

## Safe Work Procedure (SWP)

### Name of Task Code: SCH Supervise Stairs

<b>Description of Task:</b> Provide client with verbal cues and/or equipment set up to assist up and down stairs.	
<b>Position/Job:</b> HSW, HCA, ISW, RA	<b>Department/Unit:</b> WRHA Home Care
<b>Equipment and/or Tools required:</b> Proper footwear for client Hand rail(s) Mobility aid (walker, cane)	<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 potential concerns. 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 and predictable</li> <li>Reliably and consistently weight bear through leg(s)</li> <li>Reliably and consistently weight bear and have strength in at least one arm</li> <li>Securely hold onto stair railing and/or walking aid. Client should NOT be holding onto your hand/arm/neck for support.</li> <li>Have adequate standing balance</li> </ul> </li> <li>There must be at least one hand rail present that is securely fastened.</li> </ul>	
<b>Steps to be taken to complete task safely:</b>	
1	<b>Client steps up the stairs:</b> <ul style="list-style-type: none"> <li>Stand behind and one step below client with wide base of support, hips and knees bent and back straight.</li> <li>Ask client to hold onto at least one hand rail. If there is a hand rail on one side only, client should use a walking aid on the other side wherever possible. If support is available on one side only, client should hold onto hand rail with strong hand wherever possible.</li> <li>Ask client to push with arm(s) on hand rail(s) and walking aid.</li> <li>Ask client to step up with strong leg first, followed by weak leg and then cane onto the same step. Repeat until client reaches top of stairs.</li> </ul>
2	<b>Client steps down the stairs:</b> <ul style="list-style-type: none"> <li>Stand in front and one step below client with wide base of support, hips and knees bent and back straight.</li> <li>Ask client to hold onto at least one hand rail. If there is a hand rail on one side only, client should use a walking aid on the other side wherever possible. If support is available on one side only, client should hold onto hand rail with strong hand wherever possible.</li> <li>Ask client to push with arm(s) on hand rail(s) and walking aid.</li> <li>Ask client to place walking aid one step lower and step down with weak leg first, followed by strong leg onto the same step. Ask client to pause if feeling dizzy.</li> <li>Repeat until client reaches bottom of stairs.</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> 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.	
<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	