



### Safe Work Procedure (SWP)

#### Name of Task: SCH 1A OnOff Bath Bench w Belt

**Description of Task:** Transfer client on/off a transfer bench using one person minimal assist and transfer belt.

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

**Department/Unit:** WRHA Home Care

**Equipment and/or Tools Required:**

Transfer bench – appropriate weight capacity, with or without back and/or handle  
Transfer belt  
Non-slip bathmat or non-slip surface on bottom of tub (if client 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:**

- 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
  - Reliably weight bear through legs and take steps with minimal assistance
  - Maintain sitting balance and have adequate arm strength to slide/turn hips on transfer bench with or without aids (e.g. back rest/support, handle(s)) 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.

**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.

**Note:** Ensure that the transfer belt is inspected for signs of damage prior to each use.

**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.**


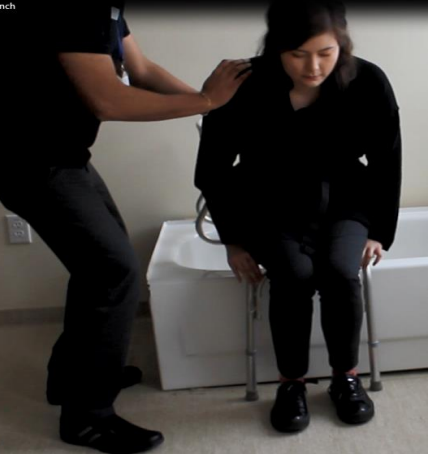

**Steps to be taken to complete task safely:**

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**Set-up:**

- Ensure transfer bench is positioned correctly in tub/shower (i.e. two legs inside and two legs outside of tub; seat is level; handle along the inside wall). Report if transfer bench is wobbly, unstable or not level.



2	<ul style="list-style-type: none"> <li>With client standing at the side of transfer bench with transfer belt in place and mobility aid positioned as appropriate, ensure back of client's legs are against side of transfer bench.</li> </ul>	
3	<ul style="list-style-type: none"> <li>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.</li> </ul>	
4	<ul style="list-style-type: none"> <li>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 client falls. The second hand can either be on the transfer belt or on the client's shoulder.</li> </ul>	
5	<ul style="list-style-type: none"> <li>Ask client to bend knees/hips and reach for transfer bench and/or other aids if present. Staff uses transfer belt and bends knees and hips to help guide client to sitting. Ask client to slide hips back as far as possible on transfer bench.</li> </ul> <p><b>Note:</b> If using walker, client should not hold onto walker when sitting.</p>	
6	<ul style="list-style-type: none"> <li>Ask client to hold onto transfer bench and/or aid(s) to slide/turn hips to center of bench 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.</li> </ul>	
7	<ul style="list-style-type: none"> <li>Remove transfer belt during shower.</li> </ul>	
8	<ul style="list-style-type: none"> <li>Procedure is reversed for transfer out of bathtub/shower. Ensure transfer belt is reapplied. Ask client to hold onto transfer bench and/or aid(s) to slide/turn hips to edge of bench and lift legs out of tub one at a time. Ask client to lean forward and push up to standing with hands on transfer bench. 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. <b>Note:</b> If using walker, client should not hold onto walker when standing.</li> </ul> <p><b>Note:</b> If standing in tub is required (e.g., pericare), use grab bars and/or bench seat to stand. <b>DO NOT</b> use seat arm, otherwise transfer bench may tip.</p>	
	<p><b>During bath/shower:</b>  To wash hard to reach areas (e.g., far side of client, legs, feet):</p> <ul style="list-style-type: none"> <li>Allow client to assist washing areas if able (e.g. arms, front of body, thighs, etc.)</li> <li>Ask client to stand and hold onto grab bars (e.g., pericare)</li> </ul>	

	<ul style="list-style-type: none"> <li>○ Ask client to straighten knee/lift leg to reduce bending/reaching</li> <li>○ Use hand-held shower whenever possible</li> <li>○ Use long handled sponge where available</li> <li>○ Use one arm to support your body if over-reaching</li> <li>○ Wash hard to reach parts before or after transferring into tub/shower (e.g., feet)</li> <li>○ Kneel for short periods to reduce low back discomfort. Provide cushioning for the knees (e.g., knee pads, folded towel)</li> </ul>
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<b>Responsibilities</b>
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<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>
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<b>Completion and Review</b>
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

<b>Approved by:</b> Pending approval by PWHSWG and PHRLC
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<b>Created by:</b> Home Care Safe Client Handling Committee
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<b>Last Revision Date:</b> February 2019
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