Aged care job dictionary

**Laundry Assistant**

**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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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**

* Sorting
* Preparation
* Washing and drying
* Folding, sorting, labelling clothing
* Distribution of items throughout complex (delivering clothing to residents rooms)
* Cleaning laundry room and machines

**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** | | **Laundry** | |
| **Task** | | **Preparation** | |
| * Laundry services vary for aged care complexes. Some service all linen including sheet, pillow cases, personal items, towels, bibs, tablecloths etc. Others outsource bed linen and towels, and service personal items only for the residents. * The laundry is divided into a dirty side and a clean side; the laundry worker operates between all areas. * Nursing / care staff deliver linen bags in trolleys, the laundry person transfers the contents of the linen bags into the washing machines after sorting. * In smaller complexes or those that service only personal items, the laundry person lifts between 20 and 25 bags of dirty linen per day, 15 of them being across one hour and the other 10 spread throughout the rest of the shift. * The bag is emptied by lifting it to shoulder height and above shoulder height and turning it upside down. Most laundry trolleys have a spring-loaded base; the base raises as the items are placed into the washing machine. | | | | | |
| P1040775 |  | | P1040776 | |  |
| The push force of the trolleys on the outside surface varies from up to is 12.5kgs and on inside surface up to 6.5kgs. | Emptying linen bags prior to loading into washing machine. | | Frequent above shoulder height reach, and strong bilateral grip | | Constant lifting of up to 5kg (full linen bag) |
| jd 041 | In some complexes laundry bags are left on the floor, increasing physical demands on workers to sort and unload into machines.  The bags are lifted, and up-ended, and placed into the spring loaded trolleys or individual items are taken out of the bag. | | P1020705 | | P1020706 |

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| **Critical physical demands** | | | | | | | |
| **Physical Demand** | | **N** | **O** | **F** | **C** | **Description** | |  |  | | --- | --- | | **Critical range of motion** | Shoulder flexion to 120 degrees, abduction to 90 degrees and forearm pronation strong grip. Spinal bend, semi-squat and kneel and half-kneel to handle linen bags from floor | | **Lift capacity** | To 5kg linen bags | | **Push / Pull force** | Maximum 12.5kg (outside surfaces and large trolley to less than 5kg (inside surfaces and / or smaller trolley) | | **Shift duration / Roster** | Laundry shifts vary in duration, and can range from shorter 6 hour to full 8 hour shifts over a rotating 5 or 7 day roster | | **Environmental factors** | Outdoor, uneven surfaces. Indoor, wet surfaces, small space | | **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** | |  |  | ✓ |  | Within and outside laundry to retrieve trolleys of linen bags. |
| **Climbing** | | ✓ |  |  |  |  |
| **Stooping** | |  |  | ✓ |  | Empty linen bags and pick up bags from floor |
| **Bending** | |  |  | ✓ |  | Empty linen bags and pick up bags from floor |
| **Kneeling** | | ✓ |  |  |  |  |
| **Squatting** | |  |  | ✓ |  | pick up bags from floor |
| **Crawling** | | ✓ |  |  |  |  |
| **Gripping** | |  |  |  | ✓ | Linen bags, trolleys |
| **Forward Reach** | |  |  |  | ✓ | Empty linen bags and pick up bags from floor |
| **Overhead Reach** | |  |  |  | ✓ | Empty linen bags | **Risk of developing a MSI** |
| **Lift** | |  |  |  | ✓ | Linen bags, to 5kg |  |
| **Carry** | |  |  |  | ✓ | Linen bags, to 5kg |
| **Push / Pull** | |  |  | ✓ |  | Trolleys, push force ranges from less than 5kg to 12kg |
| 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 initiate lift of linen bag to extension when upending contents.  Sustained forward bending.  Bending forward frequently to handle linen bags.  Repetitive overhead and sideways reach to 110 degrees.  Overhead and sideways reach, forearm rotation, bilateral grip. | | | | | |
| **Lift/Push/Pull demands-Light** | | | | | | |

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| SWP_logo | | **Role** | | **Laundry** | |
| **Task** | | **Sorting** | |
| * The laundry person initially sorts laundry bags according to their area e.g. high care/ low care/ dementia care. This process differs depending on the setup of the care facility. * For linen bags not in a trolley and delivered onto the floor, the physical demands of sorting increases. An extra step can include taking laundry from laundry bags and placing into spring loaded trolleys either by lifting up the laundry bag (maximum weight estimated to be 5kgs to 8kgs) or taking items individually out from the laundry bag which is on the floor. A sorting bench may be used. * Position the trolley next to the sorting bench, lift a dirty linen bag onto the waist height sorting bench. 3-4 bags are empties until there is no space left on the sorting bench, the dirty clothes are sorted into different baskets. * Place the laundry into the industrial washing machines. * Top loading washing machines are used for good outer wear clothing needing a gentle cycle such as dresses, cardigans, t-shirt tops. * The large industrial washing machines are for bibs, towels, blankets, quilts and selected underwear. * Some of the items (bibs) need to be separated and put through a selected wash. This is done at different times throughout the morning once the previous day’s washing has been loaded into the dryer. | | | | | |
| P1040784 | P1040776 P1040777 | | P2210185 | |  |
| Emptying linen bags for sorting prior to loading into washing machine. | Frequent above shoulder height reach, and strong bilateral grip | | Constant lifting of up to 5kg (full linen bag) | | Frequent bending and twisting to load washing into industrial washing machines |
| P1040778 P1040779 | Frequent lifting of dirty laundry from between knee to hip height to load into industrial washing machines | | P1020654 | | Selected personal items are loaded into top loader from a small trolley.  Frequent lift from knee to waist height. |

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| **Critical physical demands** | | | | | | | |
| **Physical Demand** | | **N** | **O** | **F** | **C** | **Description** | |  |  | | --- | --- | | **Critical range of motion** | Shoulder flexion and abduction to 120 degrees with Internal rotation  Thoracic and lumbar flexion | | **Lift capacity** | To 5kg linen bags | | **Push / Pull force** | Maximum 5kg inside surfaces and / or smaller trolley | | **Shift duration / Roster** | Laundry shifts vary in duration, and can range from shorter 6 hour to full 8 hour shifts over a rotating 5 or 7 day roster | | **Environmental factors** | Outdoor, uneven surfaces. Indoor, wet surfaces, small space. | | **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** | |  |  | ✓ |  | Within and outside laundry to retrieve trolleys of linen bags. |
| **Climbing** | | ✓ |  |  |  |  |
| **Stooping** | |  |  | ✓ |  | Empty linen bags and pick up bags from floor, load washing machine |
| **Bending** | |  |  | ✓ |  | Empty linen bags and pick up bags from floor, load washing machine |
| **Kneeling** | | ✓ |  |  |  |  |
| **Squatting** | |  |  | ✓ |  | pick up bags from floor |
| **Crawling** | | ✓ |  |  |  |  |
| **Gripping** | |  |  |  | ✓ | Linen bags, trolleys, laundry |
| **Forward Reach** | |  |  |  | ✓ | Empty linen bags and pick up bags from floor, load laundry into washing machines |
| **Overhead Reach** | |  |  |  | ✓ | Empty linen bags | **Risk of developing a MSI** |
| **Lift** | |  |  |  | ✓ | Linen bags, to 5kg laundry into washing machines |  |
| **Carry** | |  |  |  | ✓ | Linen bags, to 5kg laundry into washing machines |
| **Push / Pull** | |  |  | ✓ |  | Trolleys, push force ranges from less than 5 kg to 12kg |
| 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 initiate lift of linen bag to extension when upending contents, then repetitive rotation to load laundry items into machines.  Sustained forward bendingand twisting.  Bending forward and sideways frequently to load into washing machines.  Repetitive overhead reach with sideways reach to 90 degrees, then rotation to load into machines.  Upper limb flexion, abduction, forearm rotation, bilateral grip. | | | | | |
| **Lift/Push/Pull demands-Light** | | | | | | |

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| SWP_logo | | **Role** | | **Laundry** | |
| **Task** | | **Washing and drying** | |
| * Once the clothes are washed, position the empty basket next to the machine to pull the wet clothes out of the machine; place into the basket. * To reduce the pull force required, first pull out clothes at the top of the machine. * Once the washing cycle is completed, transfer items from the washing machine into the large industrial dryers or from the top loading washing machine into wall-mounted domestic dryers. Hang up items unsuitable for the dryers on above-shoulder height racks. * The setup of drying racks and dryers varies, however most facilities have large industrial dryers, the number varies according to the size of the facility. On average loading and unloading of washing and dryers is about 10 times throughout a shift. This varies according to the size of the facility. The tasks are rotated throughout the shift. | | | | | |
| P1040787 | P1040788 P1040789 | | jd 039 | | P1020712 P1020710 |
| Removal of clean items from the washing machines. Strong bilateral grip  Loading into the dryer | Frequent pulling at waist height and twisting to remove items from the large washing machine.  Depending on the setup and whether the trolley is spring loaded bending and twisting occurs | | Twisting and bending is avoided if the trolley is placed so that the person can face the dryer  Unloading from dryers | | Some items may become tangled increasing their bulk and weight as they are handled  Extended forward reach and spinal bend to access items from the back of the dryer |
| P1040790 | **P1020731** P1020730 | | P1020668 | | P1020670 |

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| **Critical physical demands** | | | | | | | |
| **Physical Demand** | | **N** | **O** | **F** | **C** | **Description** | |  |  | | --- | --- | | **Critical range of motion** | Shoulder flexion to 120 degrees, shoulder abduction to 90 degrees and forearm rotation, strong grip. Spinal bend. | | **Lift capacity** | To 2kg laundry | | **Push / Pull force** | Maximum 5 kg inside surfaces and / or smaller trolley | | **Shift duration / Roster** | Laundry shifts vary in duration, and can range from shorter 6 hour to full 8 hour shifts over a rotating 5 or 7 day roster | | **Environmental factors** | Indoor, wet surfaces, small space. | | **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** | |  |  | ✓ |  | Within and outside laundry to retrieve trolleys of linen bags. |
| **Climbing** | | ✓ |  |  |  |  |
| **Stooping** | |  |  | ✓ |  | Load and unload washing machine and dryers |
| **Bending** | |  |  | ✓ |  | Load unload washing machine and dryers |
| **Kneeling** | | ✓ |  |  |  |  |
| **Squatting** | | ✓ |  |  |  |  |
| **Crawling** | | ✓ |  |  |  |  |
| **Gripping** | |  |  |  | ✓ | Dirty and clean washing, trolleys |
| **Forward Reach** | |  |  |  | ✓ | Load unload washing machine and dryers |
| **Overhead Reach** | | ✓ |  |  |  |  | **Risk of developing a MSI** |
| **Lift** | |  |  |  | ✓ | Dirty and clean washing |  |
| **Carry** | |  |  |  | ✓ | Dirty and clean washing |
| **Push / Pull** | |  |  | ✓ |  | Trolleys, push force ranges from less than 5kg |
| N = Never, O = Occasional (1–33%), F = Frequent (34–66%), C = Constant (67–100%) | | | | | | |
| **Repetitive action / sustained posture** | | | | | | |
| **Neck:**  **Thoracic:**  **Lumbar:**  **Shoulders:**  **Upper limbs:** | Neck flexion, and rotation to load dryers, and neck extension with extended forward reach to unload items from the back of the dryer.  Sustained forward bendingand twisting.  Bending forward and sideways frequently to load into washing machines and dryers unless laundry person can face the doors centrally.  Repetitive forward rand sideways reach to 90 degrees, to load and unload dryers.  Forward and sideways reach, forearm rotation bilateral grip. | | | | | |
| **Lift/Push/Pull demands-Light** | | | | | | |

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| SWP_logo | | **Role** | | **Laundry** | |
| **Task** | | **Folding, sorting, labelling** | |
| * Once clothes are dry - pull out into a trolley then fold and sort. * The setup for sorting/folding and trolleys differs across facilities. Most have folding benches but some are attached to a wall, others are free standing, most are fixed height. * Distribution trolleys vary, and some facilities have pigeon holes in which to place folded items, others have designated trolleys with drawers for each resident. * A typical setup is: personal items of clothing are folded and placed into drawers on trolleys that are labelled with patients names. All other clothes are put onto hangers and placed onto trolleys to go back to the designated rooms. * Whilst the laundry person is waiting for washing machine and dryer loads to finish they may do ironing and occasional labelling. | | | | | |
| P2210181 | P2210175 | | jd 035 jd 036 | | jd 037 jd 038 |
| Personalised items are folded from a spring loaded trolley, or bench and placed into pigeon holes, or trolleys then delivered around the complex. | Folding benches are either free standing (some are on wheels)  Or attached to a wall.  Some have two shelves | | This is a typical laundry trolley for items delivered throughout the complex. | | Frequent bending, semi squat and forward reach, to place items into each drawer.  Above shoulder reach and lift to hang selected garments.  Labelling |
|  | P1020675 | | P1040800 | | P1020673 P2210196 |

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| **Critical physical demands** | | | | | | | |
| **Physical Demand** | | **N** | **O** | **F** | **C** | **Description** | |  |  | | --- | --- | | **Critical range of motion** | Reach above shoulder height, shoulder abduction to 90 degrees and forearm rotation, strong grip. Lunge forward, Spinal bend, Semi-squat to place items into delivery trolley / pigeon holes | | **Lift capacity** | to 2kg personal items | | **Push / Pull force** | Maximum 5kg delivery trolley | | **Shift duration / Roster** | Laundry shifts vary in duration, and can range from shorter 6 hour to full 8 hour shifts over a rotating 5 or 7 day roster | | **Environmental factors** | Small space | | **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** | |  |  | ✓ |  | Within laundry and complex for laundry delivery. |
| **Climbing** | | ✓ |  |  |  |  |
| **Stooping** | |  |  | ✓ |  | Place items into low trolley shelves / drawers |
| **Bending** | |  |  | ✓ |  | Place items into low trolley shelves / drawers |
| **Kneeling** | | ✓ |  |  |  |  |
| **Squatting** | |  |  | ✓ |  | Place items into low trolley shelves / drawers |
| **Crawling** | | ✓ |  |  |  |  |
| **Gripping** | |  |  |  | ✓ | Personal clothing, trolleys |
| **Forward Reach** | |  |  |  | ✓ | Folding, sorting, place items into trolleys |
| **Overhead Reach** | |  | ✓ |  |  | High shelves/ drawers/ pigeon holes | **Risk of developing a MSI** |
| **Lift** | |  |  |  | ✓ | Small laundry items, weight < 1 kg |  |
| **Carry** | |  |  |  | ✓ | Small laundry items, weight < 1 kg |
| **Push / Pull** | |  |  | ✓ |  | Trolleys, push force less than 5 kg |
| 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 sorting and folding.  Sustained forward bend  Bending forward to fold and extension to place items into high shelves.  Repetitive forward reach and occasional overhead reach.  Forward reach, forearm rotation, bilateral grip. | | | | | |
| **Lift/Push/Pull demands-Light** | | | | | | |

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| SWP_logo | | **Role** | | **Laundry** | |
| **Task** | | **Cleaning laundry room and machines** | |
| * The laundry folding and labelling area is vacuumed and mopped at the end of a shift. * The lint in the dryers is cleaned out every afternoon. * Use a broom or vacuum to remove lint from the base of the dryer. * Remove from the wall mounted dryer daily. * The time for these tasks varies according to the size of the laundry and number of machines; about 15-20 minutes per shift is spent cleaning. | | | | | |
| P1040803 |  | | P1020661 | | DSC_0104 |
| To clean the lint out of the bottom of the dryer which is done on a daily basis, hip and knee flexion to 90 degrees with spinal bend to lower the door. | Semi squat – full squat or half kneel with forward and sideways reach to 120 degrees to access all areas of the dryer | | Stand and forward reach to 60 degrees to clean lint from wall based dryer | | Side lunge to mop |

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| **Critical physical demands** | | | | | | | |
| **Physical Demand** | | **N** | **O** | **F** | **C** | **Description** | |  |  | | --- | --- | | **Critical range of motion** | Forward reach to 120 degrees, shoulder abduction to 90 degrees and forearm rotation, strong grip. Spinal bend | | **Lift capacity** | To 2kg laundry | | **Push / Pull force** | 2 kgF | | **Shift duration / Roster** | Laundry shifts vary in duration, and can range from shorter 6 hour to full 8 hour shifts over a rotating 5 or 7 day roster | | **Environmental factors** | Wet floor, small space | | **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** | |  |  | ✓ |  | Within laundry |
| **Climbing** | | ✓ |  |  |  |  |
| **Stooping** | |  |  | ✓ |  | Clean lint from dryer |
| **Bending** | |  |  | ✓ |  | Clean lint from dryer |
| **Kneeling** | | ✓ |  |  |  |  |
| **Squatting** | |  |  | ✓ |  | Clean lint from dryer |
| **Crawling** | | ✓ |  |  |  |  |
| **Gripping** | |  |  |  | ✓ | Mop, broom, vacuum |
| **Forward Reach** | |  |  |  | ✓ | To 120 degrees cleaning lint from base of dryer, mopping, sweeping to 60 degrees |
| **Overhead Reach** | | ✓ |  |  |  |  | **Risk of developing a MSI** |
| **Lift** | |  | ✓ |  |  | mop |  |
| **Carry** | | ✓ |  |  |  |  |
| **Push / Pull** | |  |  | ✓ |  | Mopping, vacuum, sweeping |
| 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 cleaning floor.  Sustained forward bendingand twisting.  Bending forward and sideways to clean dryers.  Repetitive abduction and rotation when mopping.  Forward and sideways reach, bilateral grip. | | | | | |
| **Lift/Push/Pull demands-Light** | | | | | | |

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| SWP_logo | | **Role** | | **Laundry** | |
| **Task** | | **Distribution of items throughout the complex** | |
| * Place personal items into individual baskets, take those to the nursing home on a trolley. Carers and nurses put the personal items away, including hanging items on the back of the door. * The distribution trolleys vary, some facilities have pigeon holes for folded items, and others have designated trolleys with drawers for each resident. * Fold underwear and pyjamas, place into drawers (baskets) on trolleys labelled with patients names. All other clothes are put onto hangers, place  onto trolleys to go back to the designated rooms. The trolley shelves vary from 3 to 6 tiers. The baskets weigh less than 2kgs with clothing in them. * Trolleys are wheeled in corridors with flat floors and wheeled in and out of a lift for multi-storied complexes. | | | | | |
| P2210186 P1020684 | jd 036 jd 037 | | jd 038 P1020673 | | P2210188 P1010707 |
| Examples of various laundry distribution trolleys | Staff are advised to hold onto the side of the narrow trolleys and avoid a palm down grip to minimise over reach and spinal bend | | Hanging trolleys vary | | They can be difficult to manoeuvre if small wheels and long trolleys with a lot of items hanging |
| P1020686 | jd 042 | | A lunge posture is advised when hanging clothes in wardrobes to avoid spinal bend twist and over reach | | P1100948 P2210194 |

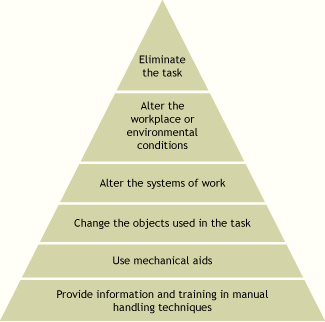
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| **Critical physical demands** | | | | | | | |
| **Physical Demand** | | **N** | **O** | **F** | **C** | **Description** | |  |  | | --- | --- | | **Critical range of motion** | Shoulder flexion 45 to 90 degrees.  Spinal bend and hip and knee flexion to 80 degrees. | | **Lift capacity** | To 2kg personal items | | **Push / Pull force** | Maximum 5kg delivery trolley | | **Shift duration / Roster** | Laundry shifts vary in duration, and can range from shorter 6 hour to full 8 hour shifts over a rotating 5 or 7 day roster | | **Environmental factors** | Small space. | | **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** | |  |  | ✓ |  | Within laundry and complex for laundry delivery. |
| **Climbing** | | ✓ |  |  |  |  |
| **Stooping** | |  |  | ✓ |  | Place items into low trolley shelves / drawers |
| **Bending** | |  |  | ✓ |  | Place items into low trolley shelves / drawers |
| **Kneeling** | | ✓ |  |  |  |  |
| **Squatting** | |  |  | ✓ |  | Place items into low trolley shelves / drawers |
| **Crawling** | | ✓ |  |  |  |  |
| **Gripping** | |  |  |  | ✓ | Personal clothing, trolleys |
| **Forward Reach** | |  |  |  | ✓ | Folding, sorting, place items into trolleys |
| **Overhead Reach** | |  | ✓ |  |  | High shelves/ drawers/ pigeon holes | **Risk of developing a MSI** |
| **Lift** | |  |  |  | ✓ | Small laundry items, weight < 1kg |  |
| **Carry** | |  |  |  | ✓ | Small laundry items, weight < 1kg |
| **Push / Pull** | |  |  | ✓ |  | Trolleys, push force less than 5kg |
| 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 sorting and folding.  Sustained forward bend.  Bending forward to fold and extension to place items into high shelves.  Repetitive forward reach and occasional overhead reach.  Forward reach, forearm pronation, bilateral 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)