

## Safe Work Procedure (SWP)

### Name of Task: SCH Supervise To/From Lie-Sit

**Description of Task:** Provide client with verbal cues and/or assist with set-up of equipment to sit up in bed/lie down in bed.

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

**Department/Unit:** WRHA Home Care

**Equipment and/or Tools Required:**

May be used: electric bed, bed rail, side bed rail, floor to ceiling pole, trapeze bar, leg lifter, slider or towel

**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. Do not proceed with transfer and contact supervisor if there are changes in client's ability.
- Client must be able to:
  - Follow directions and be cooperative
  - Independently move over and turn in bed using arm(s) and/or leg(s). If client is unable to roll onto their side (e.g., hip replacement), alternate procedures may be required that do not require rolling (i.e., raise head of bed and ask client to push through arms and move legs over the edge of bed)
  - Independently move from side lying to sit and/or sit to side lying

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

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| 1 | <p><b>Set-up:</b></p> <ul style="list-style-type: none"> <li>• Adjust bed to minimize stooping and to ensure client's feet are close to floor following transfer.</li> <li>• Apply bed brakes.</li> <li>• With client's arm out to side, ensure elbow is within the edge of the bed so client has enough space to roll on the bed. If not, ask client to bend knee(s) and lift hips to move over in bed.</li> </ul> |
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| 2 | <ul style="list-style-type: none"> <li>• Ask client to bend knee furthest from the direction of the roll or cross legs at ankles.</li> <li>• Ask client to pull on aids (e.g., bed rail) and/or push foot into bed to roll onto side towards you.</li> <li>• Raise head of bed as tolerated.</li> <li>• Ask client to move feet off bed as tolerated.</li> <li>• Ask client to push up using the bottom elbow and top hand to move to a sitting position.</li> <li>• Lower bed where possible and/or ask client to move forward on bed as required so client's feet are flat on the floor.</li> <li>• Reverse procedure to return client to a lying position.</li> </ul> |
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#### Responsibilities

**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)

**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.

#### 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

**Date:** February 2019