

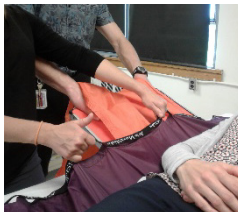


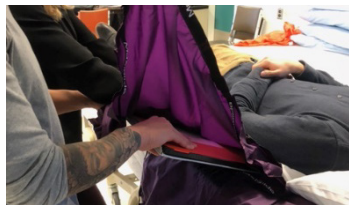








SWP-SPH-X-RAY PLATE INSERTION

Description of Task: Insertion of x-ray plate in lying or sitting			
Position/Job: 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 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	2 slider sheets	
<input type="checkbox"/>	Surfaces/Objects causing slips, trip or falls	1 small slider tube or folded slider sheet	
<input type="checkbox"/>	Task requires more than 1 worker	1 x-ray plate	
		Training how to insert/remove slider sheets	
		Appropriate footwear for HCW. Isolation precautions if required	
<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 checked="" type="checkbox"/> Read Procedure and Sign		<input type="checkbox"/> Other Required Training: <i>Specify</i>	
<input 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.	

SWP-SPH-X-RAY PLATE INSERTION

Approved by		Original Effective Date	Revised Effective Date	Reviewed Date
Provincial Workplace Safety & Health Working Group		February 2021	February 2021	January 2022
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:				
<ul style="list-style-type: none"> To only be used for patients who are dependent for bed mobility and cannot move to allow for x-ray plate insertion with portable x-ray machine HCWs must stay with patient while slider sheets are in place More than 2 staff may be required if: <ul style="list-style-type: none"> Greater than minimal assistance is required by each HCW 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 (e.g. Hip precautions) 				
Steps to be taken to complete task safely: Option 1 - Patient in lying				
1a	Ensure bed is flat and sliders are underneath patient. HCWs stand on same side of bed/stretcher. Ensure brakes are applied and lower side rails if present. Position surface at waist height of shortest HCW.			
1b	HCW #1 places x-ray plate inside of small slider tube or folded slider sheet. The closed end of the tube will face the patient (direction of movement) or folded end of sheet if using slider. <div style="display: flex; justify-content: space-around; align-items: center;">   </div>			
1c	HCW #2 pulls top slider sheet to ensure it is tight when inserting x-ray plate. X-ray plate is placed between two slider sheets. <div style="display: flex; justify-content: space-around; align-items: center;">  </div>			

SWP-SPH-X-RAY PLATE INSERTION

1d	HCW #1 holds directly onto x-ray plate (do not hold on to slider tube) at a slight downward angle to the bed with palms down. HCW #1 is positioned with a wide base of support, one foot in front of the other.	
1e	While HCW #2 continues to hold top slider sheet tight, HCW #1 pushes x-ray plate downwards toward underneath the patient.	
1f	Adjust x-ray plate position as necessary by either adjusting small slider tube/slider sheet under patient or by using the top slider sheet to reposition patient.	
1g	Remove x-ray plate by pulling gently on the bottom portion of the small slider tube/slider sheet to draw out the plate. Maintain control of the x-ray plate to prevent dropping. Remove slider sheets.	
Steps to be taken to complete task safely: Option 2 - Patient in sitting		
2a	Position bed at waist height of the shortest HCW with brakes applied. Raise the head of the bed to the desired height for proper patient positioning during the scan.	
2b	Both HCWs insert slider sheets under patient to the low back.	  
2c	Repeat steps 1b-1g to insert x-ray plate.	  
2d	Remove x-ray plate by pulling gently on the bottom portion of the small slider tube/slider sheet to draw out the plate. Maintain control of the x-ray plate to prevent dropping. Remove slider sheets.	

SWP-SPH-X-RAY PLATE INSERTION



Related Materials:	
References:	