

## Quick Reference Guide

### H&S: Supporting People to Move

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#### TILEO

The manual handling tool **TILEO** can be used to assess each manual handling activity.

**Task** – What, where and how does something or someone need to be moved? What are the hazards? Is there a risk of stooping, twisting, precarious balance or repetitive movements?

**Individual** – Does the person performing the task have the physical capacity to carry it out? Are they mentally and emotionally prepared, in need of special training or instruction or do they have any health conditions that should be considered?

**Load** – How will the weight, size, balance and shape of the item being moved affect the task? Does the load need to be divided up? If it is a person, will their physical condition, cognition or mental state have an impact?

**Environment** – Is the work area clear, lighting adequate and the temperature comfortable?

**Other Factors** – Is there anything else that you need to be aware of? For example, do you need Personal Protective Equipment?

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#### Dignity & Independence

When assisting a person to move, every person must be treated with **dignity** and **respect**.

Always remember the following:

- Respect privacy by closing doors and blinds on internal and external windows prior to assisting them to move.
  - Ensure the person is always comfortable during the move.
  - When using equipment (e.g. hoist) ensure the person's skirts/dresses are kept away from any parts where it could get caught up or expose legs and create discomfort.
  - Promote a person's independence by encouraging the person to assist with a move, if appropriate. Do so via clear communication and verbal prompts.
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