



Safe Work Procedure (SWP)

Name of Task: SCH 1A InOut Tub w Overhead

Description of Task: Transfer client in and out of tub using one person assist on/off approved seat with mechanical overhead lift.

Position/Job: HCA, ISW, RA

Department/Unit: WRHA Home Care

Equipment and/or Tools Required:

Overhead lift (appropriate weight capacity)
Sling appropriate for client
Additional battery and charger for overhead lift
Extender handle on lift (if motor unit needs to be moved to another room)
Approved seat with back rest (bath seat, transfer bench, bath lift, mesh moulded bath seat, bath lift)
May be used: grab bar(s), clamp-on tub bar

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:


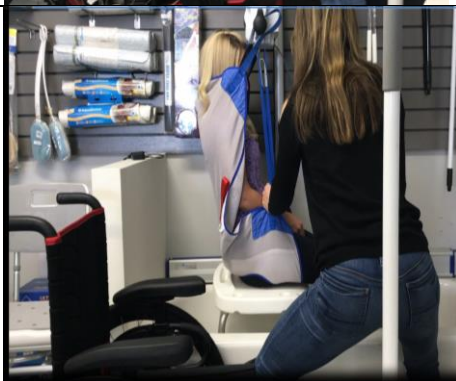
- Client must be assessed for ability and equipment needs. Do not proceed with transfer and contact supervisor if there are changes in client's ability.
- If behavior interferes with care, additional procedures and/or care planning may be required.
- Client must be able to:
 - Maintain upright sitting balance independently (i.e., bath seat, transfer bench or bath lift).
- More than one staff may be required if:
 - Client is unable to assist with turning in bed, leaning forward or to the side in chair and/or staff must provide more than minimal assistance to apply and remove sling
 - Client has obesity
 - Low or high muscle tone is present
 - Client care equipment or devices are being used (e.g., casts, braces/splints, etc.)
 - Recent surgery or fracture (e.g., hip precautions etc.)

Note: Motor unit, battery and charger should be stored away from heat and humidity.

Note: Prior to each use, ensure that the lift is in proper working order and that the battery is sufficiently charged. Inspect the slings for signs of damage prior to use.

Steps to be taken to complete task safely:

1	<p>Set-up:</p> <ul style="list-style-type: none"> • Where applicable, move motor unit to track that will be used. Use extender handle to unhook it from the track. Hold onto the handle of motor unit and carry into room where lift will be used. Use the extender handle to hook it onto the track. • Ensure approved seat is positioned correctly and secure in tub/shower. • Position client in wheelchair/commode directly under track and beside tub as close as possible to approved seat. The lift strap should always be in a vertical position, never on a slant. • Remove footrests and one or both armrests if possible. Ensure brakes are applied.
2	<p>Sling application:</p> <ul style="list-style-type: none"> • Ask client to lean forward. Insert sling behind client until the bottom edge reaches seat pan of the wheelchair/commode. If client requires minimal assist to lean forward, stand at side of client in a wide base of support, hips and knees bent and back straight. • Place one hand on client's upper back and the other hand in front of client's shoulder and shift weight to side to lean client forward. • Ask client to lift leg slightly to insert leg strap. Gently pull leg strap around inner thigh and ensure bottom edge of sling reaches client's tailbone. Be careful not to shear client's skin. If available, place a slider under client's thigh to position leg strap.

3	<p>Attach sling to lift:</p> <ul style="list-style-type: none"> • Position overhead lift in front of client. Align the hanger bar in line with client's shoulders. Lower the hanger bar so the loops of the sling can be easily attached to the lift. Note: the side with the up/down button faces away from client. • Leg straps are positioned as appropriate for sling type (e.g. looped through and crossed). Follow any special instructions provided to you. • Choose appropriate loops based on client's size, desired position on approved seat (i.e., sitting or reclined) and any special instructions provided to you. Most commonly attach shorter loops at the shoulders and longer loops at the legs. • Ensure the same level/loop colors are used on the left and right side of the body at each location (i.e., shoulders and legs). Securely attach loops to hanger bar.
4	<p>Lift client:</p> <ul style="list-style-type: none"> • Ask client to cross arms to prepare for transfer. • Stand in front of client in a wide base support with hips and knees bent and back straight. Use the controller to raise the client just enough to clear the seated surface/armrests. • Ensure that all loops remain securely attached to hanger bar. Ensure that the client is properly positioned and comfortable in the sling before continuing with the lift/transfer.
5	<p>Move client to approved seat:</p> <ul style="list-style-type: none"> • With elbows tucked in and wrist straight, grasp onto handles of sling or hip area of sling and shift body weight to gently guide client to the desired position over approved seat. 
6	<p>Lower client onto approved seat:</p> <ul style="list-style-type: none"> • Ensure the client is centered over approved seat. • Stand at side of client with a wide base of support and hips and knees bent and back straight. Lower client using the controller and gently push on client's knees/shins and shift weight to side towards approved seat to guide client back onto approved seat. Ensure motor unit does not contact client's head. • Reverse the procedure to transfer client from approved seat back to wheelchair/commode. <p>Note: When lowering onto wheelchair/commode, it may tip slightly back. This corrects when client comes close to seat.</p> 
7	<p>Sling removal:</p> <ul style="list-style-type: none"> • Once client is positioned correctly on the approved seat, unhook sling from lift. Remove sling one leg strap at a time by folding it under itself and pulling towards outside of chair. Ask client to assist by lifting thigh slightly if able. If leg straps are difficult to remove, report to supervisor – additional assessment and procedures may be required. <p>Note: Mesh sling may stay under client during bath</p>
8	<p>During bath/shower:</p> <p>If washing hard to reach areas (e.g., far side of client, legs, feet):</p> <ul style="list-style-type: none"> ○ Allow client to wash area if able (e.g. arms, front of body, thighs, etc.) ○ Ask client to straighten knee/lift leg to reduce bending/reaching ○ Use long handled sponge where available ○ Use one arm to support your body when leaning forward ○ Wash 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) ○ Raise client in lift to wash inaccessible areas (e.g., genital/anal area) and/or hard to reach areas (e.g., lower legs/feet)

Responsibilities	
<u>Managers/Supervisors:</u>	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).
<u>Staff performing task:</u>	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.
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	