair. Occasional low squat /half kneel with hip and knee flexion to 90 degrees to assist feet on footplates. | | **Lift capacity** | To 12kg (if loading w/c in and out of car boot) | | **Push / Pull force** | To 10kg (Can be greater if client is large and ground surface uneven or sloping, up to 15kg) | | **Shift duration / Roster** | From 7am to overnight shifts.  Personal Care - 1-2 hours  Domestic - up to 3 hours  Social - 1-3 hours  Respite – 5 hours or more | | **Environmental factors** | Manoeuvring the w/c on outside surfaces. Can be on sloping or uneven ground, slippery surface if wet weather. | | **Task rotation** | Nil, frequently changing task | | **Breaks** | 15 minute tea break, 30 minute meal break | | **PPE** | Closed shoes | |
| **Sitting** | | ✓ |  |  |  |  |
| **Standing** | |  | ✓ |  |  | To initiate the manoeuvre |
| **Walking** | |  |  | ✓ |  | With the w/c on outside surfaces, can be over sloping or uneven ground |
| **Climbing** | | ✓ |  |  |  |  |
| **Stooping** | |  | ✓ |  |  | To assist feet on footplates.(If required) |
| **Bending** | |  | ✓ |  |  | To assist feet on footplates.(If required) |
| **Kneeling** | |  | ✓ |  |  | To assist feet on footplates.(If required) |
| **Squatting** | |  | ✓ |  |  | To assist feet on footplates.(If required) |
| **Crawling** | | ✓ |  |  |  |  |
| **Gripping** | |  |  | ✓ |  | Grasp handles of wheelchair |
| **Forward Reach** | |  |  |  | ✓ | To 45 to 60 degrees |
| **Overhead Reach** | | ✓ |  |  |  |  | **Risk of developing a MSI** |
| **Lift** | |  | ✓ |  |  | w/c into car boot, weight to 12 kg |  |
| **Carry** | | ✓ |  |  |  |  |
| **Push / Pull** | |  |  | ✓ |  | w/c over outside surfaces, push force to 10 to 12 kg |
| N = Never, O = Occasional (1–33%), F = Frequent (34–66%), C = Constant (67–100%) | | | | | | |
| **Repetitive action / sustained posture** | | | | | | |
| **Neck:**  **Shoulders:**  **Knees:**  **Thoracic:**  **Lumbar:** | Neck flexion, looking down when assisting client into chair and when manoeuvring w/c.  Repetitive forward and sideways reach to 45 to degrees  Repetitive knee flexion, to 45 degrees and sideways lunge  Sustained forward bending  Bending forward and sideways can be minimised with adoption of semi-squat / lunge and leaning forward from hips and knees. | | | | | |
| **Lift/Push/Pull demands - Light** / **Medium** | | | | | | |

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| SWP_logo | | **Role** | | **Care Worker Community** | |
| **Task** | | **Loading and unloading of frame/walker/aids in and out of car boot** | |
| * CW may be required to transport clients walking aids when taking them to appointments in the community. * Aids range from single walking sticks, to walking frames, quad sticks and 4 point walking frames, shopping and their work bag * Items are loaded in and out of the boot of their vehicle. The boot of the vehicles vary from hatchback, sedan and wagon. * CW advised to have a rug and a slide sheet to fold over the rear of the boot to pivot and slide equipment in and out rather than lift it. | | | | | |
|  | P1030196 | | P1030198 | | P1030199 |
| Walker weighs 7kg  Frame < 5 kg  Both are folded and slid into boot | C:\Users\chris\Dropbox\SWP Employees\Clients\ACH\Vita procedures\PA314824.JPG | | P1090947 | | C:\Users\chris\Dropbox\SWP Employees\Clients\ACH\Vita procedures\PA314829.JPG |
| Postures adopted range from spinal bend, semi squat, to lunge forward to load and backwards to unload | P1100129 | | **IMG_5774** | |  |

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| **Critical physical demands** | | | | | | | |
| **Physical Demand** | | **N** | **O** | **F** | **C** | **Description** | |  |  | | --- | --- | | **Critical range of motion** | Neck flexion**,** reach forward and sideways to 45 degrees, occasional above shoulder reach, forward bend and lunge / semi –squat to lift and load item. | | **Lift capacity** | To 7kg (4 point walker) | | **Push / Pull force** | To 3kg | | **Shift duration / Roster** | From 7am to overnight shifts.  Personal Care - 1-2 hours Domestic - up to 3 hours  Social - 1-3 hours  Respite – 5 hours or more | | **Environmental factors** | Outdoor, ground slippery (if raining) or can be uneven | | **Task rotation** | Nil, frequently changing task | | **Breaks** | 15 minute tea break, 30 minute meal break | | **PPE** | Closed shoes | |
| **Sitting** | | ✓ |  |  |  |  |
| **Standing** | |  |  | ✓ |  | At rear of the car |
| **Walking** | |  | ✓ |  |  |  |
| **Climbing** | | ✓ |  |  |  |  |
| **Stooping** | |  | ✓ |  |  | May stoop to raise frame |
| **Bending** | |  | ✓ |  |  | To collapse frame |
| **Kneeling** | | ✓ |  |  |  |  |
| **Squatting** | |  | ✓ |  |  | To initiate the lift |
| **Crawling** | | ✓ |  |  |  |  |
| **Gripping** | |  |  | ✓ |  | Equipment loaded |
| **Forward Reach** | |  | ✓ |  |  | To 60 degrees to handle equipment |
| **Overhead Reach** | |  | ✓ |  |  | Open and close rear door | **Risk of developing a MSI** |
| **Lift** | |  | ✓ |  |  | Up to 7 kg (4 point walker) |  |
| **Carry** | |  | ✓ |  |  | Up to 7 kg (4 point walker) |
| **Push / Pull** | |  | ✓ |  |  | Slide object into and out of boot |
| N = Never, O = Occasional (1–33%), F = Frequent (34–66%), C = Constant (67–100%) | | | | | | |
| **Repetitive action / sustained posture** | | | | | | |
| **Neck:**  **Knees:**  **Thoracic:**  **Lumbar:** | Neck flexion, looking down when grasping item to load.  Repetitive bend and forward and backward lunge.  Sustained forward bending**,** can be minimised by keeping elbows aimed into the body when handling items  Bending forward to load and unload item, can be minimised with adoption of semi-squat / lunge by bending at hips and knees. Semi-squat and leaning forward | | | | | |
| **Lift/Push/Pull demands - Light** | | | | | | |

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| SWP_logo | | **Role** | | **Care Worker Community** | |
| **Task** | | **Loading and unloading wheelchair in and out of a car boot** | |
| * Clients are taken shopping or to appointments in wheelchairs if they have poor walking tolerance * To load a wheelchair in and out of car boot the weight lifted is dependent on the weight of the wheelchair (8.5kgs -12.5kgs). * CW is advised to have a folded blanket and slide sheet over the edge of the boot so the wheelchair can be braced onto the edge of the boot and slid in and out rather than lifted. * Alternative methods for placing the wheelchair in and out of the car boot are shown in these pictures. Parts are removed to reduce the weight and size of the wheelchair (w/c). | | | | | |
| P1030178 | P1030181 | | C:\Users\chris\Dropbox\SWP Employees\Clients\ACH\Vita procedures\PA314866.JPG | | C:\Users\chris\Dropbox\SWP Employees\Clients\ACH\Vita procedures\PA314869.JPGP1100129 |
| CW remove all possible attachments (foot plates, arm rests)  If loading into a sedan handles of the w/c may be hooked over the lip of the boot and then the base of the chair lifted and turned | Collapse w/c  Cover the car boot with a rug or heavy duty material  Tilt w/c toward the boot and use a semi-squat posture to raise up the chair | | Position w/c behind the boot, tilt against the edge of the car and lift from the base.  To remove the w/c carer lunges back, slides the w/c on the folded rug. Slides it onto the ground | | The wheelchair is then slid into the boot.  CW postures, range from bend / low squat to forward lunge to load and backward lunge to low lunge to unload w/c |
| C:\Users\chris\Dropbox\SWP Employees\Clients\ACH\IMG_2165.JPG | IMG_2510.JPG C:\Users\chris\Dropbox\SWP Employees\Clients\ACH\IMG_2167.JPG | | P1100131 | | P1010049 |

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| **Critical physical demands** | | | | | | | |
| **Physical Demand** | | **N** | **O** | **F** | **C** | **Description** | |  |  | | --- | --- | | **Critical range of motion** | Reach forward and sideways to 45 degrees, occasional to 60 degrees, semi squat; strong grip and forward reach to 60 degrees; Lift of up to 12kgs from floor to waist height; lunge, spinal bend. | | **Lift capacity** | To 12kg (heavy w/c) | | **Push / Pull force** | To 5kg | | **Shift duration / Roster** | From 7am to overnight shifts.  Personal Care - 1-2 hours  Domestic - up to 3 hours  Social - 1-3 hours  Respite – 5 hours or more | | **Environmental factors** | Outdoor, slippery (if raining) or uneven ground | | **Task rotation** | Nil, frequently changing task | | **Breaks** | 15 minute tea break, 30 minute meal break | | **PPE** | Closed shoes | |
| **Sitting** | | ✓ |  |  |  |  |
| **Standing** | |  | ✓ |  |  | At rear of the car |
| **Walking** | |  | ✓ |  |  | At rear of the car |
| **Climbing** | | ✓ |  |  |  |  |
| **Stooping** | |  |  | ✓ |  | May stoop to grasp w/c avoid if maintain spinal curves and bends from hip and knee |
| **Bending** | |  |  | ✓ |  | To grasp w/c. To collapse w/c |
| **Kneeling** | | ✓ |  |  |  |  |
| **Squatting** | |  | ✓ |  |  | To initiate the lift |
| **Crawling** | | ✓ |  |  |  |  |
| **Gripping** | |  |  |  | ✓ | Equipment loaded |
| **Forward Reach** | |  |  | ✓ |  | To 60 degrees to handle w/c |
| **Overhead Reach** | |  | ✓ |  |  | Open and close car boot | **Risk of developing a MSI** |
| **Lift** | |  |  |  | ✓ | To 12 kg (heavy w/c) |  |
| **Carry** | |  |  | ✓ |  | To 12 kg (heavy w/c) |
| **Push / Pull** | |  |  | ✓ |  | Slide w/c into and out of boot |
| N = Never, O = Occasional (1–33%), F = Frequent (34–66%), C = Constant (67–100%) | | | | | | |
| **Repetitive action / sustained posture** | | | | | | |
| **Neck:**  **Wrists & elbows:**  **Knees:**  **Thoracic:**  **Lumbar:** | Neck flexion, looking down when grasping item to load  Flexion and supination. Grasp w/c and lift / pivot w/c  Repetitive bend and forward / backward lunge  Sustained forward bending**,** can be minimised by keeping elbows aimed into the body when handling items  Bending forward to load and unload item, can be minimised with adoption of semi-squat / lunge by bending at hips and knees  Semi-squat and leaning forward. | | | | | |
| **Lift/Push/Pull demands-Light / Medium** | | | | | | |

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| SWP_logo | **Role** | **Care Worker Community** | |
| **Task** | **Bed making in client home** | |
| Client’s bed is made on a morning shift. Beds range from fixed height ensembles to slat beds of varying heights and sizes (single, double and queen).   * Beds may be against the wall, or there may be limited space on each side for access by carers, increasing physical demands to make bed. * Beds that don’t slide out easily (or have castors that move). * Huge thick mattresses (and getting standard fitted sheets over them). You may want to use two flat sheets instead. * Where practicable beds are encouraged to be on wheels. In rare cases the client may have a hospital height adjustable bed. | | | |
| **Dcp_3058** | P1030056 | P1030057 | Description: P1100188 |
| If the bed is fixed height it is moved away from the wall where practicable.  Over reach and spinal bend is observed with bed against wall. | A high volume of stooping and twisting.   * **Advice:** semi squat, low lunge, kneel / half kneel. * use a chair at the end of the bed to fold the doona/blankets over (so not stooping and twisting) | P1030053 | 4 nov 086 |
|  | For height adjustable beds they are raised to maximum height and Carer adopts lunge posture | Description: P1110125 | Description: P1050605 |

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| **Critical physical demands** | | | | | | | |
| **Physical Demand** | | **N** | **O** | **F** | **C** | **Description** | |  |  | | --- | --- | | **Critical range of motion** | Reach forward and sideways to 90 degrees, forward bend, lunge and squat to kneel to make low bed. | | **Lift capacity** | To 2kg (bed linen) | | **Push / Pull force** | To 5kg if moving bed away from wall, can be greater if small wheels or heavy bed | | **Shift duration / Roster** | From 7am to overnight shifts.  Personal Care - 1-2 hours  Domestic - up to 3 hours  Social - 1-3 hours  Respite – 5 hours or more. | | **Environmental factors** | Indoor, can be hard floors to kneel on. | | **Task rotation** | Nil, frequently changing task | | **Breaks** | 15 minute tea break, 30 minute meal break | | **PPE** | Closed shoes, gloves | |
| **Sitting** | | ✓ |  |  |  |  |
| **Standing** | |  |  | ✓ |  | On either side of the bed |
| **Walking** | |  | ✓ |  |  | Short distance inside the room and the home |
| **Climbing** | | ✓ |  |  |  |  |
| **Stooping** | |  |  | ✓ |  | Make low bed or wide bed |
| **Bending** | |  |  | ✓ |  | Tuck in sheets and bed linen |
| **Kneeling** | |  |  | ✓ |  | Low bed |
| **Squatting** | |  |  | ✓ |  | Low bed |
| **Crawling** | | ✓ |  |  |  |  |
| **Gripping** | |  |  |  | ✓ | Bed linen |
| **Forward Reach** | |  |  |  | ✓ | To 60 degrees height adjustable bed and to 120 degrees low wide bed |
| **Overhead Reach** | |  | ✓ |  |  |  | **Risk of developing a MSI** |
| **Lift** | |  | ✓ |  |  | Bed linen |  |
| **Carry** | |  | ✓ |  |  | Bed linen |
| **Push / Pull** | |  |  | ✓ |  | Bed away from wall |
| N = Never, O = Occasional (1–33%), F = Frequent (34–66%), C = Constant (67–100%) | | | | | | |
| **Repetitive action / sustained posture** | | | | | | |
| **Neck:**  **Thoracic:**  **Lumbar:**  **Shoulders:**  **Knees:**  **Repetition:** | Neck flexion, looking down when making bed and looking up when reaching forwards if bed is low to tuck sheets and bedding in.  Sustained forward bending.  Bending forward and sideways frequently.  Semi-squat / lunge and leaning forward.  Repetitive forward and sideways reach to 60 - 90 degrees  Repetitive knee flexion, kneeling, low squatting  Frequent arm action and bend / lunge / squat to access all areas of bed. Increased with fixed height and queen size beds. | | | | | |
| **Lift/Push/Pull demands - Very light** | | | | | | |

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| SWP_logo | | **Role** | | **Care Worker Community** | |
| **Task** | | **Cooking, bench height tasks** | |
| Care Workers may help to dish out meals, wash up, put items away into cupboards, empty bins, wet and dry dust benchtops and tables or retrieve light items for clients. | | | | | |
| Description: P1100149 | P1030144 | | Description: P1100148 | | P2260242 |
| A lunge stance is advised to reduce repetitive spinal stooping when working at bench height and also when accessing items from cupboards | Washing up may be done without stooping if the bench height suits the care worker  Low based tasks include emptying a bin, necessitating a low squat or lunge | | Most sinks are low in the home.  The care worker is advised to open the cupboard door and put a foot into the cupboard | | This lunge stance helps to keep the work in Carers base of support and avoid spinal bending |
| Description: P1100150 |  | |  | | teagan 100 |

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| **Critical physical demands** | | | | | | |
| **Physical Demand** | **N** | **O** | **F** | **C** | **Description** | |  |  | | --- | --- | | **Critical range of motion** | Neck flexion, reach forward and sideways to 45-60 degrees, forward bend, | | **Lift capacity** | To 1 kg (crockery) | | **Push / Pull force** | N/A | | **Shift duration / Roster** | From 7am to overnight shifts.  Personal Care - 1-2 hours  Domestic - up to 3 hours  Social - 1-3 hours  Respite - 5 hours or more.  CW may see 2-3 clients per day, but some may only do one day per week, others may work 3 days and have 5 clients – it is quite variable. | | **Environmental factors** | Indoor, on hard floors. Cupboards may be cluttered increasing reach to access items. | | **Task rotation** | Nil, frequently changing task | | **Breaks** | 15 minute tea break, 30 minute meal break | | **PPE** | Closed shoes, gloves | |
| **Sitting** | ✓ |  |  |  |  |
| **Standing** |  |  | ✓ |  | At sink, bench, table |
| **Walking** |  | ✓ |  |  | Short distance inside the room and the home |
| **Climbing** | ✓ |  |  |  |  |
| **Stooping** |  | ✓ |  |  | Empty bin, items from low cupboards |
| **Bending** |  | ✓ |  |  | Empty bin, items from low cupboards |
| **Kneeling** |  | ✓ |  |  | Empty bin, items from low cupboards |
| **Squatting** |  | ✓ |  |  | Empty bin, items from low cupboards |
| **Crawling** | ✓ |  |  |  |  |
| **Gripping** |  |  | ✓ |  | Crockery, cutlery, sponge, cloth |
| **Forward Reach** |  |  | ✓ |  | To 45 to 60 degrees |
| **Overhead Reach** |  | ✓ |  |  | Light items from cupboards | **Risk of developing a MSI** |
| **Lift** |  | ✓ |  |  | Crockery and cutlery |  |
| **Carry** |  | ✓ |  |  | Crockery and cutlery |
| **Push / Pull** | ✓ |  |  |  |  |
| N = Never, O = Occasional (1–33%), F = Frequent (34–66%), C = Constant (67–100%) | | | | | |
| **Repetitive action / sustained posture** | | | | | |
| **Neck:**  **Thoracic:**  **Lumbar:**  **Shoulders:**  **Wrist & forearms:**  **Repetition:** | Neck flexion, looking down when washing up, cleaning bench tops.  Sustained forward bending.  Bending forward.  Repetitive forward and sideways reach to 60 degrees.  Repetitive wrist extension and grip.  Frequent arm action and forward reach to 45-60 degrees and bilateral fine grip. | | | | |
| **Lift/Push/Pull demands - Very light** | | | | | |

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| SWP_logo | | **Role** | | **Care worker Community** | |
| **Task** | | **Laundry, hanging washing out** | |
| * Care workers assist with laundry in the home. The physical demands of these tasks vary according to the set-up of the laundry and type of washing machines/dryers in the client’s home. * Front load machines that are at floor height cause the user to bend frequently to load and unload. Ideally these should be placed on stands so that they can be accessed at the operator’s chest height. A hip hugging small basket and a trolley is recommended so that repetitive bending and heavy lifting is avoided. The pictures show different postures that are adopted within a variety of laundry and outside environments. | | | | | |
| P1060591 | **Dcp_3153** | | **P1070018** | |  |
| Typical laundry setup in client home  Low bending to load and unload from front loading washer / dryer | Bending to load and unload from top loading washing machine  Bending is avoided by adopting a half- kneel. | | No bending with wall mounted dryer  Where practicable a stand for the machine is recommended to raise it up to avoid bending | | Hanging washing on line.  A basket trolley is recommended to avoid bending |
| P1010281 |  | |  | | ***P1270347*** |

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| **Critical physical demands** | | | | | | | |
| **Physical Demand** | | **N** | **O** | **F** | **C** | **Description** | |  |  | | --- | --- | | **Critical range of motion** | Neck flexion to 30 degrees  Shoulder flexion to 160 degrees | | **Lift capacity** | to 5kg | | **Push / Pull force** | Maximum 3kg push force | | **Shift duration / Roster** | From 7am to overnight shifts.  Duration 6-8 hours. | | **Environmental factors** | Indoor, laundry can be cluttered, front load machine low door, unless machine raised on stand. Clothes line may be very high increasing physical demands. | | **Task rotation** | Nil, frequently changing task | | **Breaks** | 15 minute tea break, 30 minute meal break | | **PPE** | Closed shoes, gloves | |
| **Sitting** | | ✓ |  |  |  |  |
| **Standing** | |  |  | ✓ |  | In the laundry and backyard |
| **Walking** | |  |  | ✓ |  | From laundry to outside |
| **Climbing** | | ✓ |  |  |  |  |
| **Stooping** | |  | ✓ |  |  | Load & unload from deep top loading or floor based front loaders. |
| **Bending** | |  |  | ✓ |  | Load & unload from deep top loading or floor based front loaders. |
| **Kneeling** | |  | ✓ |  |  | Load & unload from deep top loading or floor based front loaders. |
| **Squatting** | |  | ✓ |  |  | Load & unload from deep top loading or floor based front loaders. |
| **Crawling** | | ✓ |  |  |  |  |
| **Gripping** | |  |  |  | ✓ | Laundry, basket, pegs |
| **Forward Reach** | |  |  |  | ✓ | Load / unload / hang washing on line |
| **Overhead Reach** | |  | ✓ |  |  | Hang washing on line | **Risk of developing a MSI** |
| **Lift** | |  |  | ✓ |  | Washing basket, wet and dry washing |  |
| **Carry** | |  |  | ✓ |  | Washing basket |
| **Push / Pull** | |  |  | ✓ |  | Trolley |
| N = Never, O = Occasional (1–33%), F = Frequent (34–66%), C = Constant (67–100%) | | | | | | |
| **Repetitive action / sustained posture** | | | | | | |
| **Neck:**  **Shoulders:**  **Elbows:**  **Wrists & fingers:**  **Thoracic:**  **Lumbar:**  **Knees:** | Neck extension, looking up to hang clothes on line.  Forward reach to between 60-90 degrees and overhead reach.  Repetitive flexion and extension.  Sustained wrist extension and grip.  Sustained forward bending.  Sustained forward bend, minimised by adoption of lunge posture and keeping elbows aimed into waist.  Semi-squat / lunge and transferring body weight from back to front leg, low lunge / half kneel to vacuum under furniture. | | | | | |
| **Lift/Push/Pull demands - Very light** | | | | | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| SWP_logo | | **Role** | | **Care Worker Community** | |
| **Task** | | **Mopping, vacuuming, sweeping** | |
| * Cleaning floors in client’s home involves using their broom, mop and vacuum for up to 15 to 20 minutes each task per client. * Postures assumed on a repetitive and sustained basis range from spinal bend to lunge, semi squat and half kneel. * Floors are mopped, necessitating repetitive sideways lunge and sustained grip, along with repetitive spinal bend to access under low furniture. * Vacuuming postures assumed are dependent on technique applied and equipment. | | | | | |
| **P1100051** | Ideally the broom handle should reach the operator’s nose level to help them avoid spinal bending. The operator should lunge back, sweeping the broom toward them to avoid bending and over reaching  Long handled dustpan can assist to minimise bending | | DSC_0802 | | P1060145 P1060144 |
|  | Ideally the front wand should be level with the operator’s waist in standing. The operator should lunge forward / walk with the vacuum. The driving arm should remain in close to the operator’s body. | | Low bending can occur | | To access under furniture a wide lunge, or half kneel should be adopted. |
| P1030139 | Description: P1070069 | | P1030039 | | P1030040 |

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| --- | --- | --- | --- | --- | --- | --- |
| **Critical physical demands** | | | | | | |
| **Physical Demand** | **N** | **O** | **F** | **C** | **Description** | |  |  | | --- | --- | | **Critical range of motion** | Forward **r**each to between 60 to 90 degrees, lunge, bend and half kneel, semi-squat to reach low surfaces | | **Lift capacity** | Negligible | | **Push / Pull force** | Maximum 3kg push force | | **Shift duration / Roster** | Personal Care - 1-2 hours  Domestic - up to 3 hours  Social - 1-3 hours  Respite – 5 hours or more.  CW may see 2-3 clients per day, but some may only do one day per week, others may work 3 days and have 5 clients – it is quite variable. | | **Environmental factors** | Indoor, cramped spaces if cluttered can be difficult to access all floor areas. Outside very uneven surfaces increases push pull force of broom | | **Task rotation** | Nil, frequently changing task | | **Breaks** | 15 minute tea break, 30 minute meal break | | **PPE** | Closed shoes | |
| **Sitting** | ✓ |  |  |  |  |
| **Standing** |  |  | ✓ |  | Within rooms in the home |
| **Walking** |  |  | ✓ |  | Inside the room and the home |
| **Climbing** | ✓ |  |  |  |  |
| **Stooping** |  | ✓ |  |  | Sweeping under furniture |
| **Bending** |  |  | ✓ |  | Sweeping around furniture |
| **Kneeling** |  | ✓ |  |  | Sweeping under furniture |
| **Squatting** |  | ✓ |  |  | Sweeping under furniture, use of small dustpan |
| **Crawling** | ✓ |  |  |  |  |
| **Gripping** |  |  |  | ✓ | Broom, dustpan |
| **Forward Reach** |  |  |  | ✓ | Sweeping |
| **Overhead Reach** | ✓ |  |  |  |  | **Risk of developing a MSI** |
| **Lift** | ✓ |  |  |  |  |  |
| **Carry** | ✓ |  |  |  |  |
| **Push / Pull** |  |  | ✓ |  | Broom |
| N = Never, O = Occasional (1–33%), F = Frequent (34–66%), C = Constant (67–100%) | | | | | |
| **Repetitive action / sustained posture** | | | | | |
| **Neck:**  **Shoulders:**  **Wrists & fingers:**  **Thoracic:**  **Lumbar:**  **Knees:** | Neck flexion, looking down when sweeping.  Forward reach to between 60 to 90 degrees.  Sustained wrist extension and grip.  Sustained forward bending.  Sustained forward bend, minimised by adoption of lunge posture and keeping elbows aimed into waist.  Semi-squat / lunge and transferring body weight from front to back leg, low lunge / half kneel to use small dustpan or sweep under furniture. | | | | |
| **Lift/Push/Pull demands - Very light** | | | | | |

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| --- | --- | --- | --- | --- | --- |
| SWP_logo | | **Role** | | **Care worker Community** | |
| **Task** | | **Cleaning wet areas** | |
| * Cleaning a client’s bathroom and wet areas involves using various cleaning solutions (liquid) and equipment (mop and bucket, extension pole, various cloths). * The Care Worker has a small timeframe for cleaning tasks and usually use client’s own equipment. * Mirrors are wiped down, sinks and toilets cleaned. * Floors are mopped, necessitating repetitive sideways lunge and sustained grip, along with repetitive spinal bend to access under low furniture. | | | | | |
| teagan 038teagan 066 | *teagan 052* | | teagan 067 | | teagan 056 |
| Bend / lunge to clean toilets | Neck flexion and forward / sideways reach to clean sinks | | Low squat / bend | | Above shoulder reach and repetitive shoulder circumduction |
| teagan 034 | teagan 036 | |  | | teagan 046teagan 048teagan 048 |
| Spinal bend occurs if knees are straight and feet together | Bending at hips and knees. Lunge forward minimises spinal bend | | Bending to empty bin | | Floors are mopped, necessitating repetitive sideways lunge, grip |

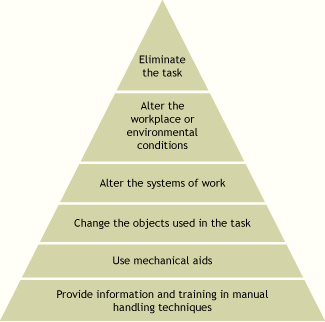
|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Critical physical demands** | | | | | | | |
| **Physical Demand** | | **N** | **O** | **F** | **C** | **Description** | |  |  | | --- | --- | | **Critical range of motion** | Reach above shoulder height, semi-squat to reach low surfaces | | **Lift capacity** | To 2kg cleaning solution | | **Push / Pull force** | Maximum 3kg push force | | **Shift duration / Roster** | From 7am to overnight shifts.  Personal Care - 1-2 hours  Domestic - up to 3 hours  Social - 1-3 hours  Respite – 5 hours or more.  CW may see 2-3 clients per day, but some may only do one day per week, others may work 3 days and have 5 clients – it is quite variable. | | **Environmental factors** | Indoor, wet surfaces | | **Task rotation** | Nil, frequently changing task | | **Breaks** | 15 minute tea break, 30 minute meal break | | **PPE** | Closed shoes, gloves | |
| **Sitting** | | ✓ |  |  |  |  |
| **Standing** | |  |  | ✓ |  | Vinyl and tiled flooring mostly |
| **Walking** | |  |  | ✓ |  | Short distance inside the room and home |
| **Climbing** | | ✓ |  |  |  |  |
| **Stooping** | |  |  | ✓ |  | Cleaning low surfaces |
| **Bending** | |  |  | ✓ |  | Cleaning low surfaces |
| **Kneeling** | |  |  | ✓ |  | Cleaning low surfaces |
| **Squatting** | |  |  | ✓ |  | Cleaning low surfaces, emptying bins |
| **Crawling** | |  | ✓ |  |  | Cleaning floor and wall tiles |
| **Gripping** | |  |  |  | ✓ | Cleaning equipment, cloth and paper goods |
| **Forward Reach** | |  |  |  | ✓ | Wiping surfaces, mirrors, and basins |
| **Overhead Reach** | |  | ✓ |  |  | Wiping the wall tiles and tops of mirrors | **Risk of developing a MSI** |
| **Lift** | |  | ✓ |  |  | Paper goods, cleaning solution (to 2 kg) |  |
| **Carry** | |  | ✓ |  |  | Paper goods, water buckets cleaning solution (to 2 kg) |
| **Push / Pull** | |  |  | ✓ |  | Mop, broom, moving beds to clean under |
| N = Never, O = Occasional (1–33%), F = Frequent (34–66%), C = Constant (67–100%) | | | | | | |
| **Repetitive action / sustained posture** | | | | | | |
| **Neck:**  **Thoracic:**  **Lumbar:**  **Shoulders:**  **Repetition:** | Neck flexion, looking down when mopping and cleaning below waist height and extension, looking up when reaching forwards.  Sustained forward bending.  Bending down frequently to access all areas. Semi-squat and leaning forward. Cleaning low surfaces.  Repetitive extended forward and above shoulder reach.  Frequent arm action / push / pull and circular arm action. | | | | | |
| **Lift/Push/Pull demands - Light** | | | | | | |

|  |  |  |
| --- | --- | --- |
| **Description: cid:image001.jpg@01CB1834.70361670** | | **Job Dictionary**  **Definitions** |
| **Risk of developing a Musculoskeletal Injury (MSI)** | | |
| **Risk of Musculoskeletal Injury**  **Red** = **High** (e.g. repetitive movement, sustained awkward positioning, high force / very heavy lift)  **Yellow** = **Medium** (e.g. repetitive movement, high force/heavy lift, awkward position)  **Green**= **Low** (e.g. repetitive movement, awkward position e.g. bending)  _wsb_308x215_Body+Chart | | |
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| **‘Lift/push/ pull physical demands’** | | |
| **Very Light Work** | Lifting and carrying < 5kg. Variable posture sitting, standing and walking. Pushing up to 2kg Force and pulling up to 2kg Force occasionally at waist level. | |
| **Light Work** | Lifting and carrying up to 10kg maximum. Frequent lifting and / or carrying of objects weighing up to 5kg. Pushing up to 5kg Force and pulling up to 5kg Force occasionally at waist level. | |
| **Medium Work** | Lifting and carrying up to 22kg maximum. Frequent lifting and / or carrying of objects weighing up to 10kg. Pushing up to 12kg Force and pulling up to 12kg Force occasionally at waist level. | |
| **Heavy Work** | Lifting up to 45kg maximum. Frequent lifting and / or carrying of objects weighing up to 22kg. Pushing up to 24kg Force and pulling up to 24kg Force occasionally at waist level. | |
| **Very Heavy Work** | Lifting above 45kg maximum. Frequent lifting and / or carrying of objects weighing above 22kg. Pushing up to 35kg Force and pulling up to 35kg Force occasionally at waist level. | |

Adapted from Physical Work Demands, from the U.S. Department of Labor Dictionary of Occupational Titles, Fourth Edition, Supplement, Appendix D, pp 101-102, 1986 with conversion to metric system.

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| --- | --- | --- | --- |
| **Frequency of Task** | | | |
|  | **Non-material handling** | **Non-material handling** | **Material handling** |
| **Never (N)** | 0% of 8hr/day | No reps/day | No reps/day |
| **Occasionally (O)** | 6-33% of 8hr/day  20 mins/hr | 0–100 reps/day  1/3 of full day | 3–32 reps/day  1 lift every 20 mins |
| **Frequently (F)** | 34-66% of 8hr/day  20-40 mins/hr | 101–800 reps/day  1/3 - 2/3 of full day | 33–200 reps/day  1 lift every 2 mins |
| **Constantly (C)** | 67-100% of 8hr/day  41-60 mins/hr | >800 reps/day  2/3 to a full day | >200 reps/day  1 lift every 15 sec |
| **Repetitive action/sustained posture**   * Repetitive means the movement or force is performed more than twice a minute * Sustained means the posture of force is held for more than 30 seconds at a time   Reference: Hazardous Manual tasks Code of Practice 2011 | | | |

**Reducing the risk of injury and re-injury[[1]](#footnote-1)**



<http://www.ectarc.com.au/cybertots/toolbox12_11/shared/resources/html/res_manualhand.htm>

The Hierarchy of Control is a list of control measures, in order of priority, which can be used to eliminate or minimise exposure to the hazard. Adopting appropriate and safe handling techniques and avoiding sustained and repetitive postures and actions is encouraged to prevent cumulative and reoccurring musculo skeletal injuries. Using appropriate and safe manual techniques is a lower order in the hierarchy of controls and where possible and practical, should be replaced with higher order solutions such as use of mechanical aids.

Consider using equipment that reduces physical handling, and encourages client participation. This could result in needing fewer workers to do the task and will lessen the likelihood of worker injury.

Some equipment can eliminate the need for assistance by allowing a resident/client to be totally independent.

Equipment is available for non-people handling tasks that reduced the need to undertake repetitive and sustained actions. E.g. trolley movers and pill crushers

Here are examples of equipment solutions currently in use across South Australia in hospitals, in the community and residential care facilities. For more information about specific equipment items please contact the Independent Living Centre on (08) 82665263 or undertake a product search on <http://ilcaustralia.org.au/search_category_paths>.

|  |  |  |
| --- | --- | --- |
| **Equipment** | **Use** |  |
| Getting people off the floor  Manger Camel  Hoverjack  Raizer | Lifts a person from the floor up into a sitting position. (Air assisted device)  Lifts a person from the floor with patient supine. (Air assisted device)  Raises a person from the floor up into a sitting position | Mangar Camel Floor Lift  http://www.statinahealthcare.com.au/wp-content/uploads/2014/07/HoverJack-use1-800px.jpg |
| Repositioning in bed  Air assisted Transfer mats. Reusable or single patient use (SPU)  HT Roller  Turning sheet  Beds with turning functions or transfer systems that attach to beds  E.g. Linet Turning bed. Vendlet turning system | Placed under bottom sheet. Used to reposition heavy clients/residents in bed  Turns a client in bed using a Hovertech® dual speed air supply  Used with hoist or ceiling lifter to turn a heavier patient in bed  Mechanical Turning functions | http://www.vendlet.com/admin/public/getimage.ashx?image=/Files/Images/Vendlet/Produkter/VENDLET/VENDLET-V5.jpg&crop=0&Width=1200  http://www.linet.com/-/media/Media-Catalogue/photos/beds/latera-acute/pluses/acute_00117.ashx?bc=White&as=1&h=450&w=800&hash=7DB3486B7734EA98C16DA5E758C9238239ACEDD8    http://www.statinahealthcare.com.au/wp-content/uploads/2014/07/ht-roller-use-800px.jpg |
| Bed to ‘stretch chair’ transfer (a chair that can be moved into a horizontal position)  Air assisted transfer mat  Desirable chair features: electric chair height, back rest and foot rest. | Used when lifter sling transfer is too difficult (i.e. bariatric resident), places resident at increased risk of skin injury or pain or if using a lifter sling is contraindicated | [CH-3100A](http://www.highgatehealthcare.com.au/highgate/wp-content/uploads/2015/03/CH-3100A.jpg) |
| Ceiling mounted lifters/gantry lifters | Reduces pushing and pulling forces to move the resident and requires less space to safely move a resident  Can be used with gait harnesses | [Image result for gait harness with ceiling lifter](http://www.google.com.au/url?url=http://www.opemed.net/gait-training-equipment/&rct=j&frm=1&q=&esrc=s&sa=U&ved=0ahUKEwi3hfSFyLfLAhUjhqYKHdyIDggQwW4IFjAA&usg=AFQjCNGTd34AUp0DZfUcoYuQLJ8Z56N08Q)Handi-Move Freedom Bridge Gantry Hoist |
| Leg/limb lifters | Slings to hold legs during nursing tasks  Devices to assist a resident to lift their own legs into bed  Devices to attach to the bed to lift heavier legs | sallysling_leglifter2[Image result for leg lifter](http://www.google.com.au/url?url=http://www.arthritissupplies.com/leg-lifter.html&rct=j&frm=1&q=&esrc=s&sa=U&ved=0ahUKEwjDs6jQ0bfLAhUBUKYKHekoCfUQwW4IJjAE&usg=AFQjCNESZT9LYM-kHS45dK2IuHN7cRhDzQ) |
| Motorising Trolleys | Many trolleys, medication cartes, Bain maries can be retrofitted with a motorised unit to prevent sustained and heavy pushing | [http://www.phantompower.com.au/images/trollee.jpg](http://www.phantompower.com.au/products/trollee.html?id=76) |
| Detachable Mechanical moving devices | ‘Turtle’- used to move occupied Comfort chairs or bins  Wheelchair drive kits | [http://www.phantompower.com.au/images/TURTLE.jpg](http://www.phantompower.com.au/products/the-turtle.html?id=78)[Bin Mover](http://www.phantompower.com.au/products/bin-mover/84-products/108-bin-mover.html) |
| Lifting wheelchairs into boots | Boot sliding devices to reduce lifting demands |  |
| Mechanical pill crushers | Alleviates repetitive pill grinding actions by shoulders, forearms and hands | http://www.phantompower.com.au/images/process.jpg |

**Glossary of terms and abbreviations**

Abduction: Movement of a body part away from the median plane (of the body, in the case of the limbs; of the hand or foot, in the case of digits).

Adduction: Movement of a body part toward the median plane (of the body, in the case of the limbs; of the hand or foot, in the case of digits).

Bending: To force into a different or particular, especially curved, shape, as by pressure.

Biceps: A muscle with two origins or heads. Commonly used to refer to the biceps brachii muscle.

CPR: Cardio Pulmonary resuscitation

DDA: Dangerous Drugs (drugs of dependence)

Deltoid: Large muscle of the shoulder that abducts and otherwise moves the upper arm about the shoulder joint against external loads.

Distal: Situated away from the centre of the body, or from the point of origin; specifically applied to the extremity or distant part of a limb or organ.

Dorsiflexion: Turning upward of the foot or toes or of the hand or fingers.

Dynamic: The science of motion in response to forces.

Ergonomics: A branch of ecology concerned with human factors in the design and operations of machines and the physical environment.

Extension: The act of bringing the distal portion of a joint in continuity (though only parallel) with the long axis of the proximal portion.

Flexion: The act of flexing or bending, e.g. bending of a joint so as to approximate that parts it connects.

Force: That which tends to produce motion in a body.

Frontal plane: In front; relating to the anterior part of a body.

Gross gripping: Grasping, seizing, holding with a large finger span.

Isometric: In physiology, denoting the condition when the ends of a contracting muscle are held fixed so that the contraction produces increased tension at a constant overall length.

Job: A set of tasks designed to be performed by one individual in return for a wage or salary.

Kyphosis: A deformity of the spine characterised by extensive flexion.

Lordosis: An abnormal extension deformity; anteroposterior curvature of the spine, generally lumbar with the convexity looking anteriorly.

Lumbar: Relating to the loins, or the part of the back and sides between the ribs and the pelvis.

Lumbosacral joint: Joint between fifth lumbar vertebra and sacrum.

Medial: Relating to the middle or centre; nearer to the median or midsagittal plane.

Occupation: A set of jobs with similar sets of tasks.

Plantar flexion: Bending about the ankle joint in the direction of the sole of the foot.

Prehensile: Adapted for taking hold of or grasping.

Pronation of the forearm: Rotation of the forearm in such a way that the palm of the hand faces backward when the arm is in the anatomical position, or downward when the arm is extended at a right angle to the body.

Proximal: Nearest the trunk or the point of origin, said of part of a limb

Pulmonary: Pertaining to the lung.

Range of motion: The range of translation and rotation of a joint for each of it degrees of freedom.

Rotation: Turning or movement of a body round its axis.

Stiffness: Rigid or firm in substance; not flexible, pliant or easily bent.

Strain: To make an effort to the limit of one’s strength; or, the change in shape that a body undergoes when acted upon by an external force.

Stress: The force or pressure applied or exerted between portion of a body or bodies, generally expressed in pounds per square inch.

Supination: Supination of the forearm: Rotation of the forearm in such a way that the palm of the hand faces forward when the arm is in the anatomical position, or upward when the arm is extended at a right angle to the body.

Torsion: Twisting or rotation of a part upon its long axis.

Transverse: Crosswise; lying across the long axis of the body.

Work: That which is accomplished when a force acts against resistance to produce motion.

# Relevant legislation

Work Health and Safety Act 2012 (SA)

The key principles of the *Work Health and Safety Act 2012* (SA) are consistent with long established and familiar occupational health and safety standards.

The Act:

* establishes health and safety duties, including the primary duty to protect any person from exposure to hazards and risks that arise from work
* provides for worker representation, consultation and participation including through Health and Safety Representatives and Health and Safety Committees
* enables compliance and enforcement through SafeWork SA, the regulator
* provides for the creation of regulations and approved codes of practice.

Work Health and Safety Regulations 2012

* Identify the control measures that must be applied to specific work activities and hazards, for example machine guarding and noise exposure.
* Are specific in legal requirements on certain issues.
* Normally related to a particular hazard or activity, e.g. manual tasks.
* May be administrative, e.g. injury reporting
* In the case of manual handling prescribe process that must be followed to achieve a minimum standard of occupational health and safety in the workplace.

**Return to Work Act 2014 (SA)**

The *Return to Work Act 2014* establishes the Return to Work Scheme, which commenced on 1 July 2015. The scheme provides South Australian workers and their employers with a personalised service to achieve the best possible recovery and return to work outcomes in the event of a work injury. Mobile case management has been implemented in regional and metropolitan South Australia to provide face-to-face services, to assist early intervention and targeted return to work services. Workers who are seriously injured may receive income support to retirement age and lifetime care and support. There is also limited access to common law for seriously injured workers. Workers who are less seriously injured may receive time-banded income support which ceases at two years from the date of incapacity. Lump sum payments for economic and non-economic loss are available.

References

*National Code of Practice for the Prevention of Occupational Overuse Syndrome* [NOHSC:2013(1994)] (Archived) <http://www.safework.sa.gov.au/show_page.jsp?id=5892#.VsVvgE9f21s>

*Return to Work Act 2014* (SA)

*Return to Work Regulations 2015* (SA)

*Work Health and Safety Act 2012* (SA) <https://www.legislation.sa.gov.au/LZ/C/A/WORK%20HEALTH%20AND%20SAFETY%20ACT%202012.aspx>

*Work Health and Safety Regulations 2012* (SA) *Code of Practice: Hazardous Manual Tasks* <https://www.legislation.sa.gov.au/LZ/C/R/Work%20Health%20and%20Safety%20Regulations%202012.aspx>

1. This section as provided by Hal (Helen Robertson), SA Health [↑](#footnote-ref-1)