





### Safe Work Procedure (SWP)

<b>Name of Task: SCH 2A OnOff Toilet w Overhead</b>	
<b>Description of Task:</b> Transfer client on/off toilet or commode using two person assist and overhead lift.	
<b>Position/Job:</b> HCA, ISW, RA, nurse	<b>Department/Unit:</b> WRHA Home Care
<b>Equipment and/or Tools Required:</b> Overhead lift (appropriate weight capacity) Sling appropriate for client Additional battery and charger for overhead lift Extender handle (if motor unit needs to be moved to another room) Commode May be used: electric bed, bed rail	<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>Client must be able to:               <ul style="list-style-type: none"> <li>Maintain upright sitting balance independently on toilet/commode</li> </ul> </li> <li>If applying sling requires more than minimal assistance by each staff (e.g., rolling client), additional procedures and/or equipment may be required (e.g., using sliders to insert sling)</li> <li>If behavior interferes with care, additional procedures and/or care planning may be required. Report to supervisor.</li> </ul> <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. <b>Note:</b> Client should not be left unattended while attached to lift and sitting on the toilet/commode.	
<b>Steps to be taken to complete task safely:</b>	
1	<b>Set-up:</b> <ul style="list-style-type: none"> <li><b>Establish staff roles:</b> The staff most familiar with the client and the procedure takes the lead. Lead staff is responsible for directing the task (communicating with client and second staff); second staff is responsible for watching for safety and assisting as directed by lead. Note: second staff may be a caregiver or staff with medical restrictions</li> <li>Where applicable, move motor unit to track that will be used. One staff holds motor unit with both hands while second staff uses extender handle to unhook it from the track. Carry motor unit into room where lift will be used. Use the extender handle to hook it onto the track.</li> <li>Where applicable, position commode directly under overhead track. The lift strap should always be in a vertical position, never on a slant. Remove footrests on commode and apply brakes if wheeled commode.</li> <li>If starting on bed, adjust bed to waist height of shortest staff.</li> <li>Adjust clients clothing prior to transfer.</li> <li>Each staff stands on opposite sides of bed/ commode wherever possible.</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, staff stand on either 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.</li> <li>One staff may hold onto client's shin below knee to slightly raise client's thigh from seated surface while second staff inserts leg strap. 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,</li> </ul>

	<p>use sliders.</p> <ul style="list-style-type: none"> <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 assist to roll, staff stands on either side of client with wide base of support and one foot in front of the other. Lead staff pushes/rolls client towards second staff by shifting weight up and forward. Second staff assists to guide and maintain client in place. With one side of sling draped over client, lead staff tucks half of sling under client.</li> <li>• Ask or assist client to roll client 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>• Lead staff lowers the overhead lift over client's chest (in bed) or in front of client (in sitting) so that the loops of the sling can be easily attached to the lift. <b>Note:</b> the side with the up/down button faces away from client.</li> <li>• Leg straps are positioned as appropriate for sling type (e.g., looped through and crossed). Follow any special instructions.</li> <li>• Attach appropriate loops securely based on client's size and desired position on toilet/commode (i.e., sitting). Most commonly attach longer loop at leg straps and shorter loop at shoulder straps.</li> <li>• Ensure the same level/loop colors are used on the left and right side of the body at the each location (i.e., shoulders and legs).</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>• Lead staff uses the controller to raise client just enough to clear bed or seated surface/armrests (may require lowering bed surface).</li> <li>• Ensure that all loops remain securely attached to the hanger bar and that client is properly positioned and comfortable in sling before continuing with the transfer.</li> <li>• If client is on bed, second staff guides client's legs off the bed</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, lead staff grasps onto handles of sling or hip area of sling and shifts body weight to gently guide client to the desired position over toilet/commode. Second staff moves the commode under the client and ensures brakes are applied.</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>• Lead staff lowers client using the controller, ensuring motor unit does not contact client's head.</li> </ul> <p><b>Option #1:</b> Lead staff is positioned in front of client and second staff stands behind the commode. Both staff stand with one foot in front of the other and hips and knees bent and back straight. Lead staff gently pushes on leg straps and/or client's shins while second staff holds onto handles of sling to guide the client back onto the commode. Both staff use weight shift technique (one forward, one back).</p> <p><b>Option #2:</b> Both staff stands in front of client and gently push on leg straps and/or client's shins to guide client back. Both staff 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 the 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. One person assisting may hold onto client's shin below knee to slightly raise client's thigh from seated surface while second person removes leg strap.</li> </ul>	

	<ul style="list-style-type: none"> <li>Reverse procedure to transfer client back to original surface.</li> </ul>
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<b>Responsibilities</b>
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**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.

<b>Completion and Review</b>
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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