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| **Safety Task Card** |
| **POR 05** | **Movement of deceased and mortuary duties** |
| **Workplace Safety Hazards** |
| What are the hazards? | How might they be harmed? |
| Manual handling Falling loadsStriking people, stationary objects and structuresUneven and sloping routesWet floor surfaces Contact with infected bodies, body parts, body fluids and specimensContact with airborne infectious agentsCleaning chemicals  | Back, muscle and upper limb strainsImpact injuriesCuts and bruisesSlips, trips and fallsBruising, possible fractures to bonesInfections |
| **Safe System of Work** |
| * Team members responsible for the movement of deceased and mortuary duties to be fully informed of the hazards & risks associated with the job and offered HBV vaccination. Tuberculin testing, tetanus and other immunisations may be appropriate. Please carry out in accordance with Client policy.
* Task to be completed by an appropriate number of staff – to be advised by the portering controller or service centre operator.
* Dependent on intended movement – arrange suitable equipment and check operator is comfortable to complete the move.
* Mortuary trolley and beds to be checked before use to ensure they are in good working order and any fitted restraints or guards are present. Damaged/defective equipment to be removed from use, labelled as defective and isolated until repaired by a competent person
* Porters to check with ward staff of any risks of infection risk and body has been prepared according to infection control protocol.
* On arrival the bed should have curtains fully drawn to prevent distress to other patients in the area and ensure dignity is maintained throughout process.
* Dependent on weight of deceased and preparation by medical staff the operators must lift according to training using the covering body bag, sheet or slider.
* When body is placed safely on the mortuary trolley ensure all covers are secured in place.
* Ensure all relevant paperwork is accompanied with the body.
* Make progress carefully and steadily avoiding obstructions and other pedestrians, sudden changes in direction or sudden stops, giving appropriate warnings when necessary
* Wherever reasonably practicable, avoid routes with uneven floor surfaces, changes in level and wet surfaces
* Implement manual handling safety precautions.
* Trained staff only to work in a mortuary. This to include personal hygiene, manual handling and the preparation of bodies for viewing. Where staff are required to provide assistance at post mortems, training regarding the hazards and risks must be provided by the Client.
* Appropriate protective clothing, including slip-resistant waterproof footwear must be worn before entering the mortuary, in line with local policy.
* Suitable PPE must be worn in accordance with COSHH Product Assessments. Use PPE at all times. If damaged or mislaid report it to your manager.
* All waste must be bagged as clinical waste and disposed of through the clinical waste system
* Infectious bodies will be sealed in a body bag and labelled by the medical staff at ward level. Body bags labelled as infectious should never be opened.
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| **Site Specific Actions**List any actions required in addition to the above safe system of work |
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| 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 05** | **Movement of deceased and mortuary duties** |
| 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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