

# HOYER LIFT (MANUAL LIFT) FULL TRAINING GUIDE

## 1. Purpose

To safely transfer a client using a **manual (non-hydraulic) Hoyer lift**, ensuring proper body mechanics, client safety, and injury prevention for both client and caregiver.

**Caregivers are required and encouraged to contact the agency at any time for clarification, guidance, or assistance if there is any uncertainty regarding client safety or lift procedures.**

## 2. Safety Requirements (Before You Begin)

- Review care plan for transfer status (total assist, partial assist, etc.)
- Confirm if 1- or 2-person assist is required
- Inspect equipment prior to use:
  - Wheels function properly
  - Base opens/closes correctly
  - Hydraulic pump operates smoothly
  - Sling is intact with no tears or fraying
- Ensure environment is safe:
  - Clear pathways
  - Dry floors
  - Adequate space for lift movement

# Prepare Environment

## Determine number of caregivers needed:

- ✓ Most lifts require two or more caregivers to safely operate lift and handle patient.

## Position lift and receiving surface:

- ✓ Move lift base legs near or around patient's device. Base legs are usually more stable in full open position.
- ✓ Position lift and receiving surface at correct height to transfer patient easily.

## Clear path for lift:

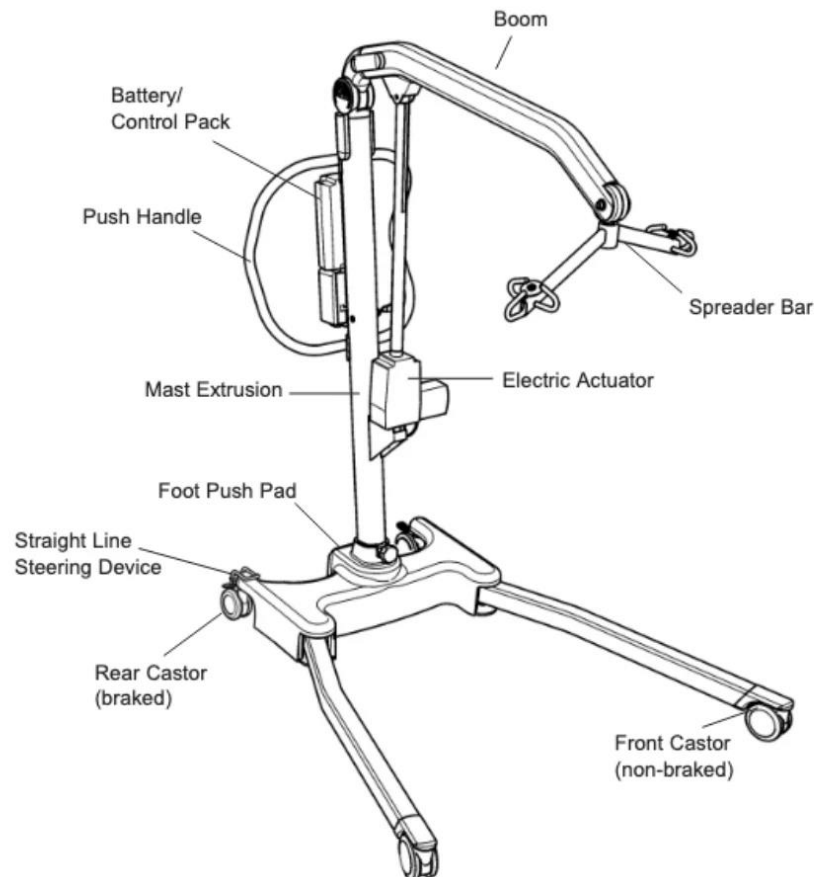
- ✓ Ensure there is space for lift to pivot and move freely to receiving area.
- ✓ Ensure lift is able to fit under or around receiving surface and through doorways.



*For thick carpet, consider choosing a lift with larger wheels or placing a plastic floor mat over carpet.*

### 3. Equipment Overview

#### Hydraulic Hoyer lift (pump style):



#### Manual Hoyer Lift System Setup in Home Care Environment

Shows full manual lift structure including base, wheels, boom arm, and spreader bar used for sling attachment.

#### Equipment Needed:

- Manual Hoyer lift
- Correct-sized sling for client
- Wheelchair, bed, recliner, or commode

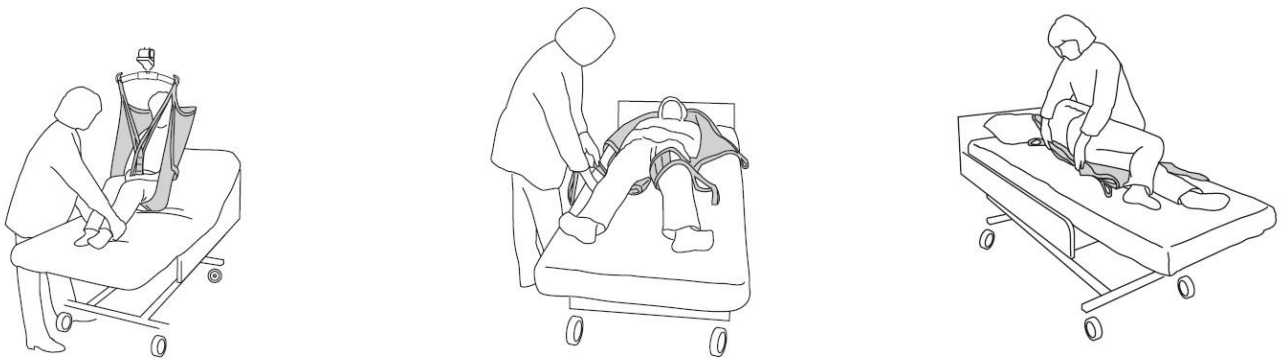
- Gloves

## 4. Step-by-Step Procedure

### STEP 1: Position the Lift

- Move lift close to client's bed or chair
- Ensure base legs are widened for stability
- Position lift so sling hooks align with client's center
- Confirm wheels are stable and properly oriented

### STEP 2: Apply the Sling



### Correct Sling Placement Under Client Using Manual Lift System

Demonstrates safe rolling technique and proper sling positioning under shoulders and thighs.

- Gently roll client onto side if in bed



- Slide sling fully under client
- Ensure:
  - Top supports shoulders
  - Bottom supports thighs
- Smooth wrinkles for comfort
- Reposition client centered on sling

### **STEP 3: Attach Sling to Lift**

- Roll lift base into position under bed/chair
- Attach sling loops evenly to lift hooks/spreader bar
- Ensure:
  - All straps are secure
  - Weight is evenly distributed
  - No twisting of sling straps

## STEP 4: Raise the Client



### Securing Sling and Initiating Safe Lift Using Hydraulic Pump

Shows correct attachment to spreader bar and controlled lifting to just above surface level for safety check.

- Use hydraulic pump slowly and steadily
- Lift only until client clears surface
- STOP and assess:
  - Comfort
  - Sling alignment
  - Balance and stability
  - Any signs of distress

## STEP 5: Transfer the Client

- Slowly move lift toward destination surface
- Maintain smooth, controlled movement
- Avoid sudden stops or swings
- Keep client centered at all times
- Communicate throughout the transfer

## STEP 6: Lower the Client



### Controlled Patient Transfer into Chair or Wheelchair

Demonstrates proper positioning over chair and slow hydraulic lowering for safe seating.

- Position client directly over chair/bed/commode
- Slowly release hydraulic valve to lower client
- Ensure client is fully supported before detaching sling

## STEP 7: Remove Sling and Final Positioning



### Safe Sling Removal and Final Client Positioning After Manual Lift Transfer

Shows sling removal and proper final positioning for comfort and safety.

- Detach sling only when client is fully supported
- Remove sling carefully per care plan
- Adjust client for comfort and alignment
- Ensure pressure points are checked

## 5. Post-Procedure

- Return lift to storage position safely
- Lock wheels if applicable
- Ensure client has call light and personal items within reach
- Confirm comfort and safety
- Document transfer per agency policy

## 6. Key Safety Reminders (Manual Lift Specific)

- Never rush lift motion or lowering
- Maintain full control of lift at all times
- Always ensure client remains centered in sling
- Stop immediately if client shows discomfort or instability
- Do not exceed lift weight capacity
- Follow manufacturer instructions for manual operation
- Use proper body mechanics to prevent caregiver injury



## Competency Checklist (Hoyer Lift – Manual)

Employee Name: \_\_\_\_\_

Date: \_\_\_\_\_

Trainer: \_\_\_\_\_

### Equipment & Safety

- Inspects lift before use (wheels, base, frame, sling integrity)
- Verbalizes understanding of weight limits and safety precautions
- Ensures environment is clear and safe

### Sling Application

- Positions sling correctly under client
- Uses safe rolling/positioning technique
- Ensures proper alignment (shoulders/thigh support)
- Secures sling evenly without twisting

### Lift Operation

- Properly attaches sling to spreader bar
- Demonstrates controlled manual lift raising technique
- Monitors client for comfort and safety during lift
- Maintains stability and control throughout transfer

### Transfer & Lowering

- Safely moves client without jerking or sudden motion
- Positions client correctly over destination surface
- Lowers client in a controlled manner
- Confirms full support before sling removal

### Completion

- Removes sling safely

- Ensures client comfort and proper positioning
- Returns equipment safely to storage
- Documents transfer appropriately

## Quiz (Hoyer Lift Safety & Procedure)

Name: \_\_\_\_\_

Date: \_\_\_\_\_

### 1. True or False

The sling should always be placed under the client while they are fully flat without repositioning.

True  False

### 2. Multiple Choice

What is the first step before using a manual Hoyer lift?

- A. Attach sling immediately
- B. Inspect equipment and ensure environment is safe
- C. Raise the client
- D. Remove bedding

### 3. True or False

It is safe to lift a client even if the sling is twisted slightly as long as they feel comfortable.

True  False

### 4. Multiple Choice

When should the caregiver stop during a lift?

- A. Only if the lift breaks

- B. If the client reports discomfort or instability
- C. After the client is fully transferred
- D. Never stop once started

## 5. Short Answer

List two key safety checks before moving a client during a lift:

## 6. True or False

The sling should only be removed once the client is fully supported on the bed, chair, or commode.

True  False

## Passing Score: 80% or higher

Trainer Review Required:  Yes  No