












SWP-SPH-TRANSFER CHAIR TO FLOOR

Description of Task: Assisting a patient from seated position to floor			
Position/Job: 3 or more Healthcare Workers (HCWs).		Department/Unit:	
Potential Hazards		Personal Protective Equipment Required	
	<i>Risk for Injury (check all that apply)</i>	<i>Specify Type, Manufacturer, Model</i>	
<input type="checkbox"/>	Biological (puncture/spill/splash/exposure)	<input type="checkbox"/>	Head Protection:
<input checked="" type="checkbox"/>	Caught In/Under/Between Wall, Equipment	<input type="checkbox"/>	Eye Protection:
<input type="checkbox"/>	Chemical/Hazardous Substance/Medication	<input type="checkbox"/>	Hearing Protection:
<input type="checkbox"/>	Contact with Hot/Cold Object/Substance	<input type="checkbox"/>	Face Protection:
<input checked="" type="checkbox"/>	Contact with Sharp Object (not biological)	<input type="checkbox"/>	Hand Protection:
<input type="checkbox"/>	Electrical	<input checked="" type="checkbox"/>	Foot Protection: Proper Footwear
<input type="checkbox"/>	Falling or moving equipment/material	<input type="checkbox"/>	Respirator/Fit Test:
<input type="checkbox"/>	Moving machinery / parts	<input type="checkbox"/>	Body Protection:
<input checked="" type="checkbox"/>	MSI-Awkward / sustained postures	<input type="checkbox"/>	Hi Visibility Apparel:
<input checked="" type="checkbox"/>	MSI-Forceful exertions	<input checked="" type="checkbox"/>	Other: Cushioning (i.e. pillows or towels) for HCWs to kneel on floor if needed
<input type="checkbox"/>	MSI-Repetitive motions	Equipment and/or tools required to perform task	
<input type="checkbox"/>	Noise	Pillows to cushion floor under patient (or wedge bolster if available) Training on methods to recover patient from floor and inserting slider sheets/bed sheets	
<input type="checkbox"/>	Surfaces/Objects causing slips, trip or falls		
<input type="checkbox"/>	Task requires more than 1 worker		
<input type="checkbox"/>	Violent, Aggressive or Reactive Behaviours	For machine operation tasks complete the following	
<input type="checkbox"/>	Working Alone or in Isolation	Machine Description and Safety Features:	
<input type="checkbox"/>	Working at Heights		
<input type="checkbox"/>	Other:		
Patient/Client/Resident Related Tasks - be knowledgeable of patient specific hazards (CARE Alert, Falls Risk, Patient Handling Assessment, Isolation Precautions, etc.)		Set-up and maintenance of this equipment is only to be performed by trained/authorized staff following the manufacturer's manual.	
Training and Proficiency:			
Staff who perform this task must be trained as indicated below in this safe work procedure prior to performing it. Training must be documented. This SWP must be available to staff.			
<input type="checkbox"/> Read Procedure and Sign		<input type="checkbox"/> Other Required Training: <i>Specify</i>	
<input type="checkbox"/> Demonstrated Competency		<input checked="" type="checkbox"/> Watched Video	
Responsibilities			
Manager/Supervisor or Designate: Ensure all staff are trained and that 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). Follow process for reporting hazards, injuries, occurrences and patient safety events.	
Approved by		Original Effective Date	Revised Effective Date
			Reviewed Date

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Provincial Workplace Safety & Health Working Group	July 2019	July 2019	January 2022
This safe work procedure was created by The Provincial Workplace Safety and Health MSIP Subcommittee and will be reviewed any time the task, equipment or materials change and at a minimum of every three years from the last revision date.			
Notes/Other Considerations:			
<ul style="list-style-type: none"> • Patient has slid down in the chair so that the buttock is near or over the edge of the chair and boosting in the chair is no longer possible due to the position of the patient • Emergency lowering chair to floor in the event of a code blue • Used to prepare patient during a vertical evacuation <p>More than 3 HCWs may be required if:</p> <ul style="list-style-type: none"> • Patient has obesity • Low or high muscle tone is present • Behaviour interferes with care • Patient care equipment or devices are being used (e.g. Casts, I.V. poles) • Recent surgery or fracture. (e.g. Hip precautions) etc. <p>Note: HCWs should never attempt to “catch” or hold up the patient during the downward motion</p>			
Steps to be taken to complete task safely			
1	<p>HCW #1 and #2 remove the armrests and move/remove the footrest of the chair, if possible. If patient is in a wheelchair, ensure brakes are engaged.</p> <p>During a vertical evacuation, place bed sheet or slider sheets onto floor where patient is to be received. To avoid slipping, do not step or kneel onto slider sheets</p>		
2	<p>HCW #1 places pillow(s) or a wedge bolster (if available) underneath the patient's legs and as close to the chair as possible.</p> <div style="display: flex; justify-content: space-around; align-items: center;">    </div>		
3	<p>SET UP</p> <p>HCW #1 and #2 face each other slightly in front and to the side of the wheelchair. HCW#3 will be positioned at the head of the patient. HCWs get into a half-kneeling position with their foot closest to the wheelchair on the floor and the opposite knee on a pillow or towel if possible. HCW#1 and HCW #2 grasp the patient with one hand at the mid back and the other hand at the patient's knee. HCW#3 will support patient's head and upper back during the transfer.</p> <div style="display: flex; justify-content: space-around; align-items: center;">   </div>		

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	<p>HCW #4 (if required) may be positioned on the opposite side of HCW #3 with a wide base of support bending at the hips and knee keeping the back straight.</p>	
4	<p>All HCWs work together and weight shift to guide the patient to the pillows on floor. HCW#3 then removes the wheelchair as HCW#1 and 2 guide patient into a laying position on their back. HCWs roll patient onto side to remove pillows.</p>	  
	<p>HCW #4 (if required) may assist with the upper body and head.</p>	 
Related Materials:		
References:		