

## SWP-SPH-2 ASSIST OVERHEAD LIFT TRANSFER



Description of Task: Transfer of Patient with use of an overhead lift between bed/chair/commode /appropriate bath equipment			
Position/Job: Minimum of 2 Healthcare Workers (HCWs).		Department/Unit: All patient care areas.	
<b>Potential Hazards</b>		<b>Personal Protective Equipment Required</b>	
	<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 type="checkbox"/>	MSI-Awkward / sustained postures	<input type="checkbox"/>	Hi Visibility Apparel:
<input checked="" type="checkbox"/>	MSI-Forceful exertions	<input checked="" type="checkbox"/>	Other: PPE as required
<input checked="" type="checkbox"/>	MSI-Repetitive motions	<b>Equipment and/or tools required to perform task</b>	
<input type="checkbox"/>	Noise	Overhead lift, sling, chair/commode, training in how to insert a sling	
<input type="checkbox"/>	Surfaces/Objects causing slips, trip or falls		
<input type="checkbox"/>	Task requires more than 1 worker		
<input type="checkbox"/>	Violent, Aggressive or Reactive Behaviours	<b>For machine operation tasks complete the following</b>	
<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>	
<b>Training and Proficiency:</b>			
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 checked="" type="checkbox"/>	Demonstrated Competency <b>OR</b>	<input checked="" type="checkbox"/>	Watched Video
<b>Responsibilities</b>			
<b>Manager/Supervisor or Designate:</b> 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).		<b>Staff performing task:</b> 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	February 2019	February 2019	November 2022

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This safe work procedure was created by [insert information] 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:

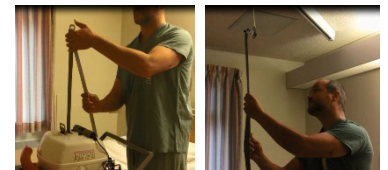
Prior to each use, ensure that the overhead lift is in proper working order and that the battery is sufficiently charged. Inspect the slings for signs of damage prior to use.

- More than 2 HCW may be required if:
  - Patient is obese or very tall
  - Low or High Muscle Tone is present
  - Behaviour interferes with care
  - Patient care equipment or devices are being used (e.g. Casts, I.V. poles)
  - Recent surgery or fracture



### Steps to be taken to complete task safely

#### **TO ATTACH A PORTABLE OVERHEAD LIFT**


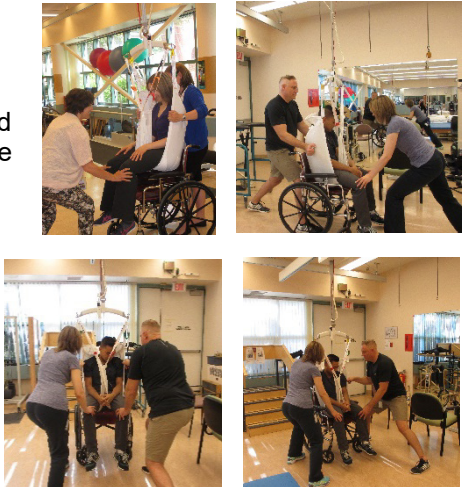
Keep motor unit on secure surface before attaching to overhead track. Ensure reacher for motor unit is properly attached. Turn on motor unit and extend the lifting strap/belt while raising the reacher bar towards the ceiling. HCW #1 stands with wide base of support and keeps elbows close to body. Avoid raising arms above shoulder height if possible. Once the lifting strap/belt is long enough to ensure motor is not lifted, hook onto overhead lift as per manufacturer's instructions.



### THE FOLLOWING STEPS FOR TRANSFERING A PATIENT APPLY TO A FIXED AND PORTABLE OVERHEAD LIFT

<b>1</b>	Position bed at waist height of the shortest person with the brakes applied. HCWs are positioned on opposite sides of bed with the sling correctly placed under the patient.
<b>2</b>	Position the overhead lift directly over the patient's torso. Align the hanger bar as per manufacturer's instructions. Lower the hanger bar so that the sling can be easily attached to the lift. <div style="display: flex; justify-content: space-around; margin-top: 10px;">   </div>
<b>3</b>	Leg straps are positioned as appropriate for sling type, (e.g. looped through and crossed). Follow manufacturer's instructions and/or patient care plan.
<b>4</b>	Choose appropriate loops based on patient's size and desired position. Ensure the same level/color loops are used on the left and right side of the body at each location (i.e. shoulders or hips). Securely attach loops to hanger bar. If using clip attachments, ensure sling is attached when audible click can be heard. Do not use sling if click sound is not present.
<b>5</b>	Review plan to ensure the patient equipment (pump/tube etc.) remains with the patient during the transfer. Encourage patient to cross their arms to prepare for transfer.
<b>6</b>	HCW #1 and 2 stand near the patient in a wide base support with hips and knees bent and back straight. HCW #1 uses the controller to raise the patient just enough to clear the bed surface (lower the bed and/or release air from mattress as needed). Once tension is applied to the strap, ensure that loops remain securely attached to hanger bar. HCWs ensure that the patient is properly positioned and comfortable in the sling before continuing with the lift/transfer.

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7	<p>Ensure brakes are on receiving equipment. With elbows tucked in and wrist straight, HCWs gently guide patient to the desired position over receiving equipment.</p>	
8	<p>Ensure the patient is centered over the receiving equipment. HCW #1 lowers the patient using the controller. When lowering to chair it may tip slightly back, this corrects when patient comes close to seat. If patient is being lowered in a tilt chair, pre-position in tilt.</p> <p><b>Option #1</b> HCW #1 may be positioned in front of patient and gently push on leg straps and/or patient's shins towards back of chair. HCW #2 is positioned behind the chair and grasps sling to gently guide the patient back into the chair.</p> <p><b>Option #2</b> HCWs stand in front of chair facing patient. HCWs gently push on leg straps and/or patient's shins</p>	
9	<p>Once patient is positioned correctly in the chair/commode, unhook sling from lift. Remove sling as indicated in care plan.</p>	
10	<p>Reverse the procedure to transfer patient from chair/commode into bed.</p>	
<p><b>Related Materials:</b></p>		
<p><b>References:</b></p>		