



Safe Work Procedure (SWP)

Name of Task: SCH 2A Bed Position w Sliders	
Description of Task: Move a client up in bed, over in bed and/or onto side using two person assist and sliders.	
Position/Job: HCA, ISW, RA, nurse	Department/Unit: WRHA Home Care
Equipment and/or Tools Required: 2 Slider Sheets May be used: electric bed, side bed rail	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: <ul style="list-style-type: none"> Client must be assessed for ability and equipment needs. Do not proceed with transfer and contact supervisor if there are changes in client's ability. If staff reports difficulty (e.g., more than minimal assistance required by each staff), repositioning should be reassessed. Additional procedures and/or equipment may be required (e.g., mechanical lift, repositioning sling). 	
Steps to be taken to complete task safely:	
1	Set-up: <ul style="list-style-type: none"> Establish staff roles: The staff most familiar with the client and the procedure takes the lead. Lead staff is responsible for directing the task (communicating with client and second staff); second staff is responsible for watching for safety and assisting with mobility as directed by lead. Staff stand on opposite sides of the bed facing each other. Place the bed flat and adjust bed as close to waist height of the shortest person. Ensure brakes are on the bed and side rails are lowered (if able).
2	Placing sliders under client (folding/unfolding method): <ul style="list-style-type: none"> Grasp both sliders at one end. Fold sliders into hand width sections, leaving two hand widths unfolded at opposite end. Position slider with folds facing down and the open end at the starting point (head or feet as needed). If inserting from head, place under pillow. If inserting from feet, slide under heels or knees. Face the end of the bed where sliders have been placed. Use a wide base of support with one foot in front of the other. With palm facing up, grasp bulk of folds with hand closest to patient (do not use thumb). To begin, hold open end with hand farthest from patient. Keep elbows at sides. Staff communicate and shift weight from front to back leg at the same time to unfold sliders. Repeat until sliders are completely unfolded. To unfold past heavier body parts (e.g., shoulder blade or buttocks), make a fist with outside hand with wrists straight to push down on bed surface to create space OR use sawing motion to pass sliders past the area. <p>Note: Assist client to roll onto side and tuck sliders, provided that no more than a minimal assist is required by each staff.</p> <div style="display: flex; justify-content: space-around;">   </div>
3	Moving client side to side in bed: <ul style="list-style-type: none"> Both staff use a wide base of support. Staff place feet with one foot in front of the other and keep back straight. When ready for movement, have client cross their arms on their chest and lift head if able. One staff (left in photo) will place one hand on the client's shoulder and the other hand on the

client's hip. Second staff (right in photo) can assist by grasping the handles of the top slider near the shoulder and hip **OR** fold and roll the slider to help create grip. Keep wrists straight and elbows close to body.



- When both staff are in the correct position, they will move at the same time on count "1,2,3". Ensure proper weight shift for the staff. If pushing client away, staff shifts weight from back leg to front leg. If pulling client towards, staff shift weight from front leg to back leg.



4

Moving client up in bed:

- Staff are positioned on opposite sides of the bed facing each other.
- Place a pillow in front of the headboard to protect client during repositioning.
- Both staff use a wide base of support. Staff place feet parallel (side to side) hip width apart with knees bent and back straight.
- When ready for movement, have client cross their arms on their chest and lift head if able.
- Both staff grab handles of top slider at approximately client's shoulder and hip level. Keep wrists straight and elbows close to body.
- Both staff will move at the same time on count "1,2,3" and shift weight to the side towards the head of the bed to slide client into correct position. Repeat movement as necessary, keeping elbows tucked in.



5

Turning client in bed:

- Staff are positioned on opposite sides of the bed facing each other.
- Client should be positioned with legs crossed or one knee bent.
- Both staff use a wide base of support. Staff place feet with one foot in front of the other or with the knee of the front leg on the bed (if required). Keep elbows close to body.
- One staff (left in photo) will grasp the top slider near client's shoulder and hip **OR** fold and roll the slider to help create grip. Keep wrists straight and elbows close to body. Second staff (right in photo) will place one hand on the patient's shoulder and the other hand on the patient's hip with fingers

facing outwards.



- Have client cross their arms across their chest if able.

Option #1:

- When both staff are in the correct position, they will push at the same time on count “1,2,3”. Ensure proper weight shift for the staff-back to front. Lead staff straightens legs, stands up and pushes slider sheet forward towards second staff. Second staff pushes client downward and towards lead staff. Client ends up facing second staff.



Option #2:

- When both staff are in the correct position, one staff pulls and the other staff pushes. Staff that is pulling shifts weight from front leg to back leg to move client over in bed and then from back leg to front leg to turn client onto side in one fluid motion (“J” turn).

6

Slider removal:

- Fold the bottom slider underneath itself, tuck under client’s knees and pull the slider out from underneath itself toward the client’s head. Repeat with top slider.



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: Susan Lepki, Program Support Team Manager

Created by: Home Care Safe Client Handling Committee

Date: February 2024