

OBJECTIVE:

Rubbish Trolley

MANUAL HANDLING COMPETENCY Hospitality, Cleaning and Laundry Staff

DATE: ____/___/____

Related Procedures and Forms		Competent (C):		Demonstrates effective communication to resident & other staff member/s during task.			
R۱	NC-Procedure-018 Mobility and Rehabilitation		Demonstrates knowledge of equipment. Demonstrates correct body mechanics. Executes task correctly from beginning to end.				
R۱	NC-Form-263 Continuous Improvement Form						
AΑ	AQ-Form-019 Incident Reporting Form						
				T			
	QUESTIONS		NA *	С	NYC	COMMENTS	
1	Demonstrates a safe and appropriate posture and lifting a light object from the ground.	d positioning for					
2	Demonstrates above shoulder task for reaching li	ight objects.					
3	Demonstrates use of a stepladder .			Γ			
4	Identifies and demonstrates the key points of control for people handling.						
5	Demonstrates correct technique for guided walki residents.	ing with					
6	Demonstrates safe and efficient posture and action unloading of:	ion for loading ar	nd				
	Laundry bags						
	Clothes Dryer						
	Clothes Washer						
7	Demonstrates safe and efficient posture and acti	ion for:	,				
	Mopping						
	Sweeping						
	Vacuuming						
	Use of Duplex Scrubber / Carpet Cleaner						
8	Demonstrates safe and efficient posture and acti Rubbish Bins	ion for emptying					
9	Demonstrates safe and efficient posture and acti	ion for use of:					
	Oven						
	Dishwasher						
	Bain Marie						
	Demonstrates pushing or pulling action without s		_ 	1			

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Employees Name:_____

Employees Designation:_____

Employee Signature:_____

Date:_____

MANUAL HANDLING COMPETENCY Hospitality, Cleaning and Laundry Staff

Assessors Name:_____

Assessors Designation:_____

Assessors Signature:_____

Date:_____

Laundry Trolley					
Kitchen Trolley					
Cleaners Trolley					
Effective movement and posture for:					
Cleaning Windows					
Other:					
COMMENTS					
	Kitchen Trolley Cleaners Trolley Effective movement and posture for: Cleaning Windows Other: ot applied or attempted - task either not appropriate to employee or those of competency in this area elsewhere.	Kitchen Trolley Cleaners Trolley Effective movement and posture for: Cleaning Windows Other: ot applied or attempted - task either not appropriate to employee or those constraint competency in this area elsewhere.	Kitchen Trolley Cleaners Trolley Effective movement and posture for: Cleaning Windows Other: ot applied or attempted - task either not appropriate to employee or those constraints limit competency in this area elsewhere.	Kitchen Trolley Cleaners Trolley Effective movement and posture for: Cleaning Windows Other: ot applied or attempted - task either not appropriate to employee or those constraints limited assessment of the competency in this area elsewhere.	

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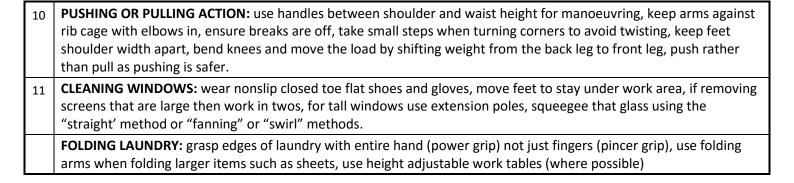
MANUAL HANDLING COMPETENCY Hospitality, Cleaning and Laundry Staff

ASSESSORS GUIDE						
1	LIFTING A LIGHT OBJECT FROM THE GROUND: safe positioning of feet with minimum shoulder width apart, back					
	maintained in natural curve, lift in accordance with safe practices i.e. bending with knees not back.					
2	ABOVE SHOULDER TASK: linen store, dusting, storage in balanced comfortable position with stabilisation if possible, maintain feet shoulder width apart.					
3	STEP LADDER: never stand on the top step if more than two steps, avoid over reaching, ensure ladder is in locked position.					
4	KEY POINTS OF CONTROL: hip, knee and shoulder.					
5	GUIDED WALKING: position self to resident's weaker side, and positioning of hands on key point of control for additional stability.					
6	LAUNDRY BAGS: planned lifting with minimisation of carrying the load, keep load as close to body as possible, split load into lighter & safer loads, point toes in the direction you are reaching to avoid twisting, bend using knees not back if needed, work with feet shoulder width apart.					
	CLOTHES DRYER: stand directly in front of the machine, planned lifting with minimisation of carrying the load, keep load as close to body as possible, split load into lighter & safer loads, point toes in the direction you are reaching to avoid twisting, bend using knees not back if needed, work with feet shoulder width apart.					
	CLOTHES WASHER: stand directly in front of the machine, planned lifting with minimisation of carrying the load, keep load as close to body as possible, split load into lighter & safer loads, point toes in the direction you are reaching to avoid twisting, bend using knees not back if needed, work with feet shoulder width apart.					
7	MOPPING: use wet signs to warn others, mop with mop head in front of you with slowly moving backwards to limit standing on wet surfaces, use wheels to slide bucket along, mop in figure 8s or push-pull stroke, maintain neutral postures, avoid twisting side to side, move the legs not the back.					
	SWEEPING: use light weight brooms and stand-up dustpans, use neutral body and shoulder positions, keep arms close to body, alternate right and left hand as top hand on handle to reduce fatigue, sweep in smaller motions, do not over reach.					
	VACUMMING: ensure collection bag is fully empty before starting, unwind electric cord completely, adjust wand length to avoid bending over and maintain the back's natural curve, vacuum in a to and fro motion overlapping slightly to complete the area being vacuumed, move the legs not the back, if using a harnessed collection bag ensure that harness is adjusted to suit.					
	FLOOR / CARPET CLEANER: maintain neutral spine, grip with neutral wrist positions with palms facing down, feet shoulder width apart for stability.					
8	RUBBISH BINS: ensure that wearing gloves, empty frequently and avoid over filling, test load before lifting, tilt or put container on side and pull out the load to avoid lifting above shoulders, do not stoop over to line cans.					
9	OVEN: use safety gloves, use both arms when carrying items and maintain arms close to body but not touching body to prevent burning self, avoid twisting when taking items in/out from oven to bench top and step around with feet instead, pull out oven rack before lifting trays in/out of the oven to prevent overreaching, bend with knees not back for lower shelves, use smaller trays to minimise food tray weights.					
	DISHWASHER: use safety gloves, use both arms when carrying dish trays and maintain arms close to body, preferably let dishes cool and empty from the tray rather than carry fully loaded dish trays, if carrying a hot tray do not let tray touch body to prevent burning self, avoid twisting when shifting trays in/out from dishwasher and step around with feet instead, feet shoulder width apart for stability.					
	BAIN MARIE: use safety gloves, use both arms when carrying items and maintain arms close to body but not touching body to prevent burning self, avoid twisting when taking items in/out from bain marie and step around with feet instead, use smaller trays to minimise food tray weights, place trays into bain marie and then gently slide outwards away from body if double trays are being placed.					

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