




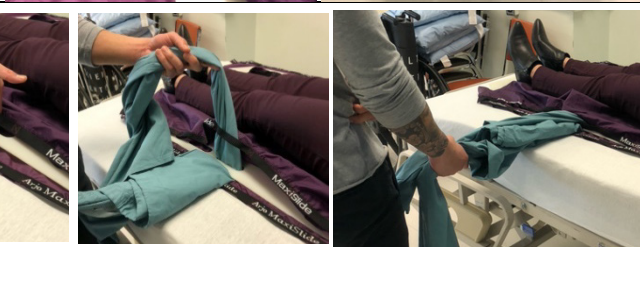
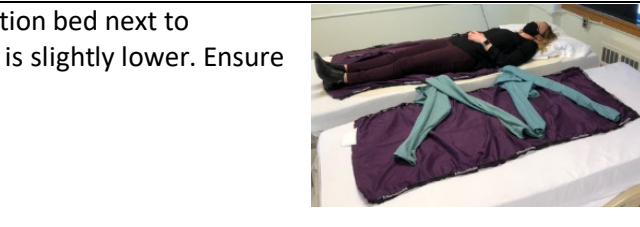


SWP-SPH-HARD BOARD INSERTION WITH SLIDERS

Description of Task: Surface to surface (eg. Bed/stretchers/table, etc.) transfer using 3 full length slider sheets and hard board.			
Position/Job: 2 or more Healthcare Workers (HCW's)		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 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:
<input type="checkbox"/>	MSI-Repetitive motions	Equipment and/or tools required to perform task	
<input type="checkbox"/>	Noise	3 Slider Sheets, extension strap or equivalent, hard board, training on how to insert slider sheets. Appropriate footwear required. Isolation precautions if required	
<input type="checkbox"/>	Surfaces/Objects causing slips, trip or falls		
<input checked="" type="checkbox"/>	Task requires more than 1 worker		
<input checked="" 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: N/a	
<input type="checkbox"/>	Working at Heights		
<input checked="" type="checkbox"/>	Other: Signs and symptoms of a musculoskeletal injury (MSI) can include pain, burning, swelling, stiffness, numbness/tingling, and/or loss of movement or strength in a body part. Report these to your supervisor.		
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 type="checkbox"/> Read Procedure and Sign		<input type="checkbox"/> Other Required Training:	
<input checked="" type="checkbox"/> Demonstrated Competency			
Responsibilities			

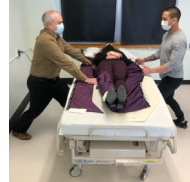
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Manager/Supervisor or Designate: Ensure all staff are trained and that duties are performed in accordance to training, established health and safety regulations, guidelines, policies and procedures (e.g. following safe work procedures).		Staff performing 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
Provincial Workplace Safety & Health Working Group		April 2022	January 2022
This safe work procedure was created by Provincial MSIP Safe Work Procedure group, 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:			
More than 2 staff may be required if: <ul style="list-style-type: none"> ○ Greater than minimal assistance is required by each HCW. Additional procedures and/or equipment may be required (eg. Mechanical lift, repositioning sling) ○ Low or high muscle tone is present ○ Behavior interferes with care ○ Patient care equipment or devices are being used (e.g. casts, I.V. poles) ○ Recent surgery or fracture. (e.g. hip precautions) etc. 			
1	Ensure brakes are engaged on bed. Place the surface flat and position at the waist height of the shortest person. If available, lift siderail on opposite side, otherwise have a third HCW positioned on opposite side. HCWs on same side will position the hard board between the two sliders until it meets resistance.		
2	HCW #1 and #2 are positioned at the patient's hip and shoulder on the same side. Use a wide base of support with one foot in front of the other. Use one hand to hold the top slider and other to grab outer edge/handle of hard board. Angle the hard board slightly downwards toward the mattress. At the same time HCWs will weight shift from back foot to front to insert the hard board underneath the patient.		

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3	<p>To completely position the hardboard under the patient, HCW #2 will stand on opposite side of bed and pull the hard board while HCW#1 holds the top slider.</p>	
4	<p>Insert extension straps (or substitute) through the hard board and loops of top slider only at the level of the shoulder and hip. Larger and/or taller patients can also have an extension strap at the knee as needed.</p>	
5	<p>Place a third slider on the receiving surface and position bed next to receiving surface. Adjust receiving surface so that it is slightly lower. Ensure brakes are engaged on the bed.</p>	
6	<p>Ensure any equipment (pump/tube etc.) attached to patient is moved to receiving surface prior to transfer.</p>	
7	<p>Use wide base of support with one foot in front of the other. HCW #1 (left in photo) will place one hand on the patient's shoulder and the other hand on the patient's hip. HCW #2 (right in photo) can assist by grasping the extension straps near the shoulder and hip</p>	
8	<p>Ask the patient to cross their arms if able. When both HCWs are in the correct position, they will move at the same time. Ensure proper weight shift. HCW #1 pushes the patient towards HCW #2, HCW #2 pulls extension straps to slide patient onto receiving surface.</p>	

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9	Separate surfaces, HCW#2 removes extension straps. HCW#1 holds onto the top slider, HCW#2 pulls onto the hard board slider to remove it from under the patient. Transfer patient back to the bed by repeating steps 3-8. Remove slider sheets and hard board after the patient is transferred back to the bed. Slider sheets are always removed before the HCWs leave the bedside.	
Related Materials:	Note: This task will be monitored periodically to ensure compliance and safety. This safe work procedure will be reviewed any time the task, equipment or materials change and at a minimum of every three years from the last revision date.	
References:		