



## Joan Kirner Women's and Children's Quick Reference Guide

### Physical Move

This QRG is to assist staff in packing boxes and planning for the physical move.

### Manual handling for a safe welcome home

- ✓ Staff should involve their local Health and Safety Representative (HSR) or the Occupational Health and Safety team for advice if needed.
- ✓ All staff should have done the Manual Handling we-learn mandatory training and abide by WH occupational health and safety policy, procedure and guidelines.
- ✓ Staff should remember to assess the risk, plan well, use equipment (e.g. trolley) and pace themselves.
- ✓ Staff should consider their safety and the safety of others when packaging and moving loads.
- ✓ Avoid moving heavy items.
- ✓ Use a stool or ladder to retrieve high items and pass them to a colleague below for added safety.
- ✓ Ensure that hallways and entry and egress paths are kept clear.
- ✓ Report any manual handling incidents via Riskman.
- ✓ Ensure that boxes are stored in a safe place away from patient areas.

**The maximum weight of each box should not exceed 10kg.**