

SWP-SPH-LATERAL TRANSFER WITH FULL LENGTH SLIDER SHEETS



Description of Task: Surface to surface (e.g. bed/stretcher/table etc.) transfer using 3 full length slider sheets			
Position/Job: 2 or more Healthcare Workers (HCWs)		Department/Unit: All patient care areas	
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 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 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 type="checkbox"/>	Other:
<input checked="" type="checkbox"/>	MSI-Repetitive motions	Equipment and/or tools required to perform task	
<input type="checkbox"/>	Noise	3 Slider Sheets, extension strap or equivalent, training in how to insert slider 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
Provincial Workplace Safety & Health Working Group	December 2018	December 2018	January 2022

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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:

- More than 2 HCW may be required if:
 - Patient is greater than 200 pounds (90 kg), obese or very tall (approximately one more HCW for each 100 lbs. of patient weight)
 - 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.

Steps to be taken to complete task safely

- | | |
|---|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 | Place the beds flat and position bed at the waist height of the shortest person. HCWs are positioned on opposite sides of the bed and two sliders are in place under the patient. Use hard board to bridge gap if necessary. |
| 2 | Insert extension straps (or substitute) through loops of top slider only at the level of the shoulder and hip. Larger and/or taller patients can also have an extension strap at the knee as needed. |
| 3 | Place the receiving bed/surface beside the original surface with a third slider on the receiving surface. The receiving surface can be slightly lower than the original surface. Ensure brakes are engaged on receiving surface and the bed |
| 4 | Ensure any equipment (pump/tube etc.) attached to patient is moved to receiving surface prior to transfer. |



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5	<p>Use wide base of support with one foot in front of the other. HCW one (left in photo) will place one hand on the patient's shoulder and the other hand on the patient's hip. HCW two (right in photo) can assist by grasping the extension straps near the shoulder and hip. Additional HCWs, if needed, can be positioned on either side of the patient at the level of the hip and knee.</p>	
6	<p>Have the patient cross their arms across their chest. When both HCWs are in the correct position, they will move at the same time. Ensure proper weight shift for the HCW. HCW one pushes slider sheet towards HCW two, HCW two pulls slider sheet towards themselves.</p>	
7	Slider sheets are always removed before the HCWs leave the bedside.	
Related Materials:		
References:		