

Safe Work Procedure (SWP)

Name of Task: SCH Supervise Toilet Transfer

Description of Task: Provide client with verbal cues and/or assist with set-up of equipment to transfer on/off toilet or commode.

Position/Job: HSW, HCA, ISW, RA

Department/Unit: WRHA Home Care

Equipment and/or Tools Required:

Appropriate footwear for client
 Mobility aid (walker, cane or crutches)
 May be used: commode, raised toilet seat, over-arm toilet bars, grab bar (s)

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
 - Reliably weight bear through legs
 - Reliably take steps towards receiving surface

Steps to be taken to complete task safely:

1	<p>Set-up:</p> <ul style="list-style-type: none"> • If using wheeled commode, apply brakes and remove footrests. • With client standing at the side of toilet/commode with mobility aid positioned as appropriate (where applicable), ensure back of client's legs are against toilet/commode.
2	<p>Client sits:</p> <ul style="list-style-type: none"> • Ask client to reach back for commode /overarm toilet bar and sit slowly. • Ask client to slide hips back as far as possible on toilet/commode. <p>Note: If using walker, client should not hold onto walker when sitting.</p>
3	<p>Reverse steps to assist client to stand:</p> <ul style="list-style-type: none"> • Ask client to lean forward and push up to standing with hands on commode/overarm toilet bar. Pause to ensure client is balanced. <p>Note: If using walker, client should only hold walker once in standing</p>



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

