

## Safe Work Procedure (SWP)

Name of Task: Assisting a Falling Client	
<b>Description of Task:</b> Assisting a falling client from standing position to a lower surface.	
Position/Job: HCA, ISW, RA, nurse	Department/Unit: WRHA Home Care
Equipment and/or Tools Required:	Personal Protective Equipment (PPE) Required:
Transfer belt	Appropriate footwear and clothing for staff
Proper footwear for client	

# <u>Potential Hazards:</u> 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 a transfer belt. Do not proceed with transfer and contact supervisor if there are changes in client's ability.
- Factors which can affect helping a falling client:
  - Direction of the fall (towards or away from staff)
  - Size of client in relation to staff
  - Distance between client and staff during fall
  - Obstructions within fall area

**Note:** Falls happen quickly and unexpectedly, use all precautions to prevent the potential for a fall whenever possible. **Note:** Staff should never attempt to "catch" or hold up a falling client. This will result in further injury to staff and/or client.

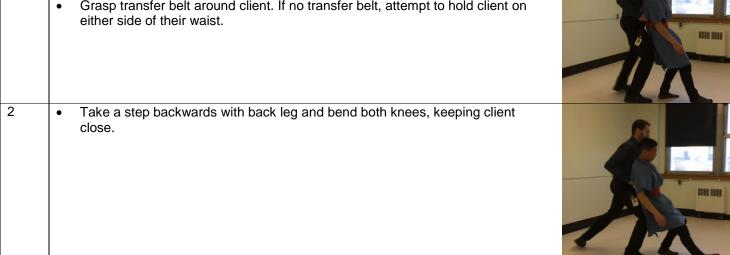
Note: Staff should never attempt to "catch" or hold up a falling client. This will result in further injury to staff and/or client.

Steps to be taken to complete task safely:

Staff quickly moves behind client if close enough to do so.

Stand with wide base of support, one foot in front of the other.

Front foot of staff is placed between client's legs.
Grasp transfer belt around client. If no transfer belt, attempt to hold client on



• Allow client to "slide" down the front leg of the staff and guide client to the floor. Protect the head of client whenever possible.



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#### Responsibilities

<u>Managers/Supervisors Or Designate</u>: Ensures all duties are performed in accordance to training, established health and safety regulations/guidelines, policies and procedures (e.g. following safe work procedures)

<u>HCW performing task</u>: Perform task in accordance to training, established health and safety regulations/guidelines, policies and procedures (e.g. following safe work procedures). Notify Manager/Supervisors 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.

### **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 2020

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