




## Safe Work Procedure (SWP)

### Name of Task: SCH 1A Walking w Belt & Aid

<b>Description of Task:</b> Assist client to walk using one person assist with transfer belt and mobility aid.	
<b>Position/Job:</b> HCA, ISW, RA, nurse	<b>Department/Unit:</b> WRHA Home Care
<b>Equipment and/or Tools Required:</b> Appropriate footwear for client Transfer belt Mobility aid (walker, cane or crutches)	<b>Personal Protective Equipment (PPE) Required:</b> Appropriate footwear and clothing for staff
<b>Potential Hazards:</b> Forceful movements, awkward/sustained positions, forceful movements, 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.	
<b>Considerations:</b> <ul style="list-style-type: none"> <li>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.</li> <li>Client must be able to:               <ul style="list-style-type: none"> <li>Follow directions and be cooperative</li> <li>Reliably weight bear through legs</li> <li>Reliably take steps with minimal assistance</li> <li>Have adequate walking tolerance</li> </ul> </li> </ul> <b>Note:</b> 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. <b>Note:</b> Ensure that the transfer belt is inspected for signs of damage prior to each use. <b>Note:</b> The transfer belt is to be used to guide and assist client with balance while walking, not to lift or hold the client up. <b>No more than 16kg/35 pounds of force should be used per staff.</b>	
<b>Steps to be taken to complete task safely:</b>	
1	<b>Set-up:</b> <ul style="list-style-type: none"> <li>With client seated comfortably at the edge of chair/bed/toilet/commode, apply transfer belt from one side and around the narrowest part of the client's waist. The transfer belt should be fastened securely.</li> <li>Place mobility aid close to client as appropriate (e.g., walker in front of client, cane on strong side of client).</li> <li>If client is in chair/commode, stand at the side of the client on weaker side (where applicable) with a wide base of support, hips and knees bent and back straight. If the client is on the bed, use one of the following options: stand beside client (with or without one knee on bed) or in front of client off to one side with one leg in front of the other.</li> <li>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 on the belt as this may cause an injury if the client falls. The second hand can either be on the transfer belt or on the client's shoulder.</li> </ul> 
2	<b>Client stands:</b> <ul style="list-style-type: none"> <li>Ask client to lean forward and push up with arms and legs to standing position.</li> <li>Shift weight while assisting/guiding the client into standing. Light pressure may be applied along client's low back /upper pelvis in a forward and upward motion using forearm.</li> <li>Pause to ensure client is balanced and not dizzy.</li> </ul> <b>Note:</b> If transfer belt cannot be used, place one arm along client'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. <ul style="list-style-type: none"> <li>If using walker, client pushes up with hands on seated surface (e.g., bed, wheelchair, etc.) and only holds onto walker <u>once in standing</u>.</li> <li>If using cane, client holds onto cane with hand on strong side and pushes up on seated surface using both hands.</li> </ul>

	<ul style="list-style-type: none"> <li>○ If using crutches, place BOTH crutches together and position on client's weak/affected side. Client grasps both hand grips of crutches with one hand and pushes through handgrips and seated surface with opposite hand. Once client is balanced in standing, client moves one crutch to the strong side.</li> </ul>	
3	<p><b>Client walks:</b></p> <ul style="list-style-type: none"> <li>• Stand behind and to the side of the client in a wide base of support with one foot in front of the other, hips and knees slightly bent and back straight.</li> <li>• Using both hands, grasp handles of the transfer belt 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 client falls.</li> <li>• Take small steps with client. Ensure client remains close to mobility aid.</li> <li>• If client begins to lose balance, staff shifts body weight to help client regain balance.</li> </ul> <p><b>Note:</b> Do not lift or hold the client up if unable to regain balance and client is falling.</p>	
<b>Responsibilities</b>		
<p><b>Managers/Supervisors:</b> 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><b>Staff performing task:</b> Follow safe work procedure as written and trained in classroom setting. Inform Supervisor 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>		
<b>Completion and Review</b>		
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		
<b>Approved by:</b> Pending approval by PWHSWG and PHRLC		
<b>Created by:</b> Home Care Safe Client Handling Committee		
<b>Last Revision Date:</b> February 2019		