






## Safe Work Procedure (SWP)

### Name of Task: SCH 1A Bed Position w Sliders

<b>Description of Task:</b> Move a client up in bed, over in bed, and/or turn onto side using one person assist and sliders.	
<b>Position/Job:</b> HCA, ISW, RA, nurse	<b>Department/Unit:</b> WRHA Home Care
<b>Equipment and/or Tools Required:</b> 2 Slider sheets May be used: electric bed, bed rail, trapeze bar	<b>Personal Protective Equipment (PPE) Required:</b> Appropriate footwear and clothing for staff
<b>Potential Hazards:</b> Forceful movements, awkward positions/sustained, 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>Assist with moving in bed using arm(s) and/or leg(s).</li> </ul> </li> <li>More than 1 staff may be required if: <ul style="list-style-type: none"> <li>If client requires more than minimal assistance to move. Additional procedures and/or equipment may be required (e.g. mechanical lift, repositioning sling)</li> <li>Client has obesity</li> <li>Low or high muscle tone is present</li> <li>Behaviour interferes with care</li> <li>Client care equipment or devices are being used (eg. Casts, braces/splints)</li> <li>Recent surgery or fracture (eg. Hip precautions)</li> </ul> </li> </ul>	
<b>Steps to be taken to complete task safely:</b>	
1	<b>Set-up:</b> <ul style="list-style-type: none"> <li>Place the bed flat and adjust bed as close to waist height as possible.</li> <li>Ensure brakes are on bed and side rails are lowered (if able) on side that staff is standing.</li> </ul>
2	<b>Placing sliders under client:</b> <ul style="list-style-type: none"> <li>Stand at side of bed in a wide base of support with one foot in front of the other.</li> <li>Tuck both sliders under client to cover client's shoulders and legs. Start by tucking under the client's low back and then tuck under client's knees and upper shoulder/neck. If there is a soaker on the bed, tuck sliders underneath soaker.</li> <li>Move to the other side of the bed and pull slider out. Use weight shifting technique front/back.</li> </ul> <b>Note:</b> If client requires minimal assist to roll, ask client to turn onto side and tuck sliders.



3	<p><b>Moving client side to side in bed:</b></p> <ul style="list-style-type: none"> <li>Stand at side of bed in a wide base of support with one foot in front of the other and back straight.</li> <li>If <b>PULLING</b> client towards you, grasp handles of the top slider near client's shoulder and hip <b>OR</b> fold and roll the slider to help create grip. Keep wrists straight and elbows close to body. If <b>PUSHING</b> client away from you, place one hand on client's shoulder and the other hand on the client's hip.</li> <li>Use weight shift technique to move client over in bed. If pulling client towards you, shift weight from front leg to back leg. If pushing client away from you, shift weight from back leg to front leg.</li> </ul> <p><b>Note:</b> Staff may need to move client in three steps (move client's shoulders, hips, then legs)</p> <div data-bbox="383 344 764 590" data-label="Image"> </div> <div data-bbox="816 344 1198 590" data-label="Image"> </div>
4	<p><b>Moving client up in bed:</b></p> <ul style="list-style-type: none"> <li>Place a pillow in front of the headboard to protect client during repositioning.</li> </ul> <p><b>Option #1:</b> Client can assist using both legs/arms:</p> <ul style="list-style-type: none"> <li>Stand at side of bed in a wide base of support with one foot in front of the other <u>or</u> with one knee on the bed.</li> <li>Ask client to bend knees, keeping feet flat on bed. Place hands on client's ankles to keep client's feet in place.</li> <li>Ask client to lift head and push through feet and arms to slide up in bed. Client can also pull on bed rails if able.</li> </ul> <div data-bbox="555 894 1164 1278" data-label="Image"> </div> <p><b>Option #2:</b> Client can assist using one leg/arm:</p> <ul style="list-style-type: none"> <li>Stand on client's weak side in a wide base of support with feet on ground side by side.</li> <li>Grab handles of top slider on client's weak side at client's shoulder and hip and shift weight towards the head of the bed to assist client to slide into correct position. Keep wrists straight and elbows close to body. Repeat movement as necessary.</li> </ul> <div data-bbox="316 1461 807 1806" data-label="Image"> </div> <div data-bbox="849 1461 1318 1806" data-label="Image"> </div>

5	<p><b>Turning client:</b></p> <ul style="list-style-type: none"> <li>Stand on side of bed in a wide base of support with one foot in front of the other and back straight.</li> <li>Client should be positioned with legs crossed or one knee bent to assist with turn.</li> <li>Grasp handles of top slider near client's shoulder and hip <b>OR</b> fold and roll the slider to help create grip. Keep wrists straight and elbows close to body.</li> </ul> <p>Ask client to pull on bed rail to assist with turn. In one fluid motion, staff shifts weight from front leg to back leg to move client over in bed slightly and then from back leg to front leg to turn client onto side ("J" turn).</p> <div data-bbox="266 344 818 709">  </div> <div data-bbox="911 344 1468 709">  </div>
6	<p><b>Slider removal:</b></p> <ul style="list-style-type: none"> <li>Fold the bottom slider underneath itself, tuck under client's knees and pull the slider out from underneath itself toward the client's head. Repeat with top slider.</li> </ul> <div data-bbox="976 720 1495 1087">  </div>
<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>	
<p>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</p>	
<p><b>Approved by:</b> Pending approval by PWHSWG and PHRLC</p>	
<p><b>Created by:</b> Home Care Safe Client Handling Committee</p>	
<p><b>Last Revision Date:</b> February 2019</p>	