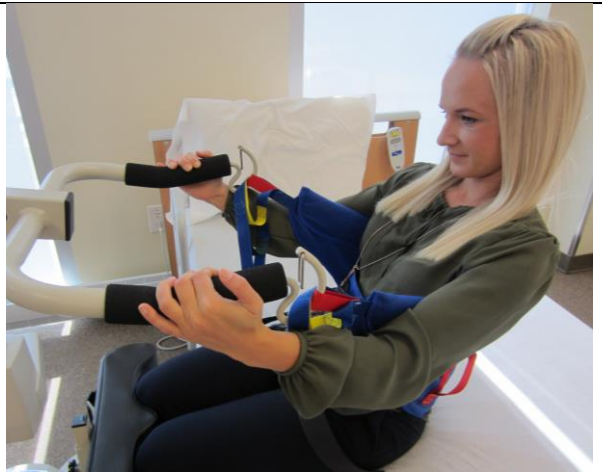





Safe Work Procedure (SWP)

Name of Task: SCH 1A OnOff Toilet w S-S Lift	
Description of Task: Transfer client on/off toilet or commode using one person assist and mechanical sit-stand lift.	
Position/Job: HCA, ISW, RA	Department/Unit: WRHA Home Care
Equipment and/or Tools Required: Sit-stand lift (appropriate weight capacity) Sling appropriate for client Proper footwear for client May be used: commode, electric bed, bed rail	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 should be properly 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. • If behavior interferes with care, additional procedures and/or care planning may be required. Report to supervisor. • Client must be able to: <ul style="list-style-type: none"> ○ Follow directions ○ Sit independently/unsupported with or without equipment ○ Weight bear partially (some leg strength should be present to actively assist with weight bearing) ○ Move from lie to sit independently or with stand-by/minimal assistance ○ Hold onto handles of lift with at least one arm ○ Maintain a balanced standing position <p>Note: Prior to each use, ensure that the sit-stand 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>Note: Sit-stand lifts are designed for short distance transfers only (e.g., bed to chair).</p>	
Steps to be taken to complete task safely:	
1	Set-up: <ul style="list-style-type: none"> • If client is in wheelchair/commode, remove footrests and apply brakes. • If client is sitting at the bedside, adjust bed so client sits with feet on the floor. • Ensure that there is adequate space to move the lift in the area and that the flooring is appropriate (e.g., hardwood, vinyl, tile, low pile carpet).
2	Sling application: <ul style="list-style-type: none"> • Place the sling under the client's arms and around the back of the client. Fasten the waist belt and ensure it is <u>snug</u> <u>securely</u> around the trunk.
3	Attach sling to lift: <ul style="list-style-type: none"> • Move the sit-stand lift in front of client. The lift must be close enough for the sling to be easily hooked up to the lift. The open end of the base should be under the side of the bed or around the base of seated surface. Apply brakes if the client is pushing the lift away. • Ask client to place feet on foot plate. The client's shins should rest against the shin pad(s). Minimal assistance may be provided to place feet on foot plate as required. Attach any available calf straps and tighten as required. • Attach the sling straps securely to the lift as per training. Choose loops so that it is easily attached to lift. • Release brakes on lift.



4	<p>Lift client:</p> <ul style="list-style-type: none"> • Stand in front of handles, facing the client. • Ask client to grasp handle(s) of the lift, lean back and push with their leg(s). • While the client is leaning back, use controller to raise lift until client clears the seated surface. 	
5	<p>Move client to toilet/commode:</p> <ul style="list-style-type: none"> • Stand in front of lift in a wide base of support with one foot in front of the other, hips and knees bent and back straight. Grasp onto handles of lift with elbows tucked in and wrist straight. Shift weight back to pull lift away and guide the client towards toilet/commode. Open the lift base as required. If lift is difficult to turn, stand beside the lift and hold onto one handle while using a foot to push on the base. • If space is limited or if it is difficult to push the lift, move the wheelchair into position behind the client. 	
6	<p>Lower client onto commode/toilet:</p> <ul style="list-style-type: none"> • Lower the client's clothing before lowering the client onto the toilet or commode. • Apply brakes on wheeled commode where applicable. • Lower client onto toilet/commode, ensuring client's legs touch the front edge of the seating surface and that the buttocks reach the back of the seat. 	
7	<p>Remove client from lift:</p> <ul style="list-style-type: none"> • Detach the sling, leaving client in a safe and secure position as you remove the lift. Always remain with client when the sling is secured. • Assist with removing client's feet from the platform as required and move the lift away from the client. • Reverse procedure from toilet/commode back to bed/chair/wheelchair. 	
Responsibilities		
<p>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)</p>		
<p>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.</p>		
Completion and Review		
<p>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</p>		
<p>Approved by: Pending approval by PWHSWG and PHRLC</p>		
<p>Created by: Home Care Safe Client Handling Committee</p>		
<p>Date: February 2019</p>		