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| **Safety Task Card** |
| **POR 17** | **Operation of mechanical bed puller**  |
| **Workplace Safety Hazards** |
| What are the hazards? | How might they be harmed? |
| Manual handlingFalling loadsStriking people stationary objects and structuresUneven or sloping routesWet floor surfacesViolent reaction from patientsMechanical failure | Cuts and bruisesImpact injuriesElectric shocksBack and muscle strainSlips trips and falls Possible fracture to bones |
| **Safe System of Work** |
| * Only trained operatives to operate bed moving machine to include correct attachment and operation of appliance and action to take in case of emergency.
* Visual checks of the bed mover bed to be completed prior to use and any fitted constraints or guards are operational and fitted correctly. Any damaged or defective equipment to be isolated and removed from service. Concerns highlighted to departmental team leader.
* Porters to check with ward staff of any risks of violent reaction or unexpected behaviour from the patient being transported. If necessary, a member of ward staff to accompany the patient.
* Ensure bedding, covers and medical equipment are tucked in to prevent snagging on doors or getting caught in wheels. Before movement of bed ensure all medical equipment relative to the patient has been securely stored ready to transport by medical team.
* Bed mover must only be used to move one bed/trolley with maximum of one person at any time.
* Operatives to ensure general work wear including any gloves in line with infection control purposes and slip resistant safety boots or shoes with hard toe caps are worn.
* On connecting the bed mover to the bed move claws with press buttons until fully engaged. This must be checked to ensure correct connection has taken place – risk of bed coming loose during transportation.
* Operate bed mover fitted to front of bed with operator controlling from back of bed.
* Operators to make careful and steady progress avoiding obstructions and other pedestrians Maintain speed avoiding drastic steering corrections and irregular speeds. Giving warning when necessary.
* Bed mover can only be used up to incline of maximum 5%
* Slow down on sloping or uneven ground. Bed mover is not to be used outside of building.
* Keep patient informed of progress.
* Implement manual handling safety precautions. Request assistance DO NOT ATTEMPT to move alone.
* Bed Mover must always be left in safe condition with starter key turned to the left to completely turn the machine off- remove key and keep in safe place.
* Remote control to be left inside machine to prevent damage
* Leave machine on charge – this must be done when machine not in use.
* If the emergency stop has been activated during operation the machine will need to be reset. Check reason for the emergency PRIOR to reset, DO NOT reset if hazard still present. Reactivate by pulling red switch back up.
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| **Site Specific Actions**List any actions required in addition to the above safe system of work |
| **Bed Mover used in this site are:** |
| The above control measures are implemented within my unit. All relevant staff are aware of these control measures and this is recorded in the training record for this safety task card. |
| Unit Manager Name | Signed | Date |

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| **Safety Card Training Record** |
| **POR 17** | **Operation of mechanical bed puller** |
| I confirm that I fully understand the risks and control measures associated with the taskand that I will follow the Safe System of Work at all times.  |
| Operative Name | Signature | Date |
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