

Safe Work Procedure (SWP)

Name of Task: SCH Supervise Toilet Transfer

Description of Task: Provide client with verbal cues and/or assist with set-up of equipment to transfer on/off toilet or commode.

Position/Job: HSW, HCA, ISW, RA

Department/Unit: WRHA Home Care

Equipment and/or Tools Required:

Appropriate footwear for client
 Mobility aid (walker, cane or crutches)
 May be used: commode, raised toilet seat, over-arm toilet bars, grab bar (s)

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. 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
 - Reliably weight bear through legs
 - Reliably take steps towards receiving surface

Steps to be taken to complete task safely:

1	Set-up: <ul style="list-style-type: none"> • If using wheeled commode, apply brakes and remove footrests. • With client standing at the side of toilet/commode with mobility aid positioned as appropriate (where applicable), ensure back of client's legs are against toilet/commode.
2	Client sits: <ul style="list-style-type: none"> • Ask client to reach back for commode /overarm toilet bar and sit slowly. • Ask client to slide hips back as far as possible on toilet/commode. Note: If using walker, client should not hold onto walker when sitting.
3	Reverse steps to assist client to stand: <ul style="list-style-type: none"> • Ask client to lean forward and push up to standing with hands on commode/overarm toilet bar. Pause to ensure client is balanced. Note: If using walker, client should only hold walker once in standing



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: 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.

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

Date: February 2019