

SWP-SPH-LATERAL TRANSFER WITH ROLLERBOARD



Description of Task: Surface to surface (e.g. bed/stretchers/table etc.) transfer using 1 Rollerboard			
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 type="checkbox"/>	MSI-Repetitive motions	Equipment and/or tools required to perform task	
<input type="checkbox"/>	Noise	1 roller board (such as Samarit Rollerboard™), 1 draw sheet	
<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	July 2019	July 2019	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 HCWs may be required if:
 - Greater than minimal assistance is required by each HCW. Additional procedures and/or equipment may be required
 - Low or High Muscle Tone is present
 - Patient care equipment or devices are being used (e.g. Casts, I.V. poles)
 - Recent surgery or fracture. (e.g. Hip precautions) etc.
- If behavior interferes with care, alternate procedures and/or equipment may be required

Steps to be taken to complete task safely

1	<p>Place the surfaces flat and position at the waist height of the shortest person. Ensure brakes are engaged. HCW #2 prepares roller board by wrapping approximately 1/3 of a drawsheet or full length sheet around the width of the board. The sheet should extend past the edge of the roller board. The remaining portion of the sheet will hang freely.</p>	
2	<p>HCW#1 pushes/rolls patient towards HCW#2 by shifting weight up and forward. Other HCWs available assist with pushing patient.</p> <p>HCW#2 maintains patient in place while HCW#1 positions roller board underneath patient with excess sheet on top towards receiving surface.</p> <p>The shoulders, trunk, and hip(s) should be in contact with the roller board. HCWs roll patient onto their back on top of the roller board.</p>	
3	<p>Place both surfaces together with brakes engaged and the receiving surface slightly lower. Minimize space between surfaces. Ensure that excess sheet lies across the receiving surface. HCWs are positioned on opposite sides of the beds.</p>	
4	<p>Ensure any equipment (pump/tube etc.) attached to patient is moved to receiving surface prior to transfer.</p>	
5	<p>HCWs stand on either side of the bed with wide base of support and one foot in front of the other. HCW #1 (left in photo) will place one hand on the patient's shoulder and the other hand on the patient's hip. HCW #2 (right in photo) can assist by grasping the edges of the draw sheet. Additional HCWs, if needed, can be positioned at the head or feet.</p>	

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6	<p>Ask the patient to cross their arms across their chest. When both HCWs are in the correct position, they will weight shift at the same time. HCW #1 pushes patient with hands on shoulder and hip towards HCW #2. HCW #2 pulls on draw sheet board towards themselves.</p> 
7	<p>HCWs remove original surface and position themselves on either side of the receiving surface. Roll patient into side lying. HCW #1 maintains side lying position while HCW#2 removes roller board. HCWs then roll patient onto their back.</p>
Related Materials:	
References:	