



Policy

Saskatoon & Area - Occupational Health & Safety

Number: 60-001-01

Title: TLR: Transfer, Lifting & Repositioning

Saskatchewan Employment Act:

OHS Regulation: 3-6, 6-15, 6-18, 31-3, 31-4

Date: January 1, 2017

Date Revised/Reaffirmed: December 30, 2021

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Purpose

- To ensure safe techniques are used for all material handling tasks and client moving
- To prevent injuries to workers while performing material handling tasks and client moving
- To promote minimal manual handling through maximum equipment use

Roles and Responsibilities

Employer must ensure:

- That any worker who is to engage in the lifting, holding or transporting loads is to receive appropriate training in safe methods of lifting, holding and carrying of loads
- No worker shall engage in the manual lifting, holding or transporting of a load that, by reason of its weight, size or shape, or by any combination of these or by reason of the frequency, speed or manner in which a load is lifted, held or transported, is likely to be injurious to the worker's health or safety
- All supervisory staff will be TLR General and Client Moving trained to ensure an understanding of the procedures and approved techniques

Manager/Supervisor must ensure:

- That roles and responsibilities of all workers are being met, as well as applicable legislation and/or standards
- Safe work procedures are written and followed
- They are trained in TLR General and Client Moving to ensure an understanding of the procedures and approved techniques
- No worker shall engage in the manual lifting, holding or transporting of a load that, by reason of its weight, size or shape, or by any combination of these or by reason of the frequency, speed or manner in which a load is lifted, held or transported, is likely to be injurious to the worker's health or safety

Worker must ensure:

- They are trained in and follow the safe work procedures
- They are trained in and use appropriate equipment available when moving any loads or clients

- They do not engage in the manual lifting, holding or transporting of a load that, by reason of its weight, size or shape, or by any combination of these or by reason of the frequency, speed or manner in which a load is lifted, held or transported, is likely to be injurious to the worker's health or safety
- They report to their manager/supervisor and the Safety Alert System/Incident Report Line any incidents or near misses involving lifting, handling or carrying of loads

Orientation & Training

- TLR General and Client Moving

Materials

- Appropriate equipment to move any loads or clients

Non-Compliance/Breach:

Non-compliance with this policy will result in a review of the incident. A review for non-compliance may result in disciplinary action, up to and including termination of employment or privileges; fines and /or prosecution of individuals under the Saskatchewan Employment Act and OHS Regulations.

References

- SHA TLR Policy: <https://documentfinder.saskhealthauthority.ca/en>
- [Saskatchewan Association for Safe Workplaces in Health, Resource Manual: TLR Transferring, Lifting, Repositioning 2011](#)

Review Dates:

January 1, 2017

May 15, 2018

December 30, 2021