

## Safe Work Procedure (SWP)

### Name of Task: SCH Supervise Transfer

**Description of Task:** Provide client with verbal cues and/or assist with set-up of equipment for client to transfer from one seated surface to another.

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

**Department/Unit:** WRHA Home Care

**Equipment and/or Tools Required:**

Appropriate footwear for client  
 May be used: mobility aid (walker, cane, crutches), electric bed, side bed rail, floor to ceiling pole

**Personal Protective Equipment (PPE) Required:**

Appropriate footwear and clothing for staff



**Potential Hazards:** Forceful movements, awkward/sustained positions, forceful movements, 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 potential concerns with using a transfer belt. 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 and take steps towards receiving surface

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

1	<p><b>Set-up:</b></p> <ul style="list-style-type: none"> <li>• If moving to a wheelchair, position close to client on the client's strong side.</li> <li>• Move foot rests out if the way and apply brakes.</li> <li>• Where applicable, position mobility aid as appropriate (e.g., walker in front of client, cane on strong/unaffected side of client).</li> </ul>	
2	<p><b>Client stands:</b></p> <ul style="list-style-type: none"> <li>• Ask client to lean forward and push up to standing with hands on seated surface.</li> <li>• Cue client to pause if not balance or dizzy.</li> </ul> <p><b>Note:</b> If using walker, cue client to only hold walker once in standing.</p>	
3	<p><b>Client turns and sits:</b></p> <ul style="list-style-type: none"> <li>• Client takes small steps towards receiving surface until receiving surface can be felt against back of legs.</li> <li>• Ask client to reach back for receiving surface.</li> <li>• Ask client to slide hips back as far as possible on seated surface.</li> <li>• If using walker, client should NOT hold onto walker when sitting.</li> </ul>	

#### 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