




Safe Work Procedure (SWP)

Name of Task: Assisting a Falling Client		
Description of Task: 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: Transfer belt Proper footwear for client	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 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: <ul style="list-style-type: none"> ○ 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.		
Steps to be taken to complete task safely:		
1	<ul style="list-style-type: none"> • 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 either side of their waist. 	
2	<ul style="list-style-type: none"> • Take a step backwards with back leg and bend both knees, keeping client close. 	
3	<ul style="list-style-type: none"> • Allow client to "slide" down the front leg of the staff and guide client to the floor. Protect the head of client whenever possible. 	

Responsibilities

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

HCW 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/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