Aged care job dictionary

**Cleaner**

**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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**Task pages**

* High dusting
* Vacuuming, sweeping, low dusting
* General cleaning
* Manoeuvring cleaning trolley
* Cleaning wet areas

**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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| Description: cid:image001.jpg@01CB1834.70361670 | | **Role** | | **Cleaner** | |
| **Task** | | **High dusting** | |
| * Cleaners are required to dust above shoulder height to maintain hygiene standards. * Items dusted above shoulder height include TVs, walls, cabinetry, windows and ceilings. An extendable handled duster is used, which attaches to a cloth for dusting and or wiping. This task necessitates cervical extension to look up. * Cleaners also clean shower alcoves as part of the daily cleaning of rooms. Shower alcoves are lined with tiles on the wall up to 2m high. * In most cases the bathroom has in it a toilet seat raiser and shower chair, requiring the cleaner to remove these before cleaning to allow access into the area. * Cleaners may also be required to change the shower curtain. This requires over shoulder reach in a wet area with a safety step or ladder. | | | | | |
| teagan 056 | [http://www.melomaids.com/wp-content/uploads/2015/03/IMG_20150329_145840.jpg](http://www.melomaids.com/house-cleaning-raynham-ma/) | | P4171537 [http://mammothcleaningsupplies.co.uk/ramon-dust-buster-dusting-at-high-level-w1280h1024q90i2260.jpg](http://www.google.com.au/url?sa=i&rct=j&q=&esrc=s&source=images&cd=&cad=rja&uact=8&ved=0ahUKEwjT9uvY_MvKAhVE4qYKHSnsDg4QjRwIBw&url=http://mammothcleaningsupplies.co.uk/dust-buster-kit-p1538.htm&psig=AFQjCNH4oEvPFGE2uLAFXOVTEGxedda8Eg&ust=1454052199535896) | | [https://i.ytimg.com/vi/k5Rkb7EamnI/maxresdefault.jpg](https://www.google.com.au/url?sa=i&rct=j&q=&esrc=s&source=images&cd=&cad=rja&uact=8&ved=0ahUKEwjT9uvY_MvKAhVE4qYKHSnsDg4QjRwIBw&url=https://www.youtube.com/watch?v%3Dk5Rkb7EamnI&psig=AFQjCNH4oEvPFGE2uLAFXOVTEGxedda8Eg&ust=1454052199535896) |
| Mirrors are wiped down with a cloth. | The tops of doors are either wiped down or dusted. | | This requires reaching from chest to above shoulder height and sustained neck extension. | | This requires reaching between chest to above shoulder height, and sustained neck extension. |

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| **Critical physical demands** | | | | | | | |
| **Physical Demand** | | **N** | **O** | **F** | **C** | **Description** | |  |  | | --- | --- | | **Critical range of motion** | Neck extension andShoulder flexion to 160 degrees | | **Lift capacity** | 5kg (bucket of water) | | **Push / Pull force** | Repeated wiping and cleaning surfaces (shoulder force) | | **Shift duration /**  **Roster** | Cleaning shifts vary in duration, ranging from shorter 6 hour to full 8 hour shifts over a rotating 7 day roster | | **Environmental factors** | Indoor | | **Task rotation** | Frequently changing task | | **Breaks** | 30 meal break,15 minutes morning tea ( if applicable pending shift length) | | **PPE** | Closed shoes, gloves (at times), uniform and eye protection (at times) | |
| **Sitting** | | ✓ |  |  |  |  |
| **Standing** | |  |  |  | ✓ | Tiled floors, carpeted flors in corridors, lino in rooms |
| **Walking** | |  |  | ✓ |  | Tiles, can be wet surfaces |
| **Climbing** | |  | ✓ |  |  | Safety step / step ladder |
| **Stooping** | | ✓ |  |  |  |  |
| **Bending** | | ✓ |  |  |  |  |
| **Kneeling** | | ✓ |  |  |  |  |
| **Squatting** | | ✓ |  |  |  |  |
| **Crawling** | | ✓ |  |  |  |  |
| **Gripping** | |  |  | ✓ |  | Holding cleaning items and cloths |
| **Forward Reach** | |  |  | ✓ |  | Wiping down surfaces |
| **Overhead Reach** | |  |  | ✓ |  | High dusting | **Risk of developing a MSI** |
| **Lift** | |  | ✓ |  |  | Cleaning equipment, to 2 kg | [http://www.warrenderpt.com/resources/_wsb_308x215_Body+Chart.jpg](http://www.apta.org/AM/Template.cfm?Section=PT_and_Y%60our_Body&Template=/APTAAPPS/PTandYourBody/ptandyourbody.cfm) |
| **Carry** | |  | ✓ |  |  | Rubbish bag, Cleaning equipment, to 2 kg |
| **Push / Pull** | |  |  | ✓ |  | Wiping surfaces |
| N = Never, O = Occasional (1–33%), F = Frequent (34–66%), C = Constant (67–100%) | | | | | | |
| **Repetitive action / sustained posture** | | | | | | |
| **Neck:**  **Lumbar spine:**  **Repetition:**  **Shoulders:** | Sustained extension to look up  Extension for overhead cleaning  Frequent reach to 90 degrees and occasional to 160 degrees  Circular action when wiping down surfaces  Pushing and pulling the extend handle duster  Reaching above shoulder height to clean tops of doors and mirrors and high walls | | | | | |
| **Lift/Push/Pull demands-Light** | | | | | | |

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| SWP_logo | | **Role** | | **Cleaner** | |
| **Task** | | **Vacuuming, sweeping,**  **low dusting** | |
| * Rooms are cleaned daily, bins emptied, paper goods (toilet paper, hand towels) re-stocked. * Floors are swept and carpeted floors are vacuumed, necessitating repetitive forward lunge and sustained grip, along with repetitive spinal bend to access under beds/ low furniture. * Pull-a-long vacuum cleaners are generally used and carpet and vinyl flooring are the most common surfaces. The vacuum may be wheeled from the cleaner’s room or transported on a trolley. Vacuums can weigh up to 5kg. * Total vacuuming time is up to one hour but is dependent on the size of the complex and number of areas with carpet. | | | | | |
| DSC_0403 | DSC_0409 | | DSC_0408 | | DSC_0405 |
| The vacuum cleaner handle is pushed over carpeted floors. | A lunge posture can be used with the vacuum cleaner tubing held behind the back. | | This technique keeps both shoulders by the workers side and reduces shoulder movement. | | The nozzle is removed and the handle used for corners and edges. |
| DSC_0184 | DSC_0406 | |  | |  |
| Smaller offices and workstations. Workers lean forward when under desks | The lid is removed using clips on each side. The lid is lifted off and the bag placed in the bin. The worker squats down. | | Low bend to access under bed and low surfaces to dust. | | An upright vacuum may be used |

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| **Critical physical demands** | | | | | | | |
| **Physical Demand** | | **N** | **O** | **F** | **C** | **Description** | |  |  | | --- | --- | | **Critical range of motion** | Thoracic and lumbar flexion,  hip and knee flexion to 90 degrees | | **Lift capacity** | To 5kg | | **Push / Pull force** | Maximum 3kg push force | | **Shift duration /**  **Roster** | Cleaning shifts vary in duration, ranging from shorter 6 hour to full 8 hour shifts over a rotating 7 day roster | | **Environmental factors** | Indoor, wet surfaces | | **Task rotation** | Nil, frequently changing task | | **Breaks** | 15 minute tea break, 30 meal break | | **PPE** | Closed shoes, gloves | |
| **Sitting** | | ✓ |  |  |  |  |
| **Standing** | |  |  |  | ✓ | Vacuuming the floors |
| **Walking** | |  |  | ✓ |  | Carpeted surfaces mostly |
| **Climbing** | | ✓ |  |  |  |  |
| **Stooping** | | ✓ |  |  |  |  |
| **Bending** | |  | ✓ |  |  | Leaning forward when vacuuming under desks |
| **Kneeling** | | ✓ |  |  |  |  |
| **Squatting** | |  | ✓ |  |  | Emptying the vacuum |
| **Crawling** | | ✓ |  |  |  |  |
| **Gripping** | |  |  |  | ✓ | Holding the vacuum handle |
| **Forward Reach** | |  | ✓ |  |  | When using a push / pull technique |
| **Overhead Reach** | | ✓ |  |  |  |  | **Risk of developing a MSI** |
| **Lift** | |  | ✓ |  |  | Handling the vacuum | [http://www.warrenderpt.com/resources/_wsb_308x215_Body+Chart.jpg](http://www.apta.org/AM/Template.cfm?Section=PT_and_Y%60our_Body&Template=/APTAAPPS/PTandYourBody/ptandyourbody.cfm) |
| **Carry** | |  |  |  | ✓ | Carrying the vacuum on her back |
| **Push / Pull** | |  |  | ✓ |  | Pulling the vacuum cleaner, pushing the handle |
| 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 sweeping and vacuuming  Sustained forward bending  Repetitive forward bend to vacuum and sweep  Repetitive forward reach for push / pull of vacuum  Frequent arm action,/push / pull bilateral grip | | | | | |
| **Lift/Push/Pull demands-Light** | | | | | | |

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| Description: cid:image001.jpg@01CB1834.70361670 | | **Role** | | **Cleaner** | |
| **Task** | | **General cleaning** | |
| * General cleaning involves using various cleaning solutions (liquid) and equipment; mops, vacuum cleaner, dusters, cleaner’s trolley and small cloths to wipe down and clean throughout the complex. * Walkways, reception, nurse’s stations, offices, tea rooms and various other rooms are cleaned throughout the complex. * Bins are emptied, paper goods (toilet paper, hand towels) re-stocked, surfaces wiped down and floors cleaned. * Extra precautions areas are cleaned using specific techniques and workers wear a gown, gloves and face mask. | | | | | |
| P1010378 | DSC_0119 | |  | | DSC_0109 |
| Example cleaner’s trolley with buckets of water, paper goods, clothes, cleaning solution and broom. | Surfaces are wiped down using a wet cloth dipped in solution. *Repetitive arm action.* | | Furniture and resident equipment is wiped down after use. | | Buckets are filled in the cleaner’s room using a hose over the sink. Solution is stored in a 5L container. |
| DSC_0184 |  | |  | |  |
| Vacuuming is completed in carpeted areas. | Paper goods are restocked in toilets, kitchens and near hand wash sinks. | | Dusters are used for high areas. | | Bathrooms are cleaned and wiped down. |

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| **Critical physical demands** | | | | | | | |
| **Physical Demand** | | **N** | **O** | **F** | **C** | **Description** | |  |  | | --- | --- | | **Critical range of motion** | Reach above shoulder height, squat / bend to reach low surfaces | | **Lift capacity** | 8kg (bucket of water, cleaning solution) | | **Push / Pull force** | Max 5kg (cleaning trolley) | | **Shift duration /**  **Roster** | Cleaning shifts vary in duration, ranging from shorter 6 hour to full 8 hour shifts over a rotating 7 day roster | | **Environmental factors** | Indoor | | **Task rotation** | Nil | | **Breaks** | 15 minute tea break, 30 meal break | | **PPE** | Closed shoes, gloves,  gown and face mask (extra precautions rooms only) | |
| **Sitting** | | ✓ |  |  |  |  |
| **Standing** | |  |  |  | ✓ | Various surfaces |
| **Walking** | |  |  | ✓ |  | Short distances at a time inside a room |
| **Climbing** | |  | ✓ |  |  | Platform step ladder to reach high surfaces |
| **Stooping** | |  | ✓ |  |  | Cleaning awkward and low surfaces |
| **Bending** | |  |  | ✓ |  | Low surfaces, vacuuming, wiping furniture |
| **Kneeling** | |  | ✓ |  |  | Cleaning low surfaces |
| **Squatting** | |  | ✓ |  |  | Cleaning low surfaces |
| **Crawling** | | ✓ |  |  |  |  |
| **Gripping** | |  |  | ✓ |  | Cleaning equipment, cloth and paper goods |
| **Forward Reach** | |  |  | ✓ |  | Wiping down surfaces and cleaning |
| **Overhead Reach** | |  |  | ✓ |  | Dusting, wiping high surfaces | **Risk of developing a MSI** |
| **Lift** | |  |  | ✓ |  | Paper goods, bucket of water <8kg | [_wsb_308x215_Body+Chart](http://www.apta.org/AM/Template.cfm?Section=PT_and_Y%60our_Body&Template=/APTAAPPS/PTandYourBody/ptandyourbody.cfm) |
| **Carry** | |  | ✓ |  |  | Paper goods, water buckets <8kg |
| **Push / Pull** | |  | ✓ |  |  | Trolley, mop, vacuum cleaner |
| N = Never, O = Occasional (1–33%), F = Frequent (34–66%), C = Constant (67–100%) | | | | | | |
| **Repetitive action / sustained posture** | | | | | | |
| **Lumbar:**  **Repetition:**  **Shoulders:**  **Neck:**  **Wrists / Elbows:** | Bending and leaning forward when cleaning low surfaces  Frequent arm forward reach and flexion  Reaching to shoulder height  Frequent neck flexion  Wrist and elbow flexion, extension and grip | | | | | |
| **Lift/Push/Pull demands-Light** | | | | | | |

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| Description: cid:image001.jpg@01CB1834.70361670 | | **Role** | | **Cleaner** | |
| **Task** | | **Manoeuvre cleaning trolley** | |
| * Cleaner trolleys vary, most have a push / pull force of less than 5 kg. * Some have all equipment including the vacuum and mop on them, others don’t have provision for the vacuum and / or mop, and these are maneuvered separately to the cleaning area. * Staff is advised to adopt a neutral hand position, rather than a palm down grip, and initiate the push by a lunge posture, elbows aimed into the waist. | | | | | |
| P1010378 | cleaner resthaven 046 | | [http://cache3.asset-cache.net/gc/157860335-male-cleaner-pushing-trolley-with-cleaning-gettyimages.jpg?v=1&c=IWSAsset&k=2&d=8OfSAZbfj9iA5Sfpsh3sPZtszvr0bHiGZ2kSxeQzVABM3WScf1fFbu7ZCsF%2FlNiM](http://www.google.com.au/url?sa=i&rct=j&q=&esrc=s&source=images&cd=&cad=rja&uact=8&ved=0ahUKEwix7PvbgaHKAhWo3aYKHUYDC78QjRwIBw&url=http://www.gettyimages.com.au/detail/photo/male-cleaner-pushing-trolley-with-cleaning-royalty-free-image/157860335&psig=AFQjCNHa-6-TTwSXc8ZWHpAtQ73Fe0BVGg&ust=1452576066273867) | | Dcp_0424 |
| P1040247 | A palm down grip places increased load onto shoulders and upper limbs. | | A neutral palm grip, holding onto the sides of the handle reduces the load through shoulders and upper limbs. | | P1040249 |

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| **Critical physical demands** | | | | | | | |
| **Physical Demand** | | **N** | **O** | **F** | **C** | **Description** | |  |  | | --- | --- | | **Critical range of motion** | Shoulder flexion to 120 degrees and arms held in by side, elbow flexion to 90 degrees and neutral forearms | | **Lift capacity** | 5kg (bucket of water) | | **Push / Pull force** | To 5 kg | | **Shift duration /**  **Roster** | Cleaning shifts vary in duration, and can range from shorter 6 hour to full 8 hour shifts over a rotating 7 day roster | | **Environmental factors** | Indoor | | **Task rotation** | Frequently changing task | | **Breaks** | 30 meal break 15 minutes morning tea (if applicable pending shift length) | | **PPE** | Closed shoes, gloves (at times), uniform and eye protection (at times) | |
| **Sitting** | | ✓ |  |  |  |  |
| **Standing** | |  |  |  | ✓ | For all cleaning tasks |
| **Walking** | |  |  | ✓ |  | Throughout complex with trolley |
| **Climbing** | | ✓ |  |  |  |  |
| **Stooping** | | ✓ |  |  |  |  |
| **Bending** | | ✓ |  |  |  |  |
| **Kneeling** | | ✓ |  |  |  |  |
| **Squatting** | | ✓ |  |  |  |  |
| **Crawling** | | ✓ |  |  |  |  |
| **Gripping** | |  |  | ✓ |  | Holding trolley handles |
| **Forward Reach** | |  |  | ✓ |  | Manoeuvre trolley |
| **Overhead Reach** | | ✓ |  |  |  |  | **Risk of developing a MSI** |
| **Lift** | |  | ✓ |  |  | Cleaning equipment, to 2 kg | [http://www.warrenderpt.com/resources/_wsb_308x215_Body+Chart.jpg](http://www.apta.org/AM/Template.cfm?Section=PT_and_Y%60our_Body&Template=/APTAAPPS/PTandYourBody/ptandyourbody.cfm) |
| **Carry** | |  | ✓ |  |  | Rubbish bag, Cleaning equipment, to 2 kg |
| **Push / Pull** | |  |  | ✓ |  | Up to 5 kg |
| N = Never, O = Occasional (1–33%), F = Frequent (34–66%), C = Constant (67–100%) | | | | | | |
| **Repetitive action / sustained posture** | | | | | | |
| **Shoulders:**  **Lumbar spine:**  **Repetition:**  **Knees:** | Should be braced down with flexion to 20 degrees to push trolley  Sustained slight forward bend  Frequent reach to 45 degrees to push trolley and turn trolley  Forward lunge and sideways lunge to push, and turn trolley | | | | | |
| **Lift/Push/Pull demands-Light** | | | | | | |

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| SWP_logo | | **Role** | | **Cleaner** | |
| **Task** | | **Cleaning wet areas** | |
| * Cleaning wet areas involves using various cleaning solutions (liquid) and equipment; mop and bucket, extension pole, and various cloths. * Rooms are cleaned daily, bins emptied, paper goods (toilet paper, hand towels) re-stocked and floors mopped and cleared. Mirrors are wiped down, sinks and toilets cleaned. * Floors are mopped. Light weight extension pole and duster cloth is used for high areas and curtain rails. * Extra precautions rooms are deep cleaned when a resident leaves. This involves wearing a gown and mask. | | | | | |
| teagan 039 | *DSC_0763* | | DSC_0109 | | teagan 067 |
| Bend / lunge to clean toilets | Neck flexion and forward and sideways reach and Internal rotation to clean sinks | | Buckets are filled with water in the cleaner’s room using a hose. The solution is stored in a 5L container | | Postures range from low squat / half kneel to above shoulder reach. |
| teagan 056 | P1120019 P1090315 | |  | | teagan 046 teagan 061 - Copy |
| Above shoulder reach to wipe mirrors. Long handled dusters are used for high areas and curtain rails. Ladders are used for wiping up high | When wringing out the hand squeeze mop, staff is advised to stand to the back of the bucket, and depress the handle with a backward lunge | | Bending to empty bin | | Floors are mopped, necessitating repetitive sideways lunge, grip along with repetitive spinal bend to access under beds/ low furniture |

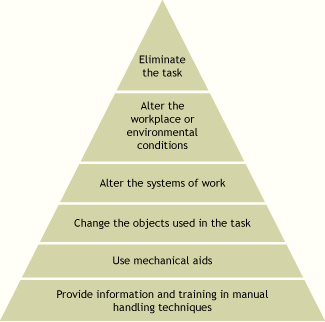
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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Critical physical demands** | | | | | | | |
| **Physical Demand** | | **N** | **O** | **F** | **C** | **Description** | |  |  | | --- | --- | | **Critical range of motion** | Reach above shoulder height, semi-squat and kneel and half kneel to reach low surfaces | | **Lift capacity** | to 5kg cleaning solution | | **Push / Pull force** | Maximum 3kg push force | | **Shift duration /**  **Roster** | Cleaning shifts vary in duration, ranging from shorter 6 hour to full 8 hour shifts over a rotating 7 day roster | | **Environmental factors** | Indoor, wet surfaces | | **Task rotation** | Nil, frequently changing task | | **Breaks** | 15 minute tea break, 30 meal break | | **PPE** | Closed shoes, gloves | |
| **Sitting** | | ✓ |  |  |  |  |
| **Standing** | |  |  | ✓ |  | Vinyl and tiled flooring mostly |
| **Walking** | |  |  | ✓ |  | Short distance inside the room and the 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) | [_wsb_308x215_Body+Chart](http://www.apta.org/AM/Template.cfm?Section=PT_and_Y%60our_Body&Template=/APTAAPPS/PTandYourBody/ptandyourbody.cfm) |
| **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 flexion, abduction 60 to 90 degrees and internal rotation, along with circumduction  Bilateral upper limb flexion, abduction, and push /pull, along with sustained grip | | | | | |
| **Lift/Push/Pull demands-Light** | | | | | | |

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| **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)