


## Safe Work Procedure (SWP)

### Name of Task: SCH Supervise InOut Bath

<b>Description of Task:</b> Provide client with verbal cues and/or assist with set-up of equipment to transfer in/out of bath tub.	
<b>Position/Job:</b> HSW, HCA, ISW, RA	<b>Department/Unit:</b> WRHA Home Care
<b>Equipment and/or Tools Required:</b> Bath equipment (bath board, bath lift, bath transfer bench or bath seat) – appropriate weight capacity Non-slip bathmat or non-slip surface on bottom of 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	<b>Personal Protective Equipment (PPE) Required:</b> Appropriate footwear and clothing for staff
<b>Potential Hazards:</b> 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.	
<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, be cooperative and predictable</li> <li>○ Reliably weight bear through legs and take steps</li> <li>○ For standing transfer:                   <ul style="list-style-type: none"> <li>▪ 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.</li> <li>▪ Maintain balance and strength to stand on one leg and lift other leg in/out of tub.</li> <li>▪ 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</li> </ul> </li> <li>○ For seated transfer:                   <ul style="list-style-type: none"> <li>▪ 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).</li> <li>▪ 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))</li> <li>▪ 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.</li> </ul> </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>• Ensure bath equipment is securely fixed to bottom of tub (e.g., rubber feet, suction feet). Report if bath equipment shifts during care.</li> </ul>
2	<ul style="list-style-type: none"> <li>• If using bath board, bath lift or transfer bench, ask client to stand at the side of seated surface with back of client's legs against tub ledge or seated surface.</li> <li>• If client is using a bath chair, 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.</li> </ul>

3	<ul style="list-style-type: none"> <li>• Ask client to bend knees/hips and reach for bath equipment and/or other aid(s) if present. Ask client to slide hips back as far as possible on the bath equipment. <b>Note:</b> If using walker, client should not hold onto walker when sitting.</li> <li>• Ask client to hold onto bath equipment and/or aid(s) to slide/turn hips to center of seat and lift legs into tub one at a time.</li> <li>• Procedure is reversed for transfer out of bathtub/shower. Ask client to hold onto bath equipment and/or aid(s) to slide/turn hips to edge of bath equipment and lift legs out of tub one at a time. Ask client to lean forward and push up to standing with hands on bath equipment. Pause to ensure client is balanced. <b>Note:</b> If using walker, client should not hold onto walker when standing.</li> </ul>	
<b>Responsibilities</b>		
<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).		
<b>Staff performing task:</b> 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.		
<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>Date:</b> February 2019		