




SWP-SPH-PORTABLE CEILING LIFT SET UP/ROOM TO ROOM TRANSFER




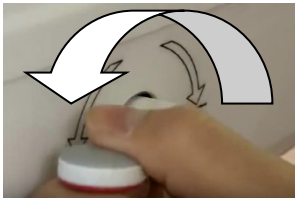

Description of Task: Preparing a portable ceiling lift			
Position/Job: Minimum 1 Healthcare Worker (HCW) or two (as per site policy). If second person or HCW is required, they can assume (HCW#2) role in the steps to be taken to complete task safely.		Department/Unit: All patient care areas	
Potential 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		
<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		
<input type="checkbox"/>	Working Alone or in Isolation	For machine operation tasks complete the following	
<input type="checkbox"/>	Working at Heights	Machine Description and Safety Features:	
<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:			
<p>Prior to each use, ensure that the ceiling track lift is in proper working order and that the battery is sufficiently charged. Inspect the motor unit, lifting strap/belt and connections for signs of damage.</p> <ul style="list-style-type: none"> More than 2 HCW may be required if: <ul style="list-style-type: none"> Patient is obese or very tall 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 If behavior interferes with care, alternate procedures and/or equipment may be required. <p>Note: If using a motor unit with two lifting straps/belts, ensure that the lift is balanced when raising or lowering. Do not hold the lift strap/belt when transporting a patient.</p>			
Steps to be taken to complete task safely			
Method 1: Attaching/Detaching motor unit to ceiling track			
1	<p>Keep motor unit on secure surface before attaching to ceiling track. Ensure reacher for motor unit is properly attached. Turn on motor unit and extend the lifting strap/belt while raising the reacher bar towards the ceiling. HCW #1 stands with wide base of support and keeps elbows close to body. Avoid raising arms above shoulder height if possible. Once the lifting strap/belt is long enough to ensure motor is not lifted, hook onto ceiling track as per manufacturer's instructions.</p>	 	
2	Reverse procedure for removing motor unit from ceiling track.		
Method 2: If motor unit is equipped to transport the patient between rooms (switching tracks)			
1	<p>Ensure that the lift is balanced with the patient in the sling. Move the patient as close as possible to the door opening.</p>		
2	HCW #1 controls the lift while HCW #2 remains with the patient.		

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3	HCW #1 stands with wide base of support and keeps elbows close to body. Avoid raising arms above shoulder height if possible. HCW #1 pulls the free lift strap/belt out from the motor unit with the reacher bar (or by hand if unavailable) and hooks it onto the distance strap in the receiving room.	
4	HCW #1 turns the lever on the motor unit to the direction in which the patient is to be moved. This will engage both lift straps/belts	
5	HCW #1 raises the motor unit with the remote until the motor unit is approximately 10 cm (4 inches) from the original hook. The original lift strap/belt will loosen as the receiving lift strap/belt tightens. An audible click may also be heard.	
6	HCW #1 unhooks the original belt with the reacher bar (or by hand if unavailable). HCW #1 holds the original lift strap/belt as it winds back into the motor unit. Continue to hold the raise button on the remote to facilitate this.	
Related Materials:		
References:		