

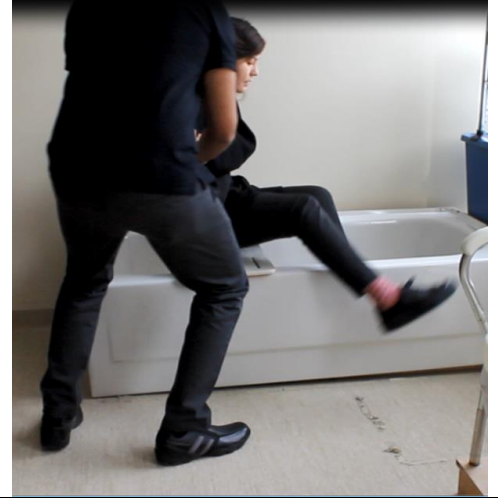




Safe Work Procedure (SWP)

Name of Task: SCH 1A OnOff Bath Board w Belt	
Description of Task: Transfer client on/off a bath board using one person minimal assist and transfer belt.	
Position/Job: HCA, ISW, RA	Department/Unit: WRHA Home Care
Equipment and/or Tools Required: Bath board –appropriate weight capacity, with or without handle Transfer belt Non-slip bathmat or non-slip surface on bottom of tub (if client is standing in tub) and on floor outside of tub May be used: aids (mobility, grab bar(s), clamp-on tub bar, floor to ceiling pole) leg lifter	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: <ul style="list-style-type: none"> ○ Follow directions and be cooperative and predictable ○ Reliably weight bear through legs and take steps with minimal assistance ○ Maintain sitting balance and have adequate arm strength to slide/turn hips on bath board without back support. ○ Client should be able to lift legs in/out of tub independently. If client requires assistance to guide or lift leg(s)/feet over tub ledge, additional procedures and/or aids may be required. If client requires more than minimal assistance to assist with legs, transfer should be reassessed. ○ Stand/sit from a low seat height. Bath boards rest at the height of the tub ledge which may be too low for some clients to easily sit down or stand up from (e.g., taller clients or clients with difficulty with sit to stand). A different type of seat may be required (e.g., bath seat, transfer bench). <p>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.</p> <p>Note: Ensure that the transfer belt is inspected for signs of damage prior to each use.</p> <p>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 HCW</p>	
Steps to be taken to complete task safely:	
1	Set-up: <ul style="list-style-type: none"> • Ensure bath board is positioned securely against sides of the tub and that there is enough of an exposed edge present on top of tub ledge (models will differ in the width of the ledge required). • Bath board should be fixed with rubber stops or suction cups to prevent movement and/or sliding/tipping during use. DO NOT use seated transfer if not securely fixed and report if bath board shifts during care.
	

2	<ul style="list-style-type: none"> With client standing at the side of bath board with transfer belt in place and mobility aid positioned as appropriate, ensure back of client's legs are against side of bath board. 	
3	<ul style="list-style-type: none"> Stand at the side of client OR stand facing the client off to one side with wide base of support, hips and knees bent and back straight. 	
4	<ul style="list-style-type: none"> 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 of the belt as this may cause injury if the patient falls. The second hand can either be on the transfer belt or on the client's shoulder. 	
5	<ul style="list-style-type: none"> Ask client to bend knees/hips and reach for bath board and/or other aids if present. Staff uses transfer belt and bends knees and hips to help guide client to sitting. Instruct client to slide hips back as far as possible on bath board. Note: If using walker, client should not hold onto walker when sitting. 	
6	<ul style="list-style-type: none"> Ask client to hold onto bath board handle and/or aid(s) to slide/turn hips to center of bath board and lift legs into tub one at a time. While holding onto transfer belt with both hands, assist with guiding client as required. Ensure proper weight shift. 	
7	<ul style="list-style-type: none"> Remove transfer belt during shower. 	
8	<ul style="list-style-type: none"> Procedure is reversed for transfer out of bathtub. Ensure transfer belt is reapplied. Ask client to hold onto sliding board and/or aid(s) to slide/turn hips to edge of bath board and lift legs out of tub one at a time. Ask client to lean forward and push up to standing with hands on bath board. Shift weight while assisting/guiding the client into standing. Light pressure may be applied by staff along client's low back /upper pelvis in a forward and upward motion using forearm(s). Pause to ensure client is balanced. <p>Note: If using walker, client should not hold onto walker when standing.</p>	
	<p>During bath/shower:</p> <p>To wash hard to reach areas (e.g., far side of client, legs, feet):</p> <ul style="list-style-type: none"> Allow client to assist washing areas if able (e.g. arms, front of body, thighs, etc.) Ask client to stand and hold onto grab bars (e.g., pericare) Ask client to straighten knee/lift leg to reduce bending/reaching Use hand-held shower whenever possible Use long handled sponge where available Use one arm to support your body if over-reaching Wash hard to reach parts before or after transferring into tub (e.g., feet) Kneel for short periods to reduce low back discomfort. Provide cushioning for the knees (e.g., knee pads, folded towel) 	

Responsibilities
<p><u>Managers/Supervisors or Designate:</u> 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><u>Staff 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/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>
<p style="text-align: center;">Completion and Review</p> <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>