



Safe Work Procedure (SWP)

Name of Task: SCH 1A Sliding Board w Belt

Description of Task: Transfer client from one seated surface to another using one person assist and sliding board.	
Position/Job: HCA, ISW, RA, nurse	Department/Unit: WRHA Home Care
Equipment and/or Tools Required: Proper footwear for client Sliding board Wheelchair Transfer belt May be used: electric bed, floor to ceiling pole	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 sliding board. 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 ○ Maintain sitting balance during transfer ○ Weight bear consistently and reliably through at least one arm and have adequate arm strength to slide from one seated surface to another 	
Steps to be taken to complete task safely:	
1	Set-up: <ul style="list-style-type: none"> • Position wheelchair with one side against bed or at a slight angle towards the bed. Where possible, position wheelchair so client is moving towards stronger side. Remove footrest and armrest closest to bed out of the way. • Ensure bed and wheelchair surface is equal in height or receiving surface slightly lower. Adjust bed height if required. • With client in sitting, apply transfer belt from one side and around the narrowest part of the client's waist. The transfer belt should be fastened securely.
2	Apply sliding board: <ul style="list-style-type: none"> • Ask client to lift leg closest to receiving surface and shift weight away from receiving surface. • Ask client to place sliding board under buttock so client is partially sitting on the board (approximately half of sliding board). If client unable, place sliding board under client. The rest of the sliding board should be positioned over the receiving surface.
3	Client moves between two seated surfaces: <ul style="list-style-type: none"> • Stand behind wheelchair between bed and wheelchair with one knee up on bed with a wide base of support, hips and knees bent and back straight (preferred). Alternatively, stand in front of the client. • Grasp transfer belt loops with both hands and firm closed fists, thumbs up, wrists straight and elbows tucked in. Do not slide hand/wrist through the loops on the belt. • Ask client to place one hand on far armrest of wheelchair or on top of sliding board and lean forward. Do not allow client to grip the edge of the board as it may pinch fingers. • Ask client to move across sliding board by pushing with arms and shifting weight. As client moves across board, guide client using weight shifting technique. • Remove transfer belt and sliding board.
	 <p>Option 1: Stand behind wheelchair</p>  <p>Option 2: Stand in front of wheelchair</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

Last Revision Date: February 2019