

SWP-SPH-FLOOR LIFT TRANSFER



Description of Task: Transfer from one surface to another with floor lift and sling			
Position/Job: Minimum of 2 Healthcare Workers (HCW)		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	Mechanical floor lift (appropriate weight capacity), Sling appropriate for patient, training in how to insert slings.	
<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 checked="" type="checkbox"/>	Demonstrated Competency	<input 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

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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:

- Patient should be properly assessed for ability and potential concerns in using this lift.
- More than 2 HCWs 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
- Never leave the patient unattended in a lift.




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

Note: Mechanical lifts are designed for short distance transfers only (e.g. bed to chair).

Steps to be taken to complete task safely

1	Position bed so that there is enough room to maneuver. Apply brakes on chair/receiving surface and/or bed. Remove chair footrests. Lower bed side rails if needed. If possible, adjust bed to waist height of shortest HCW. HCWs are positioned on opposite sides of the bed with the sling correctly placed under the patient.
2	Open floor lift so base is as wide as possible. Insert under bed frame or around chair base. Brakes do not need to be applied for the duration of the transfer.
3	Leg straps are positioned as appropriate for sling type, (e.g. looped through and crossed). Follow manufacturer's instructions and/or patient care plan.
4	Align the hanger bar as per manufacturer's instructions. Lower the hanger bar so that the sling can be easily attached to the lift. Use appropriate loops based on patient's size and desired destination position (refer to care plan). 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.
	
5	Ensure any equipment (pump/tube etc.) attached to patient is moved to receiving surface with the lift during the transfer. Encourage patient to cross their arms to prepare for transfer.
6	HCW #1 starts to raise lift. Raise the patient just enough to clear the bed surface (lower the bed and/or release air from mattress as needed) and check that the patient is properly positioned and comfortable in the sling before continuing with the lift/transfer. Once tension is applied to the strap, ensure that loops remain securely attached to hanger bar. HCW #2 guides patient's legs off bed.

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<p>7</p>	<p>Both HCWs stand with a wide base of support, elbows at sides, holding handle(s) of lift. HCW #1 & #2 guides the floor lift and patient towards the receiving surface. If additional HCWs are required, they can assist with guiding the lift. Position chair/receiving surface under lift and apply brakes on receiving surface.</p> <div style="display: flex; justify-content: space-around;">   </div>
<p>8</p>	<p>HCW #1 lowers patient until straps are loose to remove without difficulty. Keep hanger bar away from patient's head.</p> <p>If lowering onto chair:</p> <p>Option #1</p> <p>HCW #1 may be positioned in front of patient and gently push on leg straps and/ or patient's shins while HCW #2 is pre-positioned behind the chair and uses the handles on the slings to guide the patient back into the chair.</p> <p>Option #2</p> <p>HCWs stand in front of chair facing patient. HCWs gently push on leg straps and/or patient's shins.</p> <p>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, position in tilt.</p> <div style="text-align: right;">  </div>
<p>9</p>	<p>Once patient is positioned correctly, unhook sling from lift. Remove sling as indicated in care plan.</p>
<p>10</p>	<p>Reverse the procedure to transfer patient back to original surface.</p>
<p>Related Materials:</p>	
<p>References:</p>	