

Guidelines for implementing the LITEN UP programme

The LITEN UP moving and handling programme incorporates a multi-faceted approach to ensure Southern Cross Healthcare provide a safe workplace environment for workers and patients and workers are aware of their responsibilities.

TABLE 1 Multi-faceted approach to injury prevention



What is LITEN UP?

LITEN UP is an integrated international best practice approach that includes:

- risk assessment
- handling patients and non-patient loads
- use of equipment
- facility and work practice design.

The programme centres on assessing the risks using the LITE principles:

Load: Patient/load characteristics that can affect handling

Individual: Capabilities of employees to perform handling safely

Task: Nature of the task, what has to be done, how and when

Environment: Working environment – facilities, staffing levels, culture, resources

For more information read the [Risk Assessment and Guide to Action Guideline](#), [Safe Handling Assessment Guidelines](#).

LITEN UP Responsibilities

General Manager	• actively encourages workers and medical specialists to consult with one another and participate in all matters associated with safe moving and handling • ensures moving and handling risks and controls are monitored and reviewed via SQR processes • appoints a LITEN UP Co-ordinator and area preceptors as appropriate to promote and support the LITEN UP programme • monitors and reviews LITEN UP/Health and Safety Co-ordinator performance against role description • may appoint external trainers to facilitate moving and handling training programmes, dependent on the competencies of internal preceptors and educators • ensures existing employees undergo role specific refresher training to maintain safe handling practices • actively encourages workers to report and record any incidents, near misses or concerns • actively encourages "Speaking Up" and the use of the Safety Code
Line Manager	• establishes and maintains an understanding of the LITEN UP principles and monitors the programme at department level • provides sufficient resource and personnel for LITEN UP Preceptors to perform the role • releases staff for training purposes • monitors and reviews LITEN UP Preceptor performance against role descriptions • promotes a culture of safety and encourages staff to 'Speak Up' and to use the Safety Code to raise and receive concerns about observed unsafe handling behaviours or practice

LITEN UP/Health and Safety Co-ordinator	• provides leadership and assists in the development, implementation and review of the programme and resources • engages with and supports Preceptors to ensure their role responsibilities are fulfilled • liaises with the local management team/National Health and Safety Resource team concerning LITEN UP issues and communicates information to workers as required • liaises with other hospital LITEN UP/Health and Safety Co-ordinators to share risk management concerns and learnings • analyses and evaluates event trends for reporting to Local Health and Safety Committee (LHSC)/SQR meetings • co-ordinates annual LITEN UP audits and prepares the audit report outlining recommended actions for improvement to General Manager and LHSC • participates in pre-purchase equipment evaluations associated with moving and handling
LITEN UP Preceptor	• participates in regular preceptor training updates • provides moving and handling orientation training for new staff and reinforces safe handling techniques for all staff on an ongoing basis, in their designated area. • participates in pre-purchase equipment evaluations associated with moving and handling • participates in annual LITEN UP audit process • liaises with LITEN UP/Health and Safety Co-ordinator and department manager to identify and manage outstanding handling issues

Worker	• cooperates with all safe handling procedures/techniques • 'Speaks up' and uses the Safety Code to address any unsafe handling by fellow workers • participates in all training - during orientation, annual refresher and equipment update training • reports all moving and handling incidents/near misses and unsafe handling practice to the Line Manager or Team Leader and reports any change in their own capability to perform handling tasks • contributes to reviews and other processes to manage all handling risks and improve the programme
Medical specialists	• participates in the LITEN UP safe handling programme • provides the hospital teams with prior notice of new moving and handling risks (e.g equipment, patient specific risks) and discusses management of these risks in safe surgery briefings • allows time for performance of all recommended safe handling techniques and equipment • actively participates in the positive culture of safety
External trainer	• registered health professional e.g physiotherapist, nurse, occupational therapist specialising in moving and handling. • has attended a post basic course in moving and handling, including an element of teaching • teaching aligns with the SCH LITEN UP Programme • demonstrates efforts to keep abreast of developments in the field – attendance to meetings, conferences, seminars – and be a member of a manual handling special interest group

- demonstrates an understanding of ergonomic principles and risk assessment processes specific to the hospital environment
- demonstrates knowledge of all hospital specialised handling techniques and equipment
- demonstrates a practical problem solving approach to moving and handling issues

LITEN UP safe handling training

Training is required at orientation and followed with annual refresher training.

[Refer Health and Safety Training Requirements Matrix](#)

Annual refresher training should be designed to address outstanding or newly identified risks or unsafe handling practice. It may be role/task specific such as:

- review of hovermatt/slide sheet use after a related incident
- review of instrument crate handling methods

Training may be delivered using:

- an external provider such as a moving and handling consultant
- LITEN UP Co-ordinator/Preceptor
- a supplier of equipment

For more information read [training and supervision](#). There are also Preceptor Training Resources and worksheets for:

Support workers:

- [LITEN UP Orientation for support staff: theory](#)
- [LITEN UP Orientation for support staff: theory](#) (Assessor version)
- [LITEN UP Orientation for support staff: practical](#) (Participant Version)
- [LITEN UP Orientation for support staff: practical](#) (Assessor Version)
- [Support Staff LITE Assessment](#)

Theatre workers:

- [LITEN UP Orientation for theatre staff: theory](#)
- [LITEN UP Orientation for theatre staff: theory](#) (Assessor version)
- [LITEN UP Orientation for theatre staff: practical](#) (Participant Version)
- [LITEN UP Orientation for theatre staff: practical](#) (Assessor Version)
- [Ward/OR/PACU Staff LITE Assessment](#)

Ward / PACU / Day Stay Workers

- [LITEN UP Orientation for Ward/PACU/Day Stay staff: theory](#)
- [LITEN UP Orientation for Ward/PACU/Day Stay staff: theory](#) (Trainer version)

- [LITEN UP Orientation for Ward/PACU/Day Stay staff: practical](#) (Participant Version)
- [LITEN UP Orientation for Ward/PACU/Day Stay staff: practical](#) (Assessor Version)
- [Ward/OR/PACU/Day Stay Staff LITE Assessment](#)

All workers

- [LITEN UP Moving and Handling Training: orientation resource](#)
- [Stretching for health care workers handout](#)

Safe Handling Procedures

Click on the links below for more information:

- [Assisting fallen uninjured conscious patient from the floor](#)
- [Fallen or collapsed patient unable to assist themselves](#)
- [Lying to lying using PAT slide](#)
- [Patient transfer using Hovermatt](#)
- [Rolling a dependent patient with two carers using slide sheets](#)
- [Transporting beds manually](#)
- [Assisted sitting to edge of bed](#)
- [Using a ladder safely](#)

Moving and handling training videos

All new employees must view the video(s) relevant to their role as part of the LITEN UP orientation process. [Watch videos on manual handling for employees](#) who work in patient handling, peri-operative roles, non-clinical roles, sterilisation and catering.

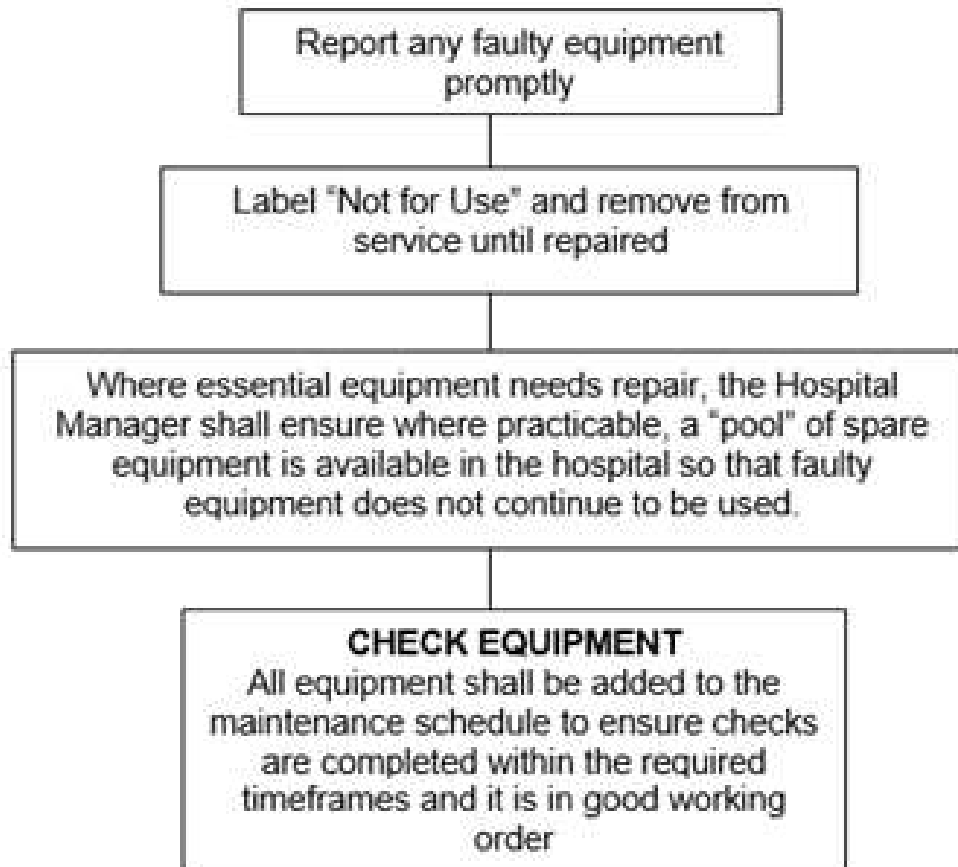
Equipment

New equipment

Equipment to eliminate or minimise handling risks should be purchased in collaboration with the National Procurement team and following an evaluation and consultation with workers to determine its effectiveness. The supplier shall provide workers with training in the use and maintenance of equipment.

Faulty equipment and maintenance

All handling equipment shall be maintained as per supplier recommendations and the repair of faulty equipment must be completed as soon as possible. Remove from service until repaired.



Storage of equipment

Maintain storage areas in a tidy fashion to avoid unsafe handling. Consider:

- avoiding the need to reach for high items and bending for low items which need to be accessed frequently
- regular storage area checks/audits
- review of stock requirements to ensure over-ordering of items is minimised
- removal of all unused items and label shelving

Environmental considerations

Responsibility for ensuring potential handling considerations are included in the planning phases for building development and refurbishments rests with the General Manager, COO and Chief of Property and Development.

Consultative processes with end users, local management team members, National Resource Team members and technical experts should be undertaken to ensure all work processes are fully understood and catered for during the design phase.

Emergency planning

Hospital emergency planning shall ensure manual handling risks are minimised in the event of an emergency evacuation.

Considerations for the Health Emergency Plan (HEP) will include:

- access arrangements – stairs, multiple levels

- patient risk factors – co-morbidities, mobility issues, BMI
- departmental factors – e.g OR will require increased staff to handle unconscious patient and associated equipment
- equipment availability – e.g wheelchairs, crutches
- staffing levels – e.g night shift will include reduced staffing level

Monitoring and review

LITEN UP Programme shall be monitored and reviewed nationally and locally:

- as a regular agenda item during SQR/LHSC meetings
- annually using the [LITEN UP Audit Tool](#)
- adverse event reporting and claims management review processes

The LITEN UP Programme performance will be evaluated and reported on via forums such as

- General Managers monthly reports to ELT
- National Workplace Health and Safety Lead reports to ELT and National Health and Safety Committee

Worker safe handling performance will be observed by the line manager, LITEN UP preceptor and colleagues on an ongoing basis. Any deviation from safe practice will be immediately raised with the worker and refresher training provided as required.

References

- [Moving and handling people in the healthcare industry. \(WorkSafe NZ 2018\)](#)

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