

Beds – Changing and Making

WI.Co.W.34.02

Potential Hazards

Bending, lifting, kneeling and reaching.

Control Measures

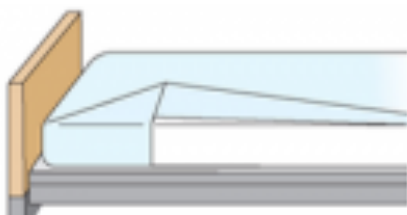
- Use correct manual handling processes.
- Wear appropriate Personal Protective Equipment (PPE)
- Do not stretch across the bed to strip or remake it.
- Squat or kneel on the floor to remove and replace flat and fitted sheets and to tuck linen under the mattress, keeping the weight close to your body.

Prepare

1. Review the area to be cleaned to identify any hazards and remove if required.
2. Put on gloves and relevant Personal Protective Equipment (PPE) to remove dirty bed linen.

Processes

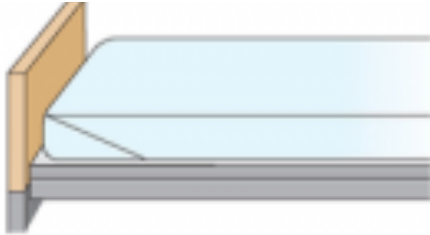
1. Remove the dirty bed linen:
 - 1.1 Ask the client what they want changed on the bed (eg top sheet, bottom sheet, pillow cases, doona cover, blankets, mattress protector).
 - 1.2 Ensure you wear gloves when removing dirty bed linen.
 - 1.3 Remove blankets and doona cover (where relevant) and place in a pile to go the laundry or place to the side to use when remaking the bed.
 - 1.4 Remove pillow covers (where relevant) and place in a pile to go the laundry or place to the side to use when remaking the bed.
 - 1.3 Squat or kneel on the floor to untuck flat and fitted sheets from the mattress. Fold the dirty sheets inwards on top of each other and place in a pile to go to the laundry.
 - 1.4 Take the dirty linen to the laundry and place in the laundry pile for washing.
 - 1.5 Remove your gloves before handling clean linen.
2. Making the bed:
 - 2.1 Ask the client where to access clean bed linen and collect.
 - 2.2 Pull the mattress protector to smooth out and realign to the corners of the mattress.
 - 2.3 Add the bottom sheet, whether flat or fitted, ensuring the sheet is evenly spread over the mattress. If using a fitted sheet, ensure the corners align to the corners of the mattress.
 - 2.4 Pull the sheet and smooth out and squat or kneel on the floor to tuck the edges under the mattress.
 - 2.5 Add the top (flat) sheet. Drape the flat sheet evenly over the mattress, lining the top of the sheet with the top of the mattress.
 - 2.6 Ensure the sides of the sheet are evenly draped over both sides of the mattress.
 - 2.7 Squat or kneel on the floor and tuck the bottom end of the flat sheet under the mattress, lifting the foot or corners of the mattress to ensure it is tucked in flatly.
 - 2.8 Make 'hospital corners' with the flat sheet and squat or kneel on the floor to fold in the sides of the flat sheet at the bottom of the bed.



- 2.9 Ask the client if they want the top of the flat sheet (and blanket if relevant) folded down or if they want the side edges tucked under the mattress.



- 2.10 Tuck in the side edges only if requested by the client.



- 2.11 Add any blankets, squatting or kneeling on the floor to ensure they are tucked under the mattress, lifting the foot or corners of the mattress to ensure it is tucked in flatly.
- 2.12 Make 'hospital corners' with the blanket and fold in the sides of the flat sheet at the bottom of the bed.
- 2.13 Tuck in the edges only if requested by the client.
- 2.14 Add any toppers or doonas. Spread it over the bed and centre it so that it hangs evenly. Tuck the doona between the edge of the bed and bed foot frame if there is one.
- 2.15 Layer the pillows. Start with the pillows the client will sleep on – slip them into their cases, tag ends first, and align the pillowcase seams with their edges. Tuck in the envelope flap on the pillowcase. Plump them up and prop them against the bed head or wall. Then add any other pillows, throw rugs, etc.