

## Safe Work Procedure (SWP)

### Name of Task: SCH 1A To/From Lie-Sit

**Description of Task:** Assist client to sit up in bed/lie down in bed using one person assist.

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

**Department/Unit:** WRHA Home Care

**Equipment and/or Tools Required:**

May be used: electric bed, bed rail, side bed rail, floor to ceiling pole, trapeze bar, leg lifter, slider or towel

**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
  - Assist with moving over and turning in bed using arm(s) and/or leg(s). If client is unable to roll onto their side (e.g., hip replacement), alternate procedures may be required that do not require rolling (i.e., raise head of bed and ask client to push through arms and move legs over the edge of bed)
  - Assist with moving from side lying to sit and/or sit to side lying
- More than 1 staff or alternative equipment may be required if:
  - Client requires more than minimal assistance to move/turn in bed or position leg(s) on/off bed
  - Client has obesity
  - Low or high muscle tone is present
  - Behaviour interferes with care
  - Client care equipment or devices are being used (e.g., Casts, braces/splints, etc.)
  - Recent surgery or fracture (e.g., Hip precautions) etc.

**Note: No more than 16 kg/35 pounds of force should be used per staff when completing this task.**

#### Steps to be taken to complete task safely:

1	<p><b>Set-up:</b></p> <ul style="list-style-type: none"> <li>• Adjust bed to ensure client's feet are close to floor. If client is able to sit with feet unsupported, raise bed to maintain a straight back.</li> <li>• Apply bed brakes.</li> <li>• With client's arm out to side, ensure elbow is in line with edge of the bed so client has enough space to roll on the bed. If not, ask client to bend knee(s) and lift hips to move over in bed.</li> </ul>	
2	<p>Ask client to bend knee furthest from the direction of the roll or cross legs at ankles. Assist client as required.</p> <ul style="list-style-type: none"> <li>• Ask client to pull on aids (e.g., bed rail) and/or push foot into bed (as able) to roll onto side. If client requires minimal assistance to roll, stand in a wide base of support with one foot in front of the other <u>or</u> with knee of front leg on the bed. Place hands on the client's hip and shoulder and:           <ul style="list-style-type: none"> <li>○ <b>Option 1 (preferred):</b> Raise bed rail on opposite side of staff if present. Push client away from you. Ensure weight shift from back leg to front leg.</li> <li>○ <b>Option2:</b> Lower bed rail on same side as staff if present. Pull client towards you. Ensure weight shift from front leg to back leg.</li> </ul> </li> </ul>	

	Option 1 (PUSH)	Option 2 (PULL)
3	<ul style="list-style-type: none"><li>• Ensure bed rail is lowered if present. Raise head of bed as tolerated.</li><li>• Stand at side of bed with a wide base of support and back straight. Place one hand on client's bottom shoulder and the other hand on client's hip or thigh.</li><li>• Ask client to move feet off bed or provide minimal assistance to slide legs over edge of bed as tolerated.</li><li>• Ask client to push up using the bottom elbow and top hand to move to a sitting position. Guide client up at the shoulder and press down on the client's hip/thigh using weight shift technique.</li></ul> <div></div>	
4	<ul style="list-style-type: none"><li>• Lower bed where possible and/or ask client to move forward on bed so client's feet are flat on the floor. If required, HCW provides minimal assistance to patient to move to closer to edge of bed.</li></ul>	
5	<p>If client requires minimal assist with legs back into lying position:</p> <ul style="list-style-type: none"><li>• Raise bed rail if present</li><li>• Ask client to lower onto elbow/side as able on bed.</li></ul> <p><b>Option #1:</b></p> <ul style="list-style-type: none"><li>• Get into a low position facing the client's feet with a wide base of support, back straight and elbows close to body. Wrap a towel, transfer belt, slider or alternative around client's lower leg(s) and hold ends to reduce low position. Alternatively, place hands around client's lower leg(s).</li><li>• Straighten your knees/hips, keep back straight and shift weight up and forward to lift client's lower leg(s) onto edge of bed while client lowers upper body. Use slider under client's thigh if available.</li></ul> <p><b>Note:</b> Keep client's thigh in contact with the bed and lift one leg at a time whenever possible. Slide client's legs to desired position on bed as required.</p> <div></div> <p><b>Option #2:</b></p> <p>Place a slider on the edge of bed, tucking it under client's thigh. Place hands onto the upper shin of the patient and push leg(s) across slider onto the bed. Remove slider.</p> <div></div>	
<b>Responsibilities</b>		
<p><b>Managers/Supervisors or Designate:</b> Ensure all duties are performed in accordance to training, established health and safety regulations/guidelines, policies and procedures (e.g. following safe work procedures)</p> <p><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/Supervisor or designates of all occurrences/incidents, injuries, illnesses or safety and health concerns which are likely to harm themselves, co-workers, or any others who enter the premises.</p>		

**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