

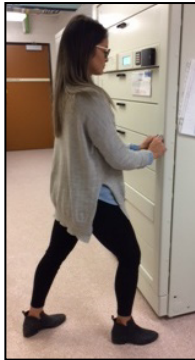

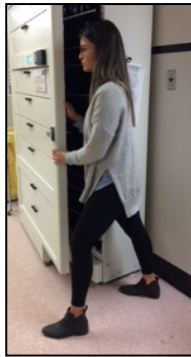



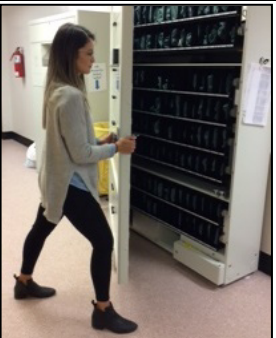


SWP-MMH-LOADING SCRUBS INTO SCRUBEX LARGE VOLUME DISPENSER

Description of Task: Loading scrubs into ScrubEx Large Volume Dispenser			
Position/Job: 1 Healthcare Worker (HCW)		Department/Unit: Women's Hospital Unit Lennox Bell LB 115	
Potential Hazards		Personal Protective Equipment Required	
	<i>Risk for Injury (check all that apply)</i>		<i>Specify Type, Manufacturer, Model</i>
<input checked="" 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:
<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: Isolation precautions if necessary
<input type="checkbox"/>	MSI-Repetitive motions	Equipment and/or tools required to perform task	
<input type="checkbox"/>	Noise	Clean scrubs delivered to Scrub Ex Large Volume Dispenser Receiver in linen cart Keys and/or pass code if required Step Stool if required	
<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 checked="" type="checkbox"/>	Other: Pinch Points		
Patient/Client/Resident Related Tasks - be knowledgeable of patient specific hazards (CARE Alert, Falls Risk, Patient Handling Assessment, Isolation Precautions, etc.)		Set-up and maintenance of this equipment is only to be performed by trained/authorized staff following the manufacturer's manual.	
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 checked="" type="checkbox"/> Read Procedure and Sign <input checked="" type="checkbox"/> Other Required Training: or observation			
<input type="checkbox"/> Demonstrated Competency			
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.	

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Approved by	Original Effective Date	Revised Effective Date	Reviewed Date
Provincial Workplace Safety & Health Working Group	February 3, 2023	February 3, 2023	February 3, 2023
This safe work procedure was created by Provincial Safe Work Procedure Committee 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:			
Steps to be taken to complete task safely:			
1	Unlock the main access door. Ensure you are facing the latch head on, using the thumb and all fingers and the wrist is kept as straight as possible.		 
2	To release the main access door, face the latch head on, use a wide base of support, one foot forward and one foot back, grasp the latch with both hands, and shift your weight from the front leg to the back leg in a slow and controlled manner.		 
3	To open the main access door, move to the side of the door, with a wide base of support, one foot forward and one foot back, and shift your weight from the back leg to the front leg in a slow and controlled manner.		 
4	Place the linen cart a few steps away from the ScrubEx Large Volume Dispenser.		

5	<p><u>Option 1:</u> From the linen cart, take one scrub top and bottom of the necessary size, fold the scrubs together and place into the appropriate slot with the folded side down. Get as close as possible to the ScrubEx Large Volume Dispenser when loading.</p> <p><u>Option 2 (for rows 4 to 6):</u> With good body mechanics, pull compartment out from the ScrubEx Large Volume Dispenser around elbow height. From the linen cart, take a small number of scrub tops and bottoms specific to the chosen slots. Place scrubs on top of open compartment. Fold the scrubs together and place into the slot with folded side down. Close compartment once filled. Stand with a wide base of support, hips and knees bent, back straight when loading the lower compartments.</p>	 
6	<p>If necessary, use a step stool when placing scrubs into slots that are located over shoulder height. When loading the lower compartments below waist level, bend at the hips and knees and keep the back straight.</p>	
7	<p>Once all compartments have been loaded, reset the load panel and close the main door using a wide base of support and shift your weight in a slow and controlled manner.</p>	
Related Materials:		
References:		