

Safe Work Procedure (SWP)

Name of Task: SCH 1A OnOff Toilet w Overhead

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Description of Task: Transfer client on/off toilet or commode using one person assist and mechanical overhead lift.	
Position/Job: HCA, ISW, RA	Department/Unit: WRHA Home Care
Equipment and/or Tools Required: Overhead lift (appropriate weight capacity) Sling appropriate for client Additional battery and charger for overhead lift Extender handle (if motor unit needs to be moved to another room) May be used: commode	Personal Protective Equipment (PPE) Required: Appropriate footwear and clothing for staff
Potential Hazards: Forceful movements, awkward/sustained positions, infection transmission, violent and/or aggressive behavior 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.	
Considerations:	
<ul style="list-style-type: none"> • Client must be assessed for ability and potential concerns in using this lift. Do not proceed with transfer and contact supervisor if there are changes in client's ability. • If behavior interferes with care, additional procedures and/or care planning may be required. Report to supervisor. • Client must be able to: • Maintain upright sitting balance independently on toilet/commode • More than one staff may be required if: <ul style="list-style-type: none"> ○ Client is unable to assist with turning in bed, leaning forward or to the side in chair and/or staff must provide more than minimal assistance to apply and remove sling ○ Client has obesity ○ Low or high muscle tone is present ○ Client care equipment or devices are being used (e.g., casts, braces/splints, etc.) ○ Recent surgery or fracture (e.g., hip precautions etc.) 	
Note: Prior to each use, ensure that the lift is in proper working order and that the battery is sufficiently charged. Inspect the slings for signs of damage prior to use.	
Note: Client should not be left unattended while attached to lift and sitting on the toilet/commode.	
Steps to be taken to complete task safely:	
1	Set-up: <ul style="list-style-type: none"> • Where applicable, move motor unit to track that will be used. Use extender handle to unhook it from the track. Hold onto the handle of motor unit and carry into room where lift will be used. Use the extender handle to hook it onto the track. • If client is on bed, adjust bed as close to waist height as possible. If client is in wheelchair, apply brakes and remove footrests. • If moving to commode, position commode directly under overhead track. The lift strap should always be in a vertical position, never on a slant. Remove footrests and apply brakes if wheeled commode. • Adjust client's clothing prior to transfer.
2	Sling application: <u>If client is sitting :</u> <ul style="list-style-type: none"> • Ask client to lean forward. Insert sling behind client until the bottom edge reaches seat pan of the chair. If client cannot lean forward, stand at side of client in a wide base of support, hips and knees bent and back straight. Place one hand on client's upper back and the other hand in front of client's shoulder and shift weight to side to lean client forward. • Ask client to lift leg slightly to insert leg strap. Gently pull leg strap around inner thigh and ensure bottom edge of sling reaches client's tailbone. Be careful not to shear client's skin. If available, place a slider under client's thigh to position leg strap.



	<p>If client is lying:</p> <ul style="list-style-type: none"> • Ask client to roll to one side and place center of sling along spine of client. If it is difficult to roll client, use sliders. • Ensure bottom of sling is positioned at client's tailbone. Top of sling is positioned at/above client's shoulders (as per sling type). If client requires assist to roll, push/roll client away from you if able by shifting weight up and forward. Stand with a wide base of support, one foot in front of the other, and tuck half of sling under client. Ask or assist client to roll to opposite side to pull sling through.
3	<p>Attach sling to lift:</p> <ul style="list-style-type: none"> • Position overhead lift directly over client's chest (in bed) or in front of client (in sitting). Lower the hanger bar so the loops of the sling can be easily attached to the lift. Note: the side with the up/down button faces away from client. • Leg straps are positioned as appropriate for sling type (e.g. looped through and crossed). Follow any special instructions provided. • Choose appropriate loops based on client's size and desired position on toilet/commode (i.e., sitting). Most commonly attach shorter loops at the shoulders and longer loops at the legs. • Ensure the same level/loop colors are used on the left and right side of the body at each location (i.e., shoulders and legs). Securely attach loops to hanger bar.
4	<p>Lift client:</p> <ul style="list-style-type: none"> • Ask client to cross arms to prepare for transfer. • Use the controller to raise the client just enough to clear bed or seated surface (may require lowering bed surface). • Ensure that all loops remain securely attached to hanger bar. Ensure that the client is properly positioned and comfortable in the sling before continuing with the lift/transfer. Note: If lifting client from bed, use two hands to move client's legs off the bed.
5	<p>Move client to toilet/commode:</p> <ul style="list-style-type: none"> • With elbows tucked in and wrist straight, grasp onto handles of sling or hip area of sling and shift body weight to gently guide client to the desired position over toilet/commode.
6	<p>Lower client onto commode/toilet:</p> <ul style="list-style-type: none"> • Ensure client is centered over toilet/commode. • Stand with one foot in front of the other and hips and knees bent and back straight. • Lower client using the controller, ensuring motor unit does not contact client's head. Option #1: Stand in front of client and gently push on leg straps and/or client's shins to guide client back onto toilet/commode. Use weight shift technique forward. Option #2: Stand behind client/commode and use handles on sling to guide the client back onto toilet/commode. Use weight shift technique back Note: When lowering onto commode, it may tip slightly back. This corrects when client comes close to seat.
7	<p>Sling removal:</p> <ul style="list-style-type: none"> • Once client is positioned correctly, unhook sling from lift. • Remove one leg strap at a time by folding it under itself and pull towards outside of chair. Ask client to assist by lifting thigh slightly if able. • Reverse procedure to transfer client back to original surface.

Responsibilities

Managers/Supervisors: 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).

Staff performing task: 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.

Completion and Review

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

Approved by: Pending approval by PWHSWG and PHRLC

Created by: Home Care Safe Client Handling Committee

Date: February 2019