

 <b>BAY OF PLENTY DISTRICT HEALTH BOARD HAUORA A TOI</b>	<b>MOVING AND HANDLING - REPORTING</b>	<b>Policy 5.4.8 Protocol 1</b>
<b>MOVING &amp; HANDLING PROTOCOL</b>		

## STANDARD

Bay of Plenty District Health Board (BOPDHB) Moving and Handling accidents, near misses and hazards must be reported to ensure that continuous quality improvement (CQI) helps identify risks so that future reoccurrences can be avoided.

## STANDARDS TO BE MET

ACTION	RATIONALE
<b>Reporting Process</b>	
<ul style="list-style-type: none"> <li>All incidents / accidents relating to moving and handling should be reported in accordance with the BOPDHB Reportable Event (critical incident / accident near miss reporting and management) Policy 2.1.1.</li> </ul>	<ul style="list-style-type: none"> <li>To ensure quality control is managed and data can be used to analyse, identify and prioritise risks</li> </ul>
<ul style="list-style-type: none"> <li>All staff shall make known any risks or hazards identified in their area that pertain to moving and handling</li> </ul>	<ul style="list-style-type: none"> <li>To maintain CQI and safety, so that a risk assessment can be completed in accordance with the BOPDHB Hazardous Substances Management Policy</li> </ul>
<ul style="list-style-type: none"> <li>All staff shall report to their manager any change in their capacity to perform moving and handling tasks</li> </ul>	<ul style="list-style-type: none"> <li>To ensure that staff have adequate fitness and health to perform tasks to help prevent / minimise risk of further injury</li> </ul>
<ul style="list-style-type: none"> <li>All staff must evaluate and report insufficient amounts of resources or equipment that could increase the risk for staff or patients.</li> </ul>	<ul style="list-style-type: none"> <li>To enable sufficient resources for safe moving and handling practices and to comply with infection control requirements</li> </ul>

## ASSOCIATED DOCUMENTS

- Bay of Plenty District Health Board policy 5.4.8 Moving and Handling
- Bay of Plenty District Health Board policy 5.4.8 Protocol 2 Moving and Handling - Training
- Bay of Plenty District Health Board policy 5.4.8 Protocol 3 Moving and Handling - Equipment
- Bay of Plenty District Health Board policy 5.4.8 Protocol 4 Moving and Handling - Laundry
- Bay of Plenty District Health Board policy 5.4.8 Protocol 5 Moving and Handling - Ambulance Transfer Nurse
- Bay of Plenty District Health Board policy 5.4.8 Protocol 6 Moving and Handling - Bariatric Patient
- Bay of Plenty District Health Board policy 2.1.1 Risk Management
- Bay of Plenty District Health Board policy 2.1.3 Hazard Management
- Bay of Plenty District Health Board Policy 5.1.11 Hazardous Substances Management
- Bay of Plenty District Health Board Policy 4.1.0 Infection Control Management
- Bay of Plenty District Health Board Reportable Event Form

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Protocol Steward: Manual Handling & Restraint Co-ordinator	Authorised by: Director of Nursing	