

SWP-SPH-1-2 MINIMAL ASSIST WITH TRANSFER BELT

| | | | |
|---|---|--|----------------------------------|
| Description of Task: Using a transfer belt during 1 or 2 minimal assist transfers | | | |
| Position/Job: Minimum 1-2 Healthcare Workers (HCW). Number of HCW(s) required is based on assessed transfer status of patient. | | 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 | Transfer belt appropriately sized for the patient, Proper footwear for patient. | |
| <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 checked="" type="checkbox"/> Demonstrated Competency | | <input 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 | February 2021 | January 2022 |

This is a controlled document. Any printed version is only accurate up to the date printed. Always refer to <https://sharedhealthmb.ca/health-providers/safety-and-health/> for the most current version.

SWP-SPH-1-2 MINIMAL ASSIST WITH TRANSFER BELT


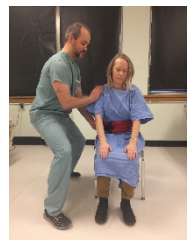
This safe work procedure was created by The Provincial Workplace Safety and Health MSIP Subcommittee and will be reviewed any time the task, equipment or materials change and at a minimum of every three years from the last revision date.

Notes/Other Considerations:




- The patient must be able to:
 - Able to follow directions.
 - Transfer with minimal assist (1 or 2-person transfer).
 - Reliably weight bear through legs.
 - Take steps toward receiving surface
 - Tolerate belt pressure.
- Patient should be properly assessed for ability and potential concerns with using a transfer belt.
- The transfer belt must be large enough to fit around the patient securely. Consult with allied health for use with bariatric patients.
- If behavior interferes with care, alternate procedures and/or equipment may be required

Note: Ensure that the transfer belt is inspected for signs of damage prior to each use. Note: The transfer belt is to be used to assist patient with transfer, not to lift.

Steps to be taken to complete task safely

| | | |
|----|--|---|
| 1 | With patient seated comfortably at the edge of chair/bed with feet on the floor, place receiving surface (e.g. wheelchair, commode) close to patient. Apply bed and/or wheelchair brakes; swing away/remove foot rests (pedals) on wheelchair. Leave space ("hallway") to allow room for HCW movement whenever possible. | |
| 2 | HCW(s) faces the patient and applies the transfer belt from one side and around the narrowest part of the patient's waist. The transfer belt should be fastened securely. |  |
| 3a | If the patient is sitting in a chair, HCW(s) stand at the side of patient with a wide base of support, hips and knees bent and back straight. |  |

SWP-SPH-1-2 MINIMAL ASSIST WITH TRANSFER BELT

| | | |
|--------------------|--|---|
| 3b | <p>If the patient is on the bed, use one of the following options:</p> <p>1) HCW(s) stands facing the patient with a wide base of support with one foot on floor and the opposite knee on the bed.</p> <p>2)HCW(s) is positioned in front of patient with one leg in front of the other and back straight.</p> |  |
| 4 | <p>HCW(s) grasps the outside of transfer belt loop(s) with firm closed fist, thumbs up, wrist straight and elbows tucked in. Do not slide hand/wrist through the loops on the belt as this may cause an injury if the patient falls. The second hand can either be on the transfer belt or on the patient's shoulder.</p> |  |
| 5 | <p>When patient and HCW(s) are ready, ask patient to lean forward and push with arms from seated surface as able. While grasping the transfer belt, HCW shifts weight while assisting/guiding the patient into standing. Light pressure may be applied by HCWs along patient's low back/upper pelvis in a forward and upward motion using forearm(s). Pause to ensure patient is balanced. Offer walking aid if necessary.</p> <p>If transfer belt cannot be used, HCW(s) places one arm along patient's low back/upper pelvis with an open hand, wrist straight and elbow tucked in. Opposite hand is positioned at the front of the shoulder. Continue with procedure as listed above.</p> |  |
| 6 | <p>Patient takes small steps to turn towards receiving surface. Patient continues to turn until receiving surface can be felt against back of legs. HCW(s) step through space(s) between surfaces ("hallway") while guiding patient towards receiving surface. HCW(s) is now positioned to the side of patient with wide base of support.</p> | |
| 7 | <p>Ask patient to reach for receiving surface if able. HCW(s) bends knees and hips to help guide patient to sitting. Remove transfer belt.</p> | |
| Related Materials: | | |
| References: | | |