



## Policy

Saskatoon & Area - Occupational Health & Safety

**Number:** 60-001-01

**Title:** TLR: Transfer, Lifting & Repositioning

**Saskatchewan Employment Act:**

**OHS Regulation:** 17, 78, 81, 469.1, 470

**Date:** January 1, 2017

**Date Revised/Reaffirmed:** May 15, 2018

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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 Regional TLR Policy: <https://www.saskatoonhealthregion.ca/about/RWPolicies/7311-60-011.pdf>
- Saskatchewan Association for Safe Workplaces in Health, Resource Manual: TLR Transferring, Lifting, Repositioning 2011

Review Dates:

January 1, 2017

May 15, 2018