






Safe Work Procedure (SWP)

Name of Task: SCH 1A Legs InOut Tub	
Description of Task: Assist client to transfer leg(s)/feet in/out of bathtub.	
Position/Job: HCA, ISW, RA	Department/Unit: WRHA Home Care
Equipment and/or Tools Required: Appropriate bath equipment Transfer belt Non-slip bathmat or non-slip surface in tub (in front of bath seat/board/bench) and on floor outside of tub May be used: grab bar(s), clamp-on tub bar or floor to ceiling pole, leg lifter or towel to assist with legs	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. • Client must be able to: • Follow directions, be cooperative and predictable. • For seated transfer: <ul style="list-style-type: none"> ○ Maintain sitting balance and have adequate arm strength to slide/turn hips on bath seat/board/bench/lift. ○ Client should be able to assist with lifting legs in/out of tub. If client requires more than minimal assistance to assist with legs, transfer should be reassessed. • For standing transfer: <ul style="list-style-type: none"> ○ Securely hold onto equipment during transfer (e.g., grab bar, clamp on tub bar, floor to ceiling pole, etc.). Client should NOT hold onto shower door, towel bar, taps or soap dish in bathtub for transfer. ○ Maintain balance and strength to stand on one leg and lift other leg in/out of tub. If client requires more than minimal assistance to GUIDE (not lift) leg/foot over tub ledge, transfer should be reassessed. Alternative transfer method may be required (e.g., seated transfer). 	
Note: No more than 16kg/35 pounds of force should be used per staff.	
Steps to be taken to complete task safely:	
Option 1: Client Sitting On Bath Seat/Board/Bench/Lift	
1a	<p>Stand in front of client with wide base of support, hips and knees bent and back straight.</p> <p>Option #1</p> <ul style="list-style-type: none"> • Place a folded towel (or similar item) under the client's heel or ankle and grasp end of towel with both hands, wrists straight and elbows tucked in. <p>Option #2</p> <ul style="list-style-type: none"> • Place one hand above client's ankle and one hand under client's knee with wrists straight and elbows tucked in <div style="text-align: center;">  </div> <p style="text-align: center;">Option 2</p>
1b	<ul style="list-style-type: none"> • Ask client to hold onto bath seat/board/bench/lift and/or aids(s), slide/turn hips to center of bench and lift legs into tub <u>one at a time</u>. Staff guides client's leg over tub ledge by bending client's hip and straightening knee. Ensure hips and knees are bent and weight shift. Alternatively, staff may get into a half kneeling position (with cushioning for the knees wherever possible, e.g. folded towel, knee

	pad).
1c	<ul style="list-style-type: none"> Reverse procedure for assisting leg(s) out of tub.
Option 2: Client In Standing	
2a	<ul style="list-style-type: none"> With client facing bath seat/board/bench, stand behind/side of client with wide base of support, hips and knees bent and back straight. Stand at the side and slightly behind client with wide base of support, hips and knees bent and back straight.
2b	<ul style="list-style-type: none"> Ask client to hold onto aid(s) (e.g., grab bar, clamp-on tub bar, etc.) and step into tub/shower with stronger leg first in front of bath seat/ board/bench/lift.
2c	<ul style="list-style-type: none"> Ask client to lift other (weaker) leg. Place one hand on client's ankle and one hand on bottom of ball of foot. Bend knees and hips to GUIDE client's leg/foot over tub ledge. <div style="display: flex; justify-content: space-around;">   </div>
2d	<ul style="list-style-type: none"> Reverse procedure for assisting of leg (s) out of tub.
Responsibilities	
<p>Managers/Supervisors or Designate: 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>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/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	
<p>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</p>	
<p>Approved by: Pending approval by PWHSWG and PHRLC</p>	
<p>Created by: Home Care Safe Client Handling Committee</p>	
<p>Last Revision Date: February 2019</p>	