

Safe Work Procedure (SWP)

Name of Task: SCH 1A OnOff Bath Seat w Belt

Description of Task: Transfer client on/off a bath seat using one person minimal assist and transfer belt.

Position/Job: HCA, ISW, RA

Department/Unit: WRHA Home Care

Equipment and/or Tools Required:

Bath seat – appropriate weight capacity, with or without back support and/or handle(s)
 Transfer belt
 Non-slip bathmat or non-slip surface on bottom of tub (if client is standing in tub) and on floor outside of tub
 May be used: aids (mobility, grab bar(s), clamp-on tub bar floor to ceiling pole), leg lifter

Personal Protective Equipment (PPE) Required:

Appropriate footwear and clothing for staff

Potential Hazards: Forceful movements, awkward/sustained positions, infection transmission, violent and/or aggressive behavior

Signs and symptoms of a musculoskeletal injury (MSI) can include pain, burning, swelling, stiffness, numbness/tingling, and/or loss of movement or strength in a body part. Report these to your supervisor.

Considerations:


- Client must be assessed for ability and equipment needs. Do not proceed with transfer and contact supervisor if there are changes in client's ability.
- Client must be able to:
 - Follow directions, be cooperative and predictable
 - Reliably weight bear through legs and take steps with minimal assistance
 - For standing transfer:
 - Securely hold onto equipment during transfer (e.g., grab bar, clamp on tub bar, floor to ceiling pole, etc.). Client should NOT hold onto your hand/arm/neck, shower door, towel bar, taps or soap dish for support.
 - Maintain balance and strength to stand on one leg and lift other leg in/out of tub.
 - Client should be able to lift legs in/out of tub independently. If client requires assistance to guide or lift leg(s)/feet over tub ledge, additional procedures and/or aids may be required. If client requires more than minimal assistance to assist with legs, transfer should be reassessed.
 - For seated transfer:
 - Sit on bath seat outside of tub with hips/thighs adequately supported on seat. If gap between tub ledge and bath seat prevent client's ability to sit with adequate support, transfer should be reassessed. Alternative equipment may be required (e.g., transfer bench, bath board).
 - Maintain sitting balance and have adequate arm strength to slide/turn hips on bath seat with or without aids (e.g. back rest/support, handle(s))
 - Client should be able to lift legs in/out of tub independently. If client requires assistance to guide or lift leg(s)/feet over tub ledge, additional procedures and/or aids may be required. If client requires more than minimal assistance to assist with legs, transfer should be reassessed.

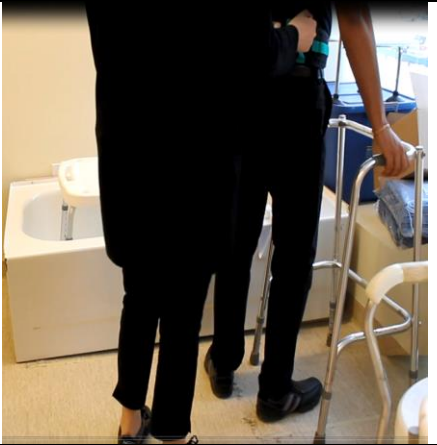
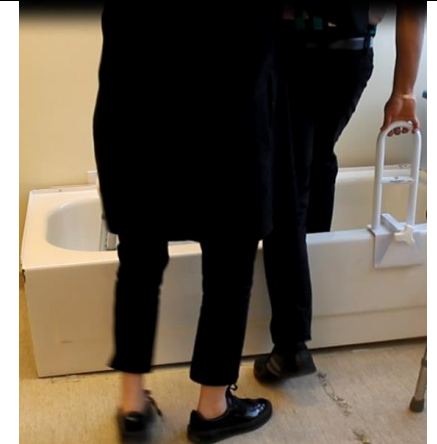

Note: The transfer belt must be large enough to fit around the client securely. Client should be assessed by OT or PT for use with clients with obesity.



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 client with transfer, not to lift. **No more than 16kg/35 pounds of force should be used per HCW.**

Steps to be taken to complete task safely:

1	<p>Set-up:</p> <ul style="list-style-type: none"> • Ensure bath seat is securely fixed to bottom of tub (e.g., rubber feet, suction feet). Report if bath seat shifts during care. 	
---	--	---

Option 1: Standing Transfer (client steps in/out of bathtub/shower)		
1a	<ul style="list-style-type: none"> With client standing facing bath seat and transfer belt in place, staff stands behind/side of client with wide base of support, hips and knees bent and back straight. 	
1b	<ul style="list-style-type: none"> Grasp the outside of transfer belt loops with both hands and a firm closed fist, thumbs up, wrist straight and elbows tucked in. Do not slide hand/wrist through the loops of the belt as this may cause injury if the client falls. The second hand can either be on the transfer belt or on the client's shoulder. 	
1c	<ul style="list-style-type: none"> Ask client to hold onto aid(s) (e.g., grab bar, clamp-on tub bar, etc.) and step into tub/shower with stronger leg first in front of bath seat. 	
1d	<ul style="list-style-type: none"> Stand at the side of the client with wide base of support, hips and knees bent and back straight. 	
1e	<ul style="list-style-type: none"> Ask client to bend knees/hips and reach for bath seat and/or other aid(s). Front edge of bath seat should be felt against the back of client's legs before sitting. Bend knees and hips to help guide client to sitting. Ensure client is positioned in middle of seat. 	
1f	<ul style="list-style-type: none"> Remove transfer belt during shower. 	
1g	<ul style="list-style-type: none"> Procedure is reversed for transfer out of bathtub/shower. Ensure transfer belt is reapplied. Ask client to lean forward and push up to standing with hands on bath seat. Shift weight while assisting/guiding the client into standing. Light pressure may be applied by staff along client's low back/upper pelvis in a forward and upward motion using forearm(s). Pause to ensure client is balanced. Note: If using walker, client should not hold onto walker when standing. 	
Option #2: Seated Transfer (client sits on bath seat to transfer in/out of bathtub/shower):		
2a	With client standing at the side of bath seat with transfer belt in place and mobility aid positioned as appropriate, ensure back of client's legs are against tub ledge.	
2b	<ul style="list-style-type: none"> Stand at the side of client OR stand facing the client off to one side with wide base of support, hips and knees bent and back straight. 	

2c	<ul style="list-style-type: none">Grasp 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 of the belt as this may cause injury if the client falls. The second hand can either be on the transfer belt or on the client's shoulder.	
2d	<ul style="list-style-type: none">Ask client to bend knees/hips and reach for bath seat and/or other aid(s) if present. Staff uses transfer belt and bends knees and hips to help guide client to sitting. Ask client to slide hips back as far as possible on bath seat. Note: if using walker, client should not hold onto walker when sitting.	
2e	<ul style="list-style-type: none">Ask client to hold onto bath seat and/or aid(s) to slide/turn hips to center of seat and lift legs into tub one at a time. While holding onto transfer belt with both hands, assist with guiding client as required. Ensure proper weight shift.	
2f	<ul style="list-style-type: none">Remove transfer belt during shower.	
2g	<ul style="list-style-type: none">Procedure is reversed for transfer out of bathtub/shower. Ensure transfer belt is reapplied. Ask client to hold onto bath seat and/or aid(s) to slide/turn hips to edge of bath seat and lift legs out of tub one at a time. Ask client to lean forward and push up to standing with hands on bath seat. Shift weight while assisting/guiding the client into standing. Light pressure may be applied by staff along client's low back/upper pelvis in a forward and upward motion using forearm(s). Pause to ensure client is balanced. Note: If using walker, client should not hold onto walker when standing.	
	<p>During bath/shower: To wash hard to reach areas (e.g., far side of client, legs, feet):</p> <ul style="list-style-type: none">Allow client to assist washing areas if able (e.g. arms, front of body, thighs, etc.)Ask client to stand and hold onto grab bars (e.g., pericare)Ask client to straighten knee/lift leg to reduce bending/reachingUse hand-held shower whenever possibleUse long handled sponge where availableUse one arm to support your body if over-reachingWash hard to reach parts before or after transferring into tub/shower (e.g., feet)Kneel for short periods to reduce low back discomfort. Provide cushioning for the knees (e.g., knee pads, folded towel)	
Responsibilities		
<p>Managers/Supervisors: Monitor to ensure all duties are performed in accordance to training, established health and safety regulations/guidelines, policies and procedures (e.g., following safe work procedures).</p> <p>Staff performing task: Perform task in accordance to training, established health and safety regulations/guidelines, policies and procedures (e.g., following safe work procedures). Notify Manager or designates (i.e., supervisors) of all occurrences, injuries, illnesses or safety and health concerns which are likely to harm themselves, co-workers, or any others who enter the premises.</p>		
Completion and Review		
This safe work procedure will be reviewed any time the task, equipment or materials change and at a minimum of every three years from the last revision date		
Approved by: Pending approval by PWHSWG and PHRLC		
Created by: Home Care Safe Client Handling Committee		
Last Revision Date: February 2019		