




## Safe Work Procedure (SWP)

<b>Name of Task: SCH 1A InOut Shower w Sh Chair</b>	
<b>Description of Task:</b> To move a client in a wheeled shower chair in/out of wheel-in shower.	
<b>Position/Job:</b> HCA, ISW, RA	<b>Department/Unit:</b> WRHA Home Care
<b>Equipment and/or Tools Required:</b> Wheeled commode/shower commode/shower chair with appropriate weight capacity	<b>Personal Protective Equipment (PPE) Required:</b> Appropriate footwear and clothing for staff
<b>Potential Hazards:</b> Forceful movements, awkward/sustained positions, infection transmission, violent and/or aggressive behavior, slippery surfaces Signs and symptoms of a musculoskeletal injury (MSI) can include pain, burning, swelling, stiffness, numbness/tingling, and/or loss of movement or strength in a body part. Report these to your supervisor.	
<b>Considerations:</b> <ul style="list-style-type: none"> <li>• Client must be assessed for ability and equipment needs. Do not proceed with transfer and contact supervisor if there are changes in client's ability.</li> <li>• (Re)assessment may be required if:               <ul style="list-style-type: none"> <li>○ It is very difficult to move the commode over flooring type. Flooring should be smooth (e.g., hardwood, vinyl, tile) or a low pile carpet without significant soft underlay (e.g., commercial style carpets such as Berber with tightly woven fibers, flat in appearance, short/tight loops)</li> <li>○ Threshold is present between bathroom flooring and walk-in shower and/or through doorway into bathroom. Additional procedures and/or equipment may apply (e.g., shower chair/commode).</li> <li>○ If there is insufficient space to easily access both sides of client during shower AND repositioning commode is difficult.</li> </ul> </li> </ul>	
<b>Note:</b> Where applicable, ensure that knobs on back frame of commode are tightly secured before use.	
<b>Steps to be taken to complete task safely:</b>	
1	<b>Set-up:</b> <ul style="list-style-type: none"> <li>• Ask client to place feet on footrests during transport. Stand with one foot ahead of the other, feet hip width apart and knees bent. Hold onto vertical side bars or horizontal top bar of backrest with elbows close to body. Shift weight forward from back leg to front leg to push commode forward.</li> <li>• If there is a threshold in the doorway to the bathroom, walk backward and PULL commode through doorway, moving one wheel at a time over the threshold. Shift weight side to side over threshold. Shift weight back to pull once over threshold.</li> </ul> <div style="display: flex; justify-content: space-around; align-items: flex-end;">    </div>
2	<b>Move shower chair into walk-in shower:</b> <ul style="list-style-type: none"> <li>• <b>Option #1:</b> If there is enough room and the shower is dry, PULL shower chair backwards into shower. Shift weight back from front leg to back leg. If there is a small threshold present, move one wheel over the threshold at a time.</li> </ul>

	<ul style="list-style-type: none"> <li>• <b>Option #2:</b> If there is no threshold present, PUSH commode forward into shower. Shift weight forward from back leg to front leg. Shift weight to turn shower chair in shower for client access.</li> <li>• Apply brakes on commode</li> </ul>
3	<ul style="list-style-type: none"> <li>• To remove from shower, PULL shower chair backwards. Shift weight side to side to turn commode and back to pull.</li> </ul>
<b>Responsibilities</b>	
<p><b>Managers/Supervisors:</b> Monitor to ensure all duties are performed in accordance to training, established health and safety regulations/guidelines, policies and procedures (e.g., following safe work procedures).</p> <p><b>Staff performing task:</b> Perform task in accordance to training, established health and safety regulations/guidelines, policies and procedures (e.g., following safe work procedures). Notify Manager or designates (i.e., supervisors) of all occurrences, injuries illnesses or safety and health concerns which are likely to harm themselves, co-workers, or any others who enter the premises.</p>	
<b>Completion and Review</b>	
This safe work procedure will be reviewed any time the task, equipment or materials change and at a minimum of every three years from the last revision date	
<b>Approved by:</b> Pending approval by PWHSWG and PHRLC	
<b>Created by:</b> Home Care Safe Client Handling Committee	
<b>Last Revision Date:</b> February 2019	