

Safe Work Procedure (SWP)

Name of Task: SCH Supervise Transfer

Description of Task: Provide client with verbal cues and/or assist with set-up of equipment for client to transfer from one seated surface to another.

Position/Job: HSW, HCA, ISW, RA, nurse

Department/Unit: WRHA Home Care

Equipment and/or Tools Required:

Appropriate footwear for client
 May be used: mobility aid (walker, cane, crutches), electric bed, side bed rail, floor to ceiling pole

Personal Protective Equipment (PPE) Required:

Appropriate footwear and clothing for staff



Potential Hazards: Forceful movements, awkward/sustained positions, forceful movements, 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:

- Client must be assessed for ability and potential concerns with using a transfer belt. Do not proceed with transfer and contact supervisor if there are changes in client's ability.
- Client must be able to:
 - Follow directions and be cooperative
 - Reliably weight bear through legs and take steps towards receiving surface

Steps to be taken to complete task safely:

1	<p>Set-up:</p> <ul style="list-style-type: none"> • If moving to a wheelchair, position close to client on the client's strong side. • Move foot rests out if the way and apply brakes. • Where applicable, position mobility aid as appropriate (e.g., walker in front of client, cane on strong/unaffected side of client). 	
2	<p>Client stands:</p> <ul style="list-style-type: none"> • Ask client to lean forward and push up to standing with hands on seated surface. • Cue client to pause if not balance or dizzy. <p>Note: If using walker, cue client to only hold walker once in standing.</p>	
3	<p>Client turns and sits:</p> <ul style="list-style-type: none"> • Client takes small steps towards receiving surface until receiving surface can be felt against back of legs. • Ask client to reach back for receiving surface. • Ask client to slide hips back as far as possible on seated surface. • If using walker, client should NOT hold onto walker when sitting. 	

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: Follow safe work procedure as written and trained in classroom setting. Inform Supervisor 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