

Safe Work Procedure (SWP)

Name of Task: Supervise Sliding Board

Description of Task: Provide client with verbal cues and/or assist with set-up of equipment for client to transfer from one seated surface to another using a sliding board.

Position/Job: HSW, HCA, ISW, RA, nurse

Department/Unit: WRHA Home Care

Equipment and/or Tools Required:

Proper footwear for client
 Sliding board
 Wheelchair
 May be used: electric bed, floor to ceiling pole

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 potential concerns with using sliding board. Do not proceed with transfer and contact supervisor if there are changes in client's ability.
- Client must be able to:
 - Follow directions and be cooperative
 - Maintain sitting balance during transfer
 - Weight bear consistently and reliably through at least one arm and have adequate arm strength to slide from one seated surface to another

Steps to be taken to complete task safely:

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| 1 | <p>Set-up:</p> <ul style="list-style-type: none"> • Position wheelchair with one side against bed or at a slight angle towards the bed. Where possible, position wheelchair so client is moving towards stronger side. Remove footrest and armrest closest to bed out of the way. • Ensure bed and wheelchair surface is equal in height or receiving surface slightly lower. Adjust bed height if required. |
| 2 | <p>Apply sliding board:</p> <ul style="list-style-type: none"> • Ask client to lift leg closest to receiving surface and shift weight away from receiving surface. • Ask client to place sliding board under buttock so client is partially sitting on the board (approximately half of slidingboard. The rest of the sliding board should be positioned over the wheelchair seat. |
| 3 | <p>Client moves between two seated surfaces:</p> <ul style="list-style-type: none"> • Ask client to place one hand on far armrest of wheelchair or on top of sliding board and lean forward. Do not allow client to grip the edge of the board as it may pinch fingers. • Ask client to move across sliding board by pushing with arms and shifting weight. • Ask client to remove sliding board. |



Responsibilities

Managers/Supervisors: 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).

Staff performing task: 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.

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