

SWP-SPH-EMERGENCY EVACUATION – TRANSFER BED TO FLOOR



Description of Task: Lowering patient from bed to floor in an emergency evacuation			
Position/Job: 2 or more Healthcare Workers (HCW) recommended		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 type="checkbox"/>	MSI-Repetitive motions	Equipment and/or tools required to perform task	
<input type="checkbox"/>	Noise	Bed mattress, fitted sheet, pillow, additional friction reducing devices (i.e. slider sheets, top sheet, slings, as available)	
<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	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	July 2019	July 2019	January 2022

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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:

To only be used for patients who are dependent for bed mobility and transfers (e.g. unable to walk with assist, use wheelchair, use stretcher, or bed to safety or use evacuation equipment).



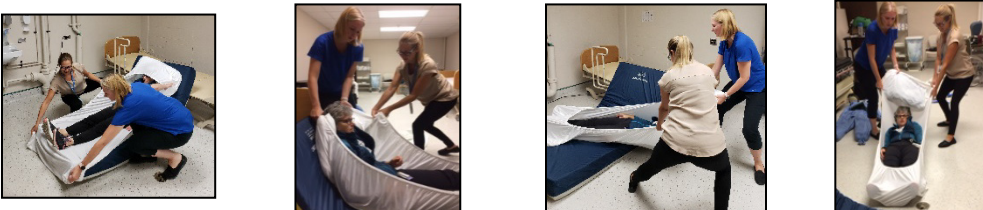
More than 2 HCWs may be required if:

- Patient has obesity
- 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

Throughout the procedure ensure the patient is centered on the mattress and they do not roll off the mattress.

This procedure should be used only when there is imminent danger, where the risk of the event outweighs the risk of the transfer, and there is no other procedure or equipment available.

Steps to be taken to complete task safely

1	Ensure bed is moved allowing for adequate space on either side for HCW's. Lower bed to lowest available position. Ensure brakes are engaged on bed. Bed rail lowered as able.	
2	HCW#1 stands at foot of bed. HCW#2 stands at the head of the bed on the opposite side, both with wide base of support, bending at hips and knees, and keeping the back straight throughout procedure. HCW#1 and #2 grasp corners of mattress and work together to spin mattress completely sideways on the frame.	
3	HCWs push and pull to slide bottom end of mattress off edge of bed to the ground. Patient should be in a semi-seated position.	
4	HCWs loosen fitted sheet corners and wrap around patient keeping pillow in place. HCWs on the same side of mattress grasp corners of sheet at head end of patient and pull patient off mattress. Protect patient's head and carefully drag the patient to safety using the sheet. Additional friction reducing devices may be used under fitted sheet if available.	

Related Materials:

References: