



Procedure

Saskatoon & Area - Occupational Health & Safety

Number: 60-001-04

Title: TLR: Patient Handling

Saskatchewan Employment Act:

OHS Regulation: 469.1, 470

Date: January 1, 2017

Date Revised/Reaffirmed: June 7, 2018

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Purpose

The purpose of this procedure is to establish and follow the processes to ensure safe work practices while safe patient handling

Procedure

Manager/Supervisor:

- Use the Onboarding procedure to register new staff for training
- Contact OHS by submitting request to OHSINTAKE@saskatoonhealthregion.ca, to register staff that have not been previously trained in TLR®
- OHS provides patient handling training for new hires through Welcome on Board Week (WOW) and other workers not previously trained. See TLR® program
- Provide orientation and training of any patient handling equipment or procedure not included in the initial TLR® program training
- Ensure risks are identified through the job safety analysis and assessment and either eliminated or managed as per preventative and protective measures above
- Provide appropriate supervision as per OHS Regulation 469.1 to ensure workers follow TLR® and any other safe work practices around patient handling
- Facilities Management follows a Preventative Maintenance schedule for patient handling equipment as well as providing repairs to equipment as required between scheduled Preventative Maintenance
- Re-evaluations for trained employees are to be carried out regularly as required by SHA, either 1.5 hours per year using E-Learning Part A, B, C, followed by a practical component or 4 hours every 3 years to review all modules and perform a practical component with updates provided yearly by the department TLR® trainers
- The OHS Department will monitor new equipment available on the market to ensure leading practice, best quality and thereby safest equipment is being brought forward for potential purchase and use
- The OHS Department together with the Materials Management Department and Occupational Health Committees lead in equipment trials and use budget as available to purchase equipment appropriate in quality and quantity based on feedback from front line staff, assessment of areas needing equipment and types of patients to be moved

Worker:

- Follows safe work practices, including completing Initial Client Mobility Risk Assessment and Re-Assessment of Client Mobility Risks as required, using proper body mechanics, using equipment as required, following model procedures, and ongoing communication as required
- Report any incidents or near misses due to patient handling to their manager/supervisor and the Safety Alert System/ Incident Reporting Line
- Follow department procedure when equipment is in need of repair

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

- [Saskatchewan Association for Safe Workplaces in Health – TLR Program](#)

Review Dates:

January 1, 2017

June 7, 2018