



Saskatchewan Health Authority

Procedure

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

Procedures

Manager/Supervisor:

- Ensures all workers as a part of their job duties involves material handling or client moving, is trained in TLR General and Client Moving
- Provides training updates every three years and corrective action as indicated
- Ensures policies and procedures applicable to the unit's needs are in place
- Ensures workers demonstrates compliance to the policies and procedures
- Provides adequate and regularly maintained equipment as needed
- Ensures a copy of Saskatchewan Association for Workplaces in Health (SASWH) TLR Resource Manual is readily accessible to all workers

Workers

- Attends TLR General and Client Moving training (if applicable) during Orientation Week as well as re-evaluations every three years or every year as selected by unit, department or facility policy
- Complies with the TLR General and Client Moving techniques and procedures for all material handling tasks and client moving
- Informs supervisor if equipment requires maintenance
- Provides input into program reviews and audits
- Report any material handling related hazards or injuries to manager/supervisor and call Safety Alert System/Incident Report Line

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: SHA Policies, Violence Management <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