

Safe Work Procedure (SWP)

Name of Task: SCH 1A OnOff Toilet w Belt	
Description of Task: Transfer client on/off toilet or commode using one person minimum assist and transfer belt.	
Position/Job: HCA, ISW, RA	Department/Unit: WRHA Home Care
Equipment and/or Tools Required: Appropriate footwear for client Transfer belt 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: <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. • Client must be able to: <ul style="list-style-type: none"> ○ Follow directions and be cooperative ○ Transfer with minimal assistance ○ Reliably weight bear through legs ○ Reliably take steps towards receiving surface with minimal assistance <p>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.</p> <p>Note: Ensure that the transfer belt is inspected for signs of damage prior to each use.</p> <p>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 staff.</p>	
Steps to be taken to complete task safely:	
1	Set-up: <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 transfer belt in place and mobility aid positioned as appropriate (where applicable), ensure back of client's legs are against toilet/commode. • Stand at the side of the client on weaker side (where applicable) with a wide base of support, hips and knees bent and back straight. If there isn't enough room beside the client (e.g., toilet), stand in front of client off to one side with one leg in front of the other. • Gently pull client's clothing down. • 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 on the belt as this may cause an injury if the client falls. The second hand can either be on the transfer belt or on the client's shoulder.
2	Client sits: <ul style="list-style-type: none"> • Ask client to reach back for commode /overarm toilet bar and sit slowly. Bend knees and hips to help guide client to sitting. 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	Reverse steps to assist client to stand: <ul style="list-style-type: none"> • Ask client to lean forward and push up to standing with hands on commode/overarm toilet bar. 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. <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