Winnipeg Regional Health Authority / Office régional de la santé de Winnipeg
Caring for Health / À l'écoute de notre santé

Safe Work Procedure (SWP)

Name of Task: SCH 1A Transfer w Belt

Description of Task: Transfer client from one seated surface to another using one person assist and transfer belt.

Position/Job: HCA, ISW, RA, nurse	**Department/Unit:** WRHA Home Care
Equipment and/or Tools Required: Appropriate footwear for client Transfer belt May be used: mobility aid (walker, cane, crutches), electric bed, side bed rail, floor to ceiling pole	**Personal Protective Equipment (PPE) Required:** Appropriate footwear and clothing for staff

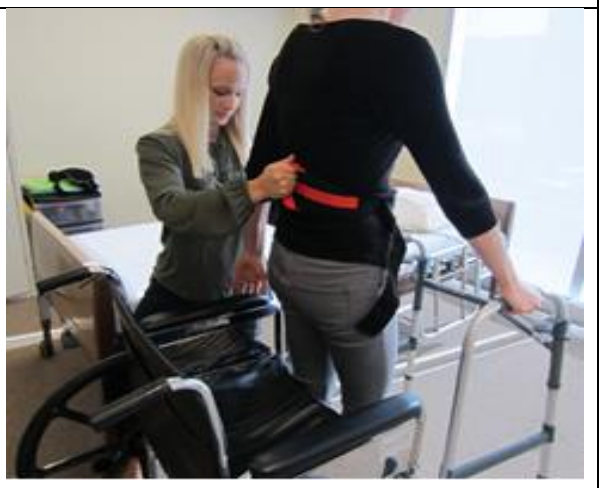
Potential Hazards: **Forceful movements, awkward/sustained positions, forceful movements, infection transmission, violent and/or aggressive behavior**
Signs and symptoms of a musculoskeletal injury (MSI) can include pain, burning, swelling, stiffness, numbness/tingling, and/or loss of movement or strength in a body part. Report these to your supervisor.

Considerations:

- Client must be assessed for ability and potential concerns with using a transfer belt. 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
  - Transfer with minimal assistance
  - Reliably weight bear through legs and take steps towards receiving surface with minimal assistance

Note: The transfer belt must be large enough to fit around the client securely. Client should be assessed by OT or PT for use with clients with obesity.
Note: Ensure that the transfer belt is inspected for signs of damage prior to each use.
Note: The transfer belt is to be used to assist client with transfer, not to lift. **No more than 16kg/35 pounds of force should be used per staff.**

	Steps to be taken to complete task safely:
1	**Set-up:** • If moving to a wheelchair, position close to client on the client's strong side. Leave space between bed and wheelchair ("hallway") to allow for staff movement whenever possible. Move foot rests out of the way and apply brakes. • Apply transfer belt from one side and around the narrowest part of the client's waist. The transfer belt should be fastened securely. • Where applicable, position mobility aid as appropriate (e.g., walker in front of client, cane on strong side of client).
2	• If the client is in a chair, stand at the side of the client on weaker side (where applicable) with a wide base of support, hips and knees bent and back straight. • If client is on a bed, use one of the following options: stand beside client (with or without one knee on bed) or stand facing client (off to one side) with one leg in front of the other.
3	• Grasp the outside of transfer belt loop(s) with firm closed fist, thumbs up, wrist straight and elbows tucked in. Do not slide hand/wrist through the loops on the belt as this may cause an injury if the client falls. The second hand can either be on the transfer belt or on the client's shoulder.

4	**Client stands:** • Ask client to lean forward and push up to standing with hands on seated surface. Shift weight while assisting/guiding the client into standing. Light pressure may be applied along client's low back /upper pelvis in a forward and upward motion using forearm(s). Pause to ensure client is balanced. **Note:** If using walker, client should only hold walker once in standing. **Note:** If transfer belt cannot be used, staff places one arm along client's low back/upper pelvis with an open hand, wrist straight and elbow tucked in. Opposite hand is positioned at the front of the shoulder.	
5	**Client turns and sits:** • Client takes small steps towards receiving surface until receiving surface can be felt against back of legs. Step through space between surfaces ("hallway") while guiding client towards receiving surface. • Staff is now positioned at the side of the client (if room allows) or facing the client (off to the side) with a wide base of support and back straight. • Ask client to reach back for receiving surface. Bend knees and hips to help guide client to sitting. Ask client to slide hips back as far as possible on seated surface. • If using walker, client should NOT hold onto walker when sitting. • Remove transfer belt.	

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