

SWP-SPH-AIR-ASSTED DEVICE LATERAL TRANSFER



Description of Task: Lateral transfer using air assisted mechanical device			
Position/Job: 2 or more Healthcare Workers (HCWs)		Department/Unit: All patient care areas	
Potential Hazards		Personal Protective Equipment Required	
<i>Risk for Injury (check all that apply)</i>		<i>Specify Type, Manufacturer, Model</i>	
<input type="checkbox"/>	Biological (puncture/spill/splash/exposure)	<input type="checkbox"/>	Head Protection:
<input type="checkbox"/>	Caught In/Under/Between Wall, Equipment	<input type="checkbox"/>	Eye Protection:
<input type="checkbox"/>	Chemical/Hazardous Substance/Medication	<input type="checkbox"/>	Hearing Protection:
<input type="checkbox"/>	Contact with Hot/Cold Object/Substance	<input type="checkbox"/>	Face Protection:
<input type="checkbox"/>	Contact with Sharp Object (not biological)	<input type="checkbox"/>	Hand Protection:
<input type="checkbox"/>	Electrical	<input checked="" type="checkbox"/>	Foot Protection: Proper Footwear
<input type="checkbox"/>	Falling or moving equipment/material	<input type="checkbox"/>	Respirator/Fit Test:
<input type="checkbox"/>	Moving machinery / parts	<input type="checkbox"/>	Body Protection:
<input checked="" type="checkbox"/>	MSI-Awkward / sustained postures	<input type="checkbox"/>	Hi Visibility Apparel:
<input checked="" type="checkbox"/>	MSI-Forceful exertions	<input type="checkbox"/>	Other:
<input checked="" type="checkbox"/>	MSI-Repetitive motions	Equipment and/or tools required to perform task	
<input type="checkbox"/>	Noise	Air-assisted Devices:	
<input type="checkbox"/>	Surfaces/Objects causing slips, trip or falls	<ul style="list-style-type: none"> • Mattress (e.g. Hover Matt™) • Riser (e.g. Hover Jack™) 	
<input type="checkbox"/>	Task requires more than 1 worker	Access to electrical outlet	
<input type="checkbox"/>	Violent, Aggressive or Reactive Behaviours	For machine operation tasks complete the following	
<input type="checkbox"/>	Working Alone or in Isolation	Machine Description and Safety Features:	
<input type="checkbox"/>	Working at Heights		
<input type="checkbox"/>	Other:		
Patient/Client/Resident Related Tasks - be knowledgeable of patient specific hazards (CARE Alert, Falls Risk, Patient Handling Assessment, Isolation Precautions, etc.)		<i>Set-up and maintenance of this equipment is only to be performed by trained/authorized staff following the manufacturer's manual.</i>	
Training and Proficiency:			
Staff who perform this task must be trained as indicated below in this safe work procedure prior to performing it. Training must be documented. This SWP must be available to staff.			
<input type="checkbox"/> Read Procedure and Sign		<input type="checkbox"/> Other Required Training: <i>Specify</i>	
<input type="checkbox"/> Demonstrated Competency		<input checked="" type="checkbox"/> Watched Video	
Responsibilities			
Manager/Supervisor or Designate: Ensure all staff are trained and that 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). Follow process for reporting hazards, injuries, occurrences and patient safety events.	
Approved by	Original Effective Date	Revised Effective Date	Reviewed Date
Provincial Workplace Safety & Health Working Group	December 2018	December 2018	January 2022

This is a controlled document. Any printed version is only accurate up to the date printed. Always refer to <https://sharedhealthmb.ca/health-providers/safety-and-health/> for the most current version.



SWP-SPH-AIR-ASSTED DEVICE LATERAL TRANSFER

This safe work procedure was created by The Provincial Workplace Safety and Health MSIP Subcommittee and will be reviewed any time the task, equipment or materials change and at a minimum of every three years from the last revision date.



Notes/Other Considerations:

1. Additional HCWs are necessary for transferring bariatric patients on air-assisted device.
2. Inspection of the air-assisted device and air supply unit should be done by HCW with every use. Any problems should be identified to your manager and the equipment removed from use until the problem is rectified.
3. For patients on Additional Precautions (isolation/blood or body fluids exposure), a single patient use air-assisted device or a disposable waterproof cover sheet would be recommended and can remain in the patient environment after cleaning for reuse on the same patient.

Steps to be taken to complete task safely

1	Remove the air-assisted device from the storage cart and lay the mattress flat beside the patient. Position mattress correctly by using head and foot indicators on the top side of the mattress.	
2	Release the buckles on the mattress and lay straps open.	
3	Place a disposable waterproof cover on the air-assisted device if required.	
4	HCWs positioned on either side of air-assisted device/patient. If on floor, kneel on one leg with back as straight as possible. If patient is on bed, stand using wide base of support with one foot in front of the other. HCWs are positioned on either side of patient. HCW#1 pushes/rolls patient towards HCW#2 by shifting weight up and forward. Other HCWs available assist with pushing patient. HCW#2 maintains patient in place while HCW#1 positions mattress under patient. Repeat on opposite side to pull mattress through.	
5	Fasten the buckles across the patient to securely maintain the patient's position on the mattress but not too tightly to constrict the patient. Monitor strap tension throughout inflation procedure.	
6	<p>Connect the air supply to the mattress and inflate.</p> <ul style="list-style-type: none"> • Position the cart with the air supply near the foot end of the mattress and plug the cord into an electrical outlet in the wall • Connect the hose to one of the two valves located at the foot end of mattress • Fasten the valve to the hose using the snap • To ensure the air supply connection is secure, attach the Velcro cover on the valve • Turn on air supply 	

SWP-SPH-AIR-ASSTED DEVICE LATERAL TRANSFER

	<p>To avoid air flow obstruction, ensure the hose is not twisted and lays parallel to the mattress.</p> 
<p>7</p>	<p>Transfer the patient onto receiving surface. HCW#1 positioned on outside edge of mattress and HCW#2 positioned on opposite side of receiving surface. If in standing, position in wide base of support and one foot in front of the other. If on the floor, kneel with back straight. HCW#1 pushes mattress onto receiving surface on an angle starting at the foot end. Once handles of mattress are within easy reach, HCW #2 guides mattress onto receiving surface. If difficult to reach, use extension straps to reduce reaching.</p> 
<p>8</p>	<p>Once the patient is safely on the receiving surface (bed/stretcher/riser), deflate and remove mattress from under patient.</p>
<p>Related Materials:</p>	
<p>References:</p>	