

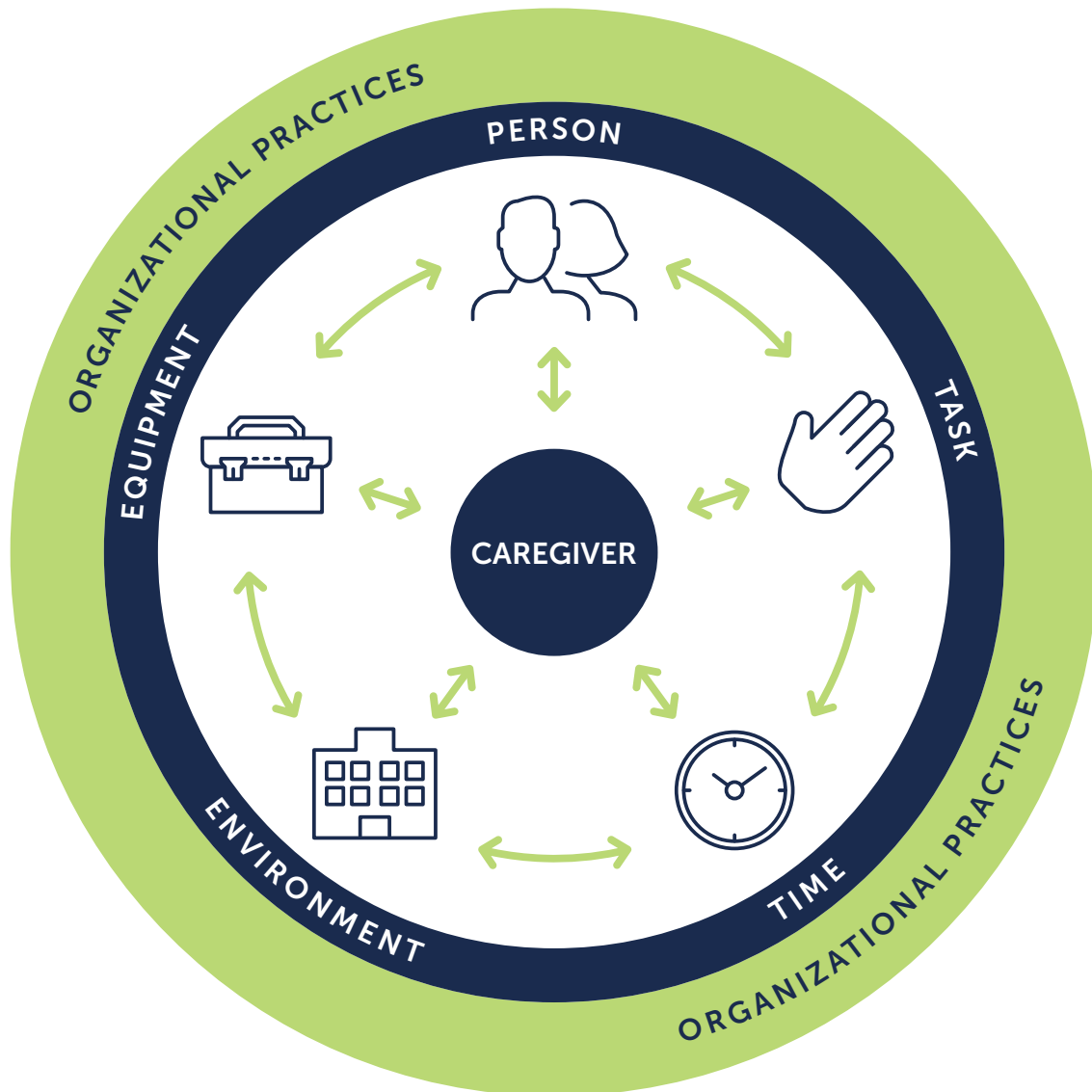
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# Reference guide

## Fundamental principles

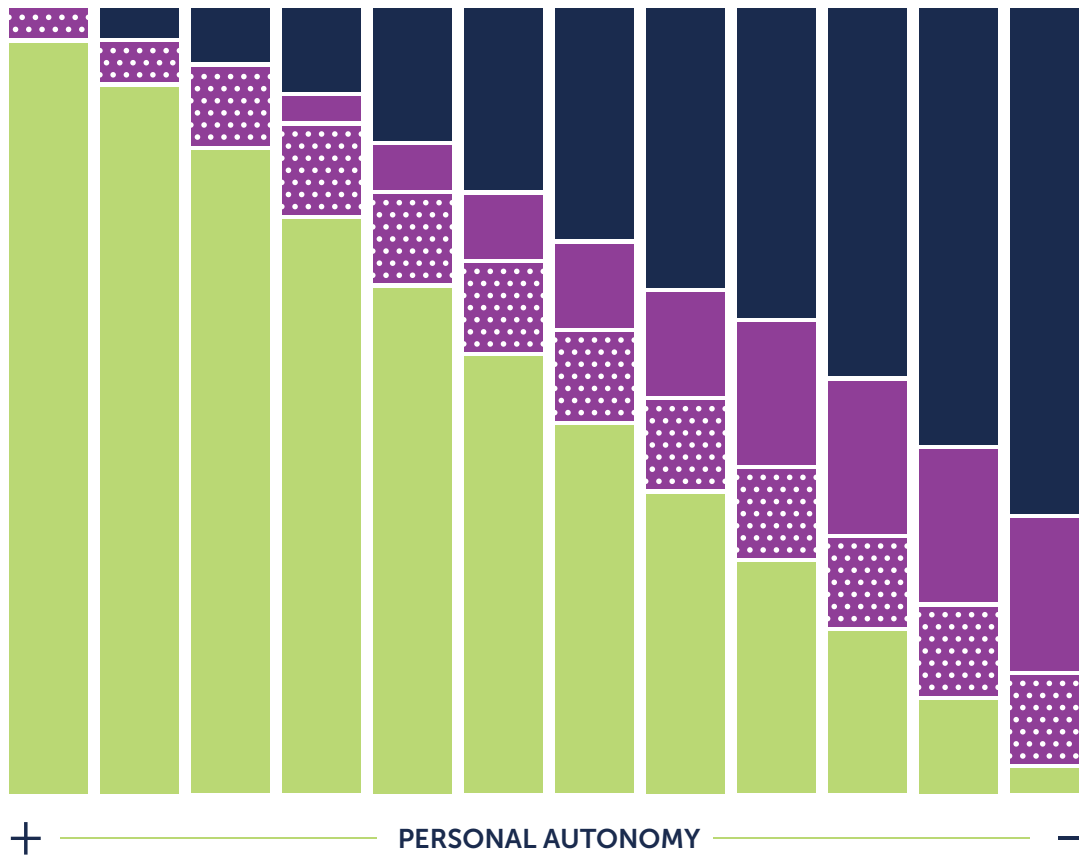
- Handling a person is an act of care
- All types of care involve a relationship
- No care should be imposed  
But the care should not be abandoned
- Encourage the person to use their abilities
- Minimize the caregiver's efforts
- Opt for the safest and most reassuring care possible

# Global approach to the work situation







**In a work situation, a caregiver performs tasks  
for people in a given environment,  
within a specified time, using specific equipment,  
all in accordance with organizational practices**

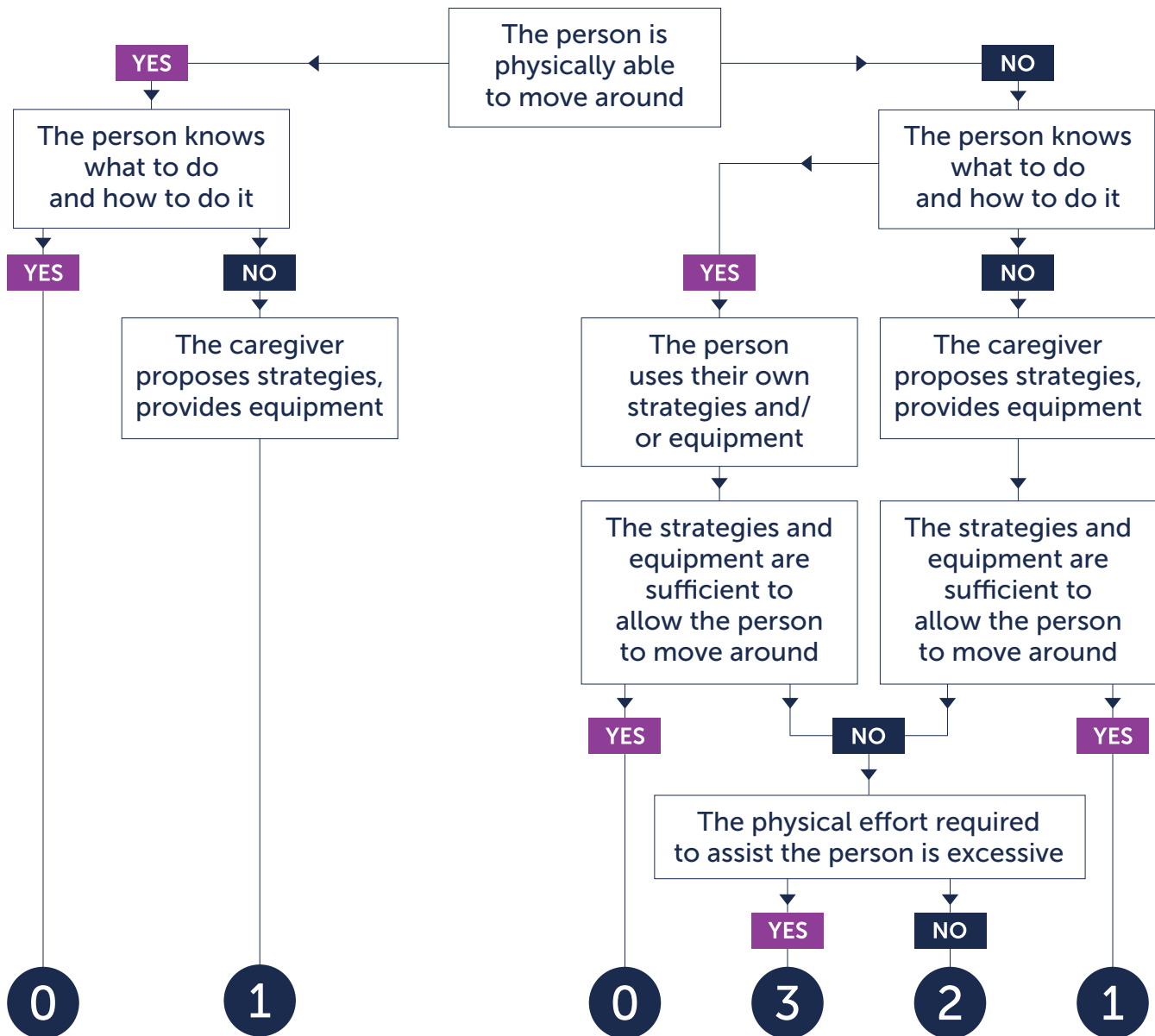
# Continuum of personal assistance



## FACTORS THAT HELP PROMOTE MOVEMENT

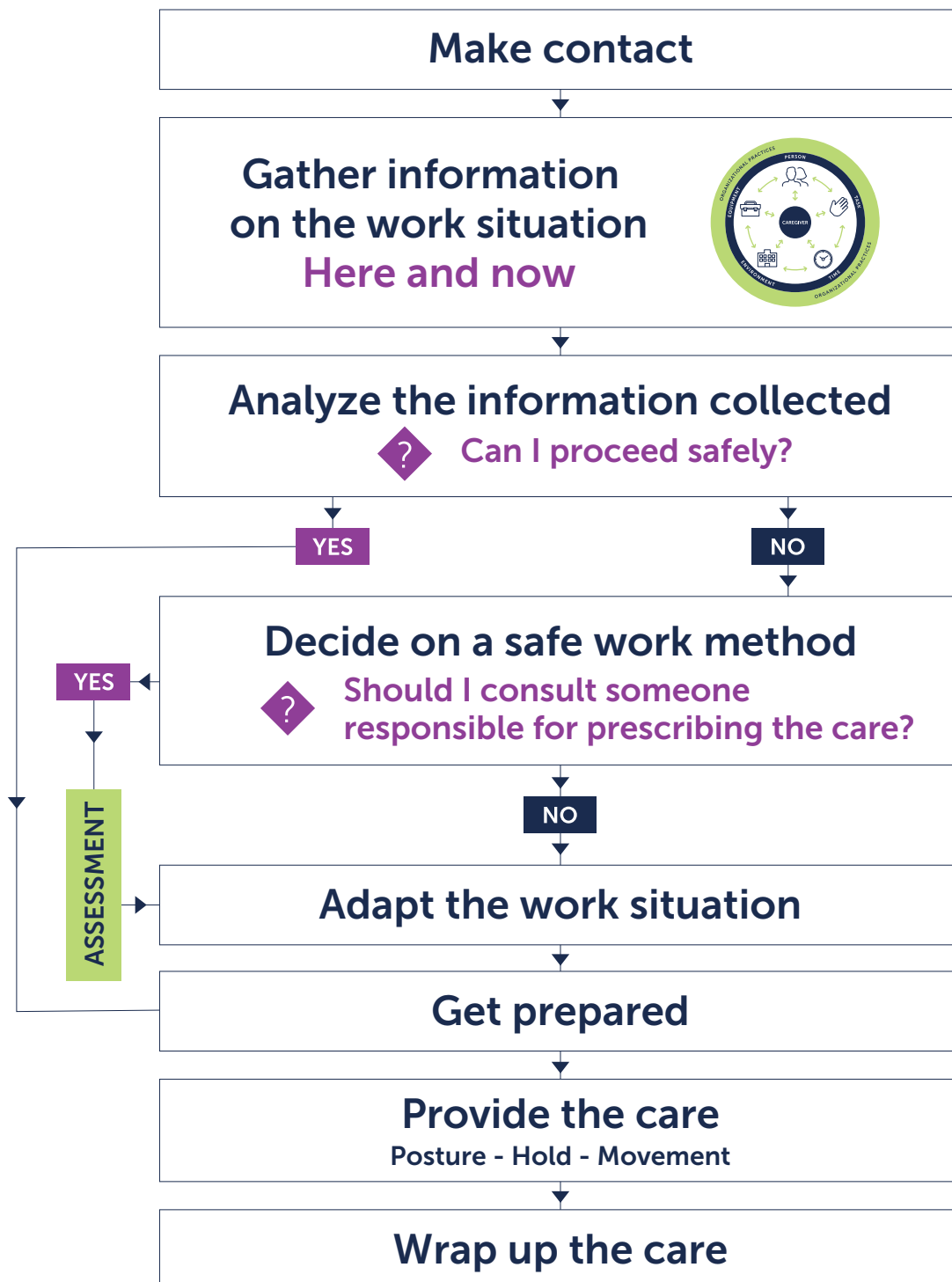
-  **Equipment** to optimize the person’s abilities, and reduce or eliminate effort
-  Caregiver’s **physical effort**
-  Caregiver’s verbal and non-verbal **communication**
-  **Person’s** physical and cognitive abilities

# Type of assistance provided by the caregiver



- 0** With minimum support from the caregiver
- 1** With supervision by the caregiver
- 2** With light physical assistance from the caregiver
- 3** Using mechanical equipment

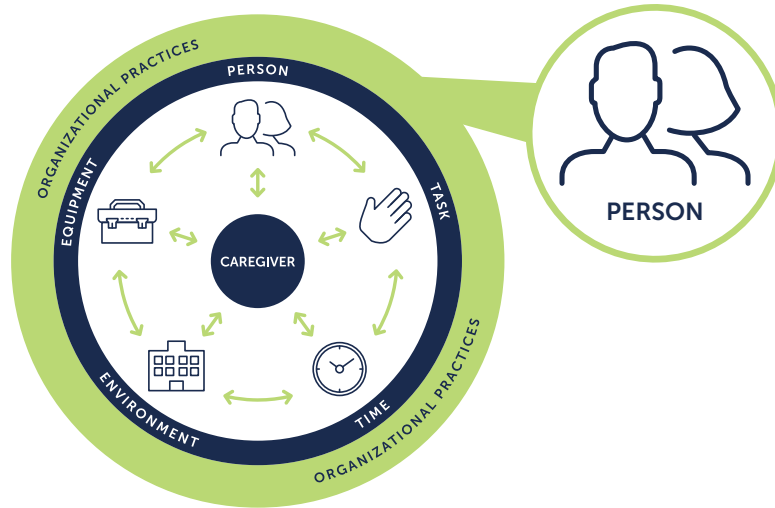
# Procedure for safe care Here and now



MAINTAIN THE RELATIONSHIP

# Verification of abilities

## Here and now



Before each movement

- Do I have the person's attention?
- Can they move their arms and legs?

Before standing up

- Can they remain seated, with or without support?
- Can they point their toes?

Before walking

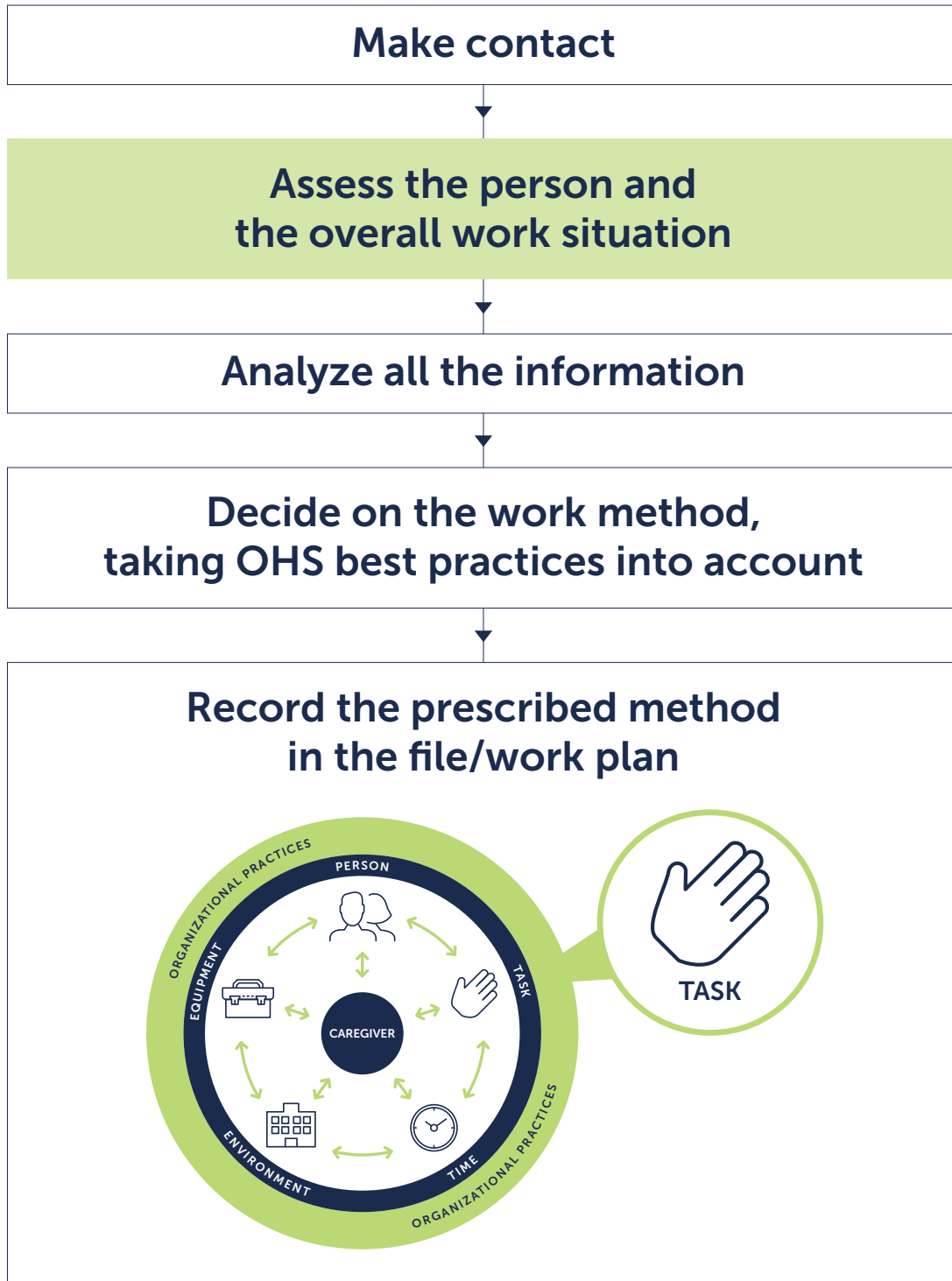
- Can they stand up with or without help?
- Can they remain in place?
- Can they take a few steps in place?

If the answers are not what you were expecting, take a moment to:

- analyze the information collected
- decide on a safe work method

# Procedure for safe care

## Prescription for care



# Reference guide

## Preparation and communication

- Obtain and adjust the equipment
- Prepare the environment
- Prepare the person
  - Use natural movements
  - Describe what you will be doing and explain how you will be doing it
  - Agree on a start code

### EFFECTIVE COMMUNICATION STRATEGIES

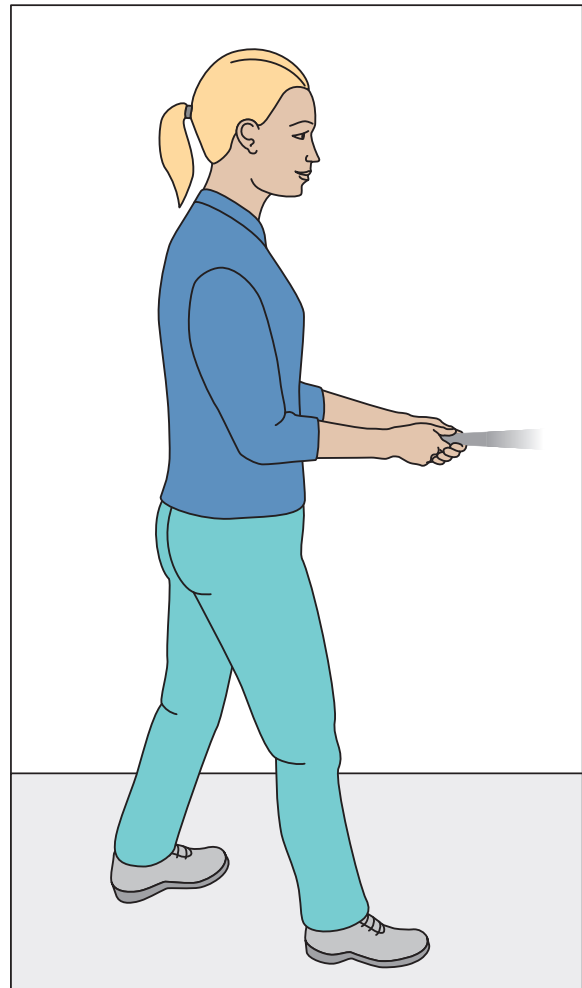
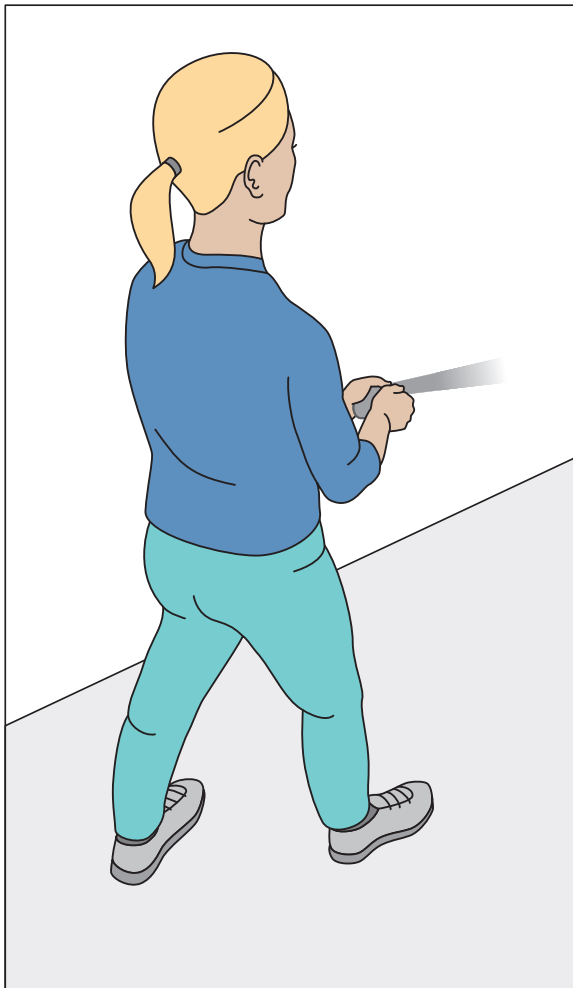
- Use adapted vocabulary and gestures
- Give clear, brief and positive instructions
- Identify the action to be performed
- Wait for a response
- Provide step-by-step guidance

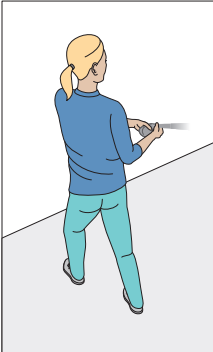
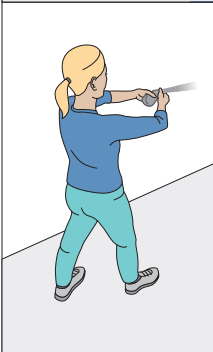
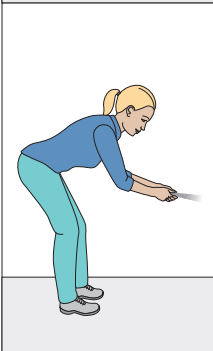
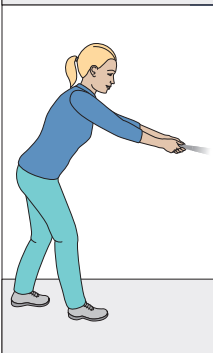


# Reference guide

## Posture

- Head upright
- No bending, twisting or arching of the back
- Elbows close to the body
- Feet positioned to provide balance and facilitate movement



	HOLD	EFFECT ON POSTURE	STRATEGIES FOR MAINTAINING BASIC POSTURE
	Not aligned with the feet	Back twisted	Align the feet, hips and shoulders with the hands Face the handling area
	Too high	Elbows apart	Be at the same height as the handling area
	Too low	Back bent	
	Too far	Back bent Arms extended	Get closer to the handling area

## STRATEGIES FOR REDUCING POSTURAL CONSTRAINTS

- Use the person's abilities
- Consider whether the task needs to be performed
- Think of another way of performing the task
- Move your feet
- Vary your position
- Support yourself if a task requires bending or working at arm's length
- Take breaks
- Place work tools on dominant side
- Change hands
- Change or increase hold
- Use an extension
- Divide up the load to be lifted into several smaller loads
- Slide-roll-pivot items to be moved
- Use a stepstool or rolling stool

# Reference guide

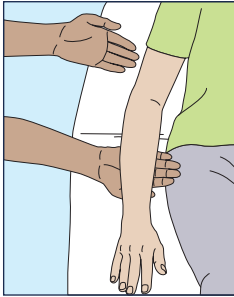
## Hold

- Solid
- Stable
- Gentle
- Reassuring for the person
- Close to you

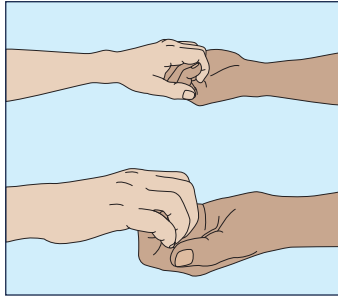
### PREFERRED HOLD STRATEGIES

- Use handles or extensions
- Encourage the person to participate in the hold
- Immobilize limbs/axes of rotation

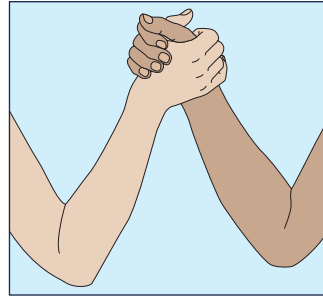
## HOLDS TO BE USED



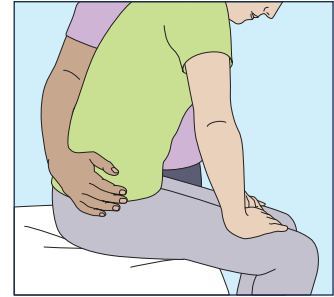
Supportive



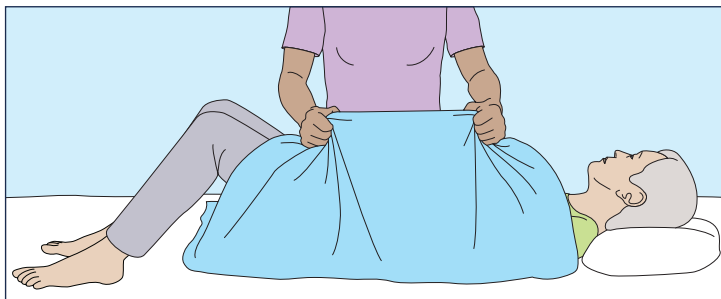
Fingertip hold



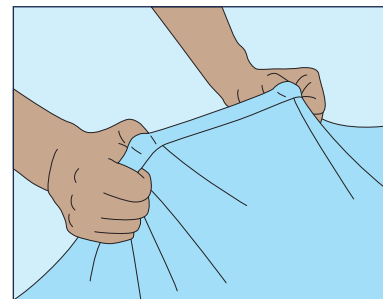
Thumb hold



Wrap hold

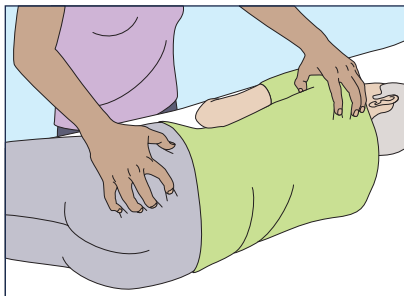


Wrap hold

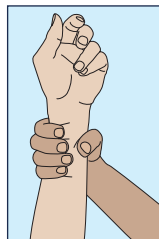


Thumbs pointing upward

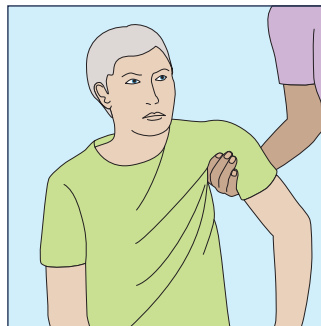
## HOLDS TO BE AVOIDED



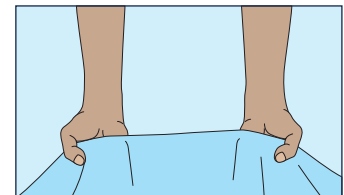
Claw hold



Pinch hold



Shoulder hook



Palms pointing upward

# Reference guide

## Movement

- **Make optimal use of the following at all times:**
  - the person's abilities
  - equipment
  - communication
- **Slide-roll-pivot the person: avoid lifting**
- **Avoid excessive efforts**
- **Use body weight and thigh muscles**
- **Use gravity**
- **Find and follow an appropriate pace**

### STRATEGIES FOR USING BODY WEIGHT AND THIGH MUSCLES

- **Lateral weight transfer**
- **Forward-backward weight transfer**
- **Counterweight transfer**
- **Transfer using equipment on wheels**