




## Safe Work Procedure (SWP)

<b>Name of Task: SCH 1A OnOff Toilet w FI Lift</b>	
<b>Description of Task:</b> Transfer client on/off toilet or commode using one person assist and mechanical floor lift.	
<b>Position/Job:</b> HCA, ISW, RA	<b>Department/Unit:</b> WRHA Home Care
<b>Equipment and/or Tools Required:</b> Mechanical floor lift (appropriate weight capacity) Sling appropriate for client May be used: commode	<b>Personal Protective Equipment (PPE) Required:</b> Appropriate footwear and clothing for staff
<b>Potential Hazards:</b> 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.	
<b>Considerations:</b> <ul style="list-style-type: none"> <li>• Client must be assessed for ability and potential concerns in using this lift. Do not proceed with transfer and contact supervisor if there are changes in client's ability.</li> <li>• If behavior interferes with care, additional procedures and/or care planning may be required. Report to supervisor.</li> <li>• Client must be able to:               <ul style="list-style-type: none"> <li>○ Maintain upright sitting balance independently on toilet/commode</li> <li>○ More than one staff may be required if:</li> <li>○ Client is unable to assist with turning in bed, leaning forward or to the side in chair and/or staff must provide more than minimal assistance to apply and remove sling</li> <li>○ Client has obesity</li> <li>○ Low or high muscle tone is present</li> <li>○ Behavior interferes with care</li> <li>○ Client care equipment or devices are being used (e.g., casts, braces/splints, etc.)</li> <li>○ Recent surgery or fracture (e.g., hip precautions, etc.)</li> </ul> </li> </ul> <p><b>Note:</b> Prior to each use, ensure that the lift is in proper working order and that the battery is sufficiently charged. Inspect the slings for signs of damage prior to use.</p> <p><b>Note:</b> Mechanical lifts are designed for short distance transfers in the same room (e.g., bed to chair).</p> <p><b>Note:</b> Client should not be left unattended while attached to lift and sitting on the toilet/commode.</p>	
<b>Steps to be taken to complete task safely:</b>	
1	<b>Set-up:</b> <ul style="list-style-type: none"> <li>• If client is on bed, adjust bed as close to waist height as possible. If client is in wheelchair, apply brakes and remove footrests.</li> <li>• If moving to commode, position commode with enough room to complete transfer and maneuver lift. Remove footrests and apply brakes if wheeled commode.</li> <li>• Adjust client's clothing prior to transfer.</li> <li>• Ensure that there is adequate space to move the lift and that the flooring is appropriate (e.g., hardwood, vinyl, tile, low pile carpet).</li> </ul>
2	<b>Sling application:</b> <u>If client is sitting:</u> <ul style="list-style-type: none"> <li>• Ask client to lean forward. Insert sling behind client until the bottom edge reaches seat pan of the chair. If client requires minimal assist to lean forward, stand at side of client in a wide base of support, hips and knees bent and back straight. Place one hand on client's upper back and the other hand in front of client's shoulder and shift weight to side to lean client forward.</li> <li>• Ask client to lift leg slightly to insert leg strap. Gently pull leg strap around inner thigh and ensure bottom edge of sling reaches client's tailbone. Be careful not to shear client's skin. If available, place a slider under client's thigh to position leg strap.</li> </ul> <u>If client is lying:</u>



	<ul style="list-style-type: none"> <li>• Ask client to roll to one side and place center of sling along spine of client. If it is difficult to roll client, use sliders.</li> <li>• Ensure bottom of sling is positioned at client's tailbone; top of sling is positioned at/above client's shoulders (as per sling type). If client requires assistance to roll, push/roll client away from you if able by shifting weight up and forward. Stand with a wide base of support, one foot in front of the other, and tuck half of sling under client. Ask or assist client to roll to opposite side to pull sling through.</li> </ul>
3	<p><b>Attach sling to lift:</b></p> <ul style="list-style-type: none"> <li>• Open floor lift base as wide as possible. Insert under bed frame or around chair/wheelchair base. Brakes do not need to be applied for the duration of the transfer.</li> <li>• Lower the hanger bar over the client's chest (in bed) or in front of client (in sitting) so the loops of the sling can be easily attached to the lift.</li> <li>• Leg straps are positioned as appropriate for sling type (e.g., looped through and crossed). Follow any special instructions provided.</li> <li>• Use appropriate loops based on client's size and desired position on toilet/commode (i.e., sitting). Most commonly attach shorter loops at the shoulders and longer loops at the legs. Ensure the same level/loop colors are used on the left and right side of the body at each location (i.e., shoulders and legs). Securely attach loops to hanger bar.</li> </ul>
4	<p><b>Lift client:</b></p> <ul style="list-style-type: none"> <li>• Ask client to cross arms to prepare for transfer.</li> <li>• Use the controller to raise the client just enough to clear bed or seated surface (may require lowering bed surface).</li> <li>• Ensure all loops remain securely attached to the hanger bar. Ensure that the client is properly positioned and comfortable in the sling before continuing with the lift/transfer.</li> <li>• If lifting client from bed, staff uses two hands to move client's legs off the bed and turns client to face the mast of the lift.</li> </ul>
5	<p><b>Move client to toilet/commode:</b></p> <ul style="list-style-type: none"> <li>• With elbows tucked in and wrist straight, grasp onto handles of lift. Stands with one foot in front of the other to pull lift away and guide the floor lift and client towards receiving surface. Use weight shifting technique to move lift. If lift is difficult to turn, staff may stand beside the lift and hold onto one handle while using a foot to push on the base.</li> </ul> 
6	<p><b>Lower client onto commode/toilet:</b></p> <ul style="list-style-type: none"> <li>• Ensure client is centered over toilet/commode.</li> <li>• Stand with one foot in front of the other and hips and knees bent and back straight.</li> <li>• Lower client using the controller, ensuring hanger bar does not contact client's head.</li> </ul> <p><b>Option #1:</b> Stand behind client/commode and use handles on sling to guide the client back. Use weight shift technique back.</p> <p><b>Option #2:</b> Stand to one side of lift in front of client and gently push on leg straps and/or client's shins to guide client back. Use weight shift technique forward.</p> <p><b>Note:</b> When lowering onto commode, it may tip slightly back. This corrects when client comes close to seat.</p>
7	<p><b>Sling removal:</b></p> <ul style="list-style-type: none"> <li>• Once client is positioned correctly, unhook sling from lift.</li> <li>• Remove one leg strap at a time by folding it under itself and pull towards outside of chair. Ask client to assist by lifting thigh slightly if able.</li> <li>• Reverse procedure to transfer client back to original surface.</li> </ul>
<b>Responsibilities</b>	
<b>Managers/Supervisors or Designate:</b> 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