

	<p><b>POLICY</b></p> <p>Number: 7311-60-011  Title: Transfer, Lifting and Repositioning - Safe Moving And Client Handling</p>
<p>Authorization</p> <p>[ ] President and CEO  [X] Vice President, Finance and Administration</p>	<p>Source: Director, Worksafe and Employee Wellness  Cross Index:  Date Approved: April 11, 2002  Date Revised: December 1, 2011  Date Effective: December 5, 2011  Date Reaffirmed:  Scope: SHR and Affiliates</p>

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**Overview**

The Saskatoon Health Region’s Transfer, Lifting and Repositioning Program (safe moving and client handling) is in compliance with Section 17, 78, 81, 469.1 & 470 of the Occupational Health & Safety Regulations, 1996.

**DEFINITIONS**

**All Staff means** SHR employees, practitioner staff, professional staff, affiliates, contractors, vendors, students and volunteers.

**Client means** patients in acute care, residents in long term care, and individuals receiving care in the community.

**Lifting means** moving a client or object from one surface/location to another surface/location when:

- the client is unable to bear their own body weight.
- the client is mentally and/or physically unable to assist or cooperate enough to perform a safe move.
- mechanical lifting equipment is not suitable or available and the worker can perform the manual lifting technique with the object in the appropriate situation in accordance with the specific object moving technique criteria.

**Procedure means** written directions describing steps to be taken or the mode of action to be followed by workers. The printed directions must be made easily accessible to workers, i.e. TLR Resource Manual, SHR OH&S Policy and Program Manual.

**Repositioning means** shifting, moving and/or adjusting the client’s entire body weight or an object on the same surface or between two surfaces of equal height.

**Safety lead** means a trained and competent person (supervisor or charge nurse) who is knowledgeable about and experienced in techniques for safe mobilizing, lifting, holding, turning, positioning and transferring patients, residents, clients and/or object moving.

**Technique means** a specific procedure or method of performing a pre-determined task which has been practiced and performed to a level of displayed competence.

**Train means** to give information and explanation to a worker on a particular subject matter and requires a practical demonstration by the worker to demonstrate the acquired knowledge or skill related to the subject matter.

**Transferring means** to **assist** a client to move from one surface/location to another surface/location:

- It is a dynamic and cooperative action between the client and worker(s).
- The client is able to bear their own body weight through part or parts of their body.

## 1. PURPOSE

The purpose of this policy is to establish safe moving and handling requirements to be used by all SHR staff when lifting, repositioning or transferring clients and/or objects.

## 2. PRINCIPLES

### 2.1 Critical Elements of Safe Moving and Client Handling:

- Preventative equipment maintenance
- Consistent and competent supervision
- Policies and procedures for consistent application
- Competent and ongoing assessment

2.2 Consistent application of safe moving and handling techniques and procedures minimize or eliminate the risk of musculoskeletal injuries that result from ineffective client and/or object moving.

## 3. POLICY

3.1 The Saskatoon Health Region (SHR) has adopted Saskatchewan Association of Safe Workplace in Health (SASWH) Transfers, Lifts, and Repositioning (TLR) program for safe moving and client handling.

3.2 All departments conducting safe client and object handling shall have a SASWH TLR Resource Manual.

3.3 Lifting requires

- A minimum of two workers.
- Mechanical equipment must be used when lifting a client.
- Mechanical equipment may be used for objects depending on the assessment based on the size/shape/position, weight, texture, contents, vertical/horizontal distance to be moved, frequency/repetition, handles, balance and temperature of the object.

- 3.4 Repositioning requires
- Clients: A minimum of two workers and use of a repositioning device.
  - Mechanical equipment may be used for repositioning objects depending on the assessment as explained above under lifting in bullet number three.
- 3.5 Transferring requires transfer belts to be in place during hands on transfers.

EXCEPTIONS OR OTHER THAN BASIC APPROVED TECHNIQUES are appropriate in:

- Emergency evacuations
  - Pediatric Areas
  - Other areas in consultation with TLR instructors
- 3.6 All supervisory staff shall be trained in the TLR program requirements.
- 3.7 All workers shall be trained in approved procedures/techniques.
- 3.8 All departments where safe client and object handling requires modified procedures/techniques shall be done in consultation with OH&S and the modified procedure/techniques placed in their department section of the SHR OH&S Program Manual.
- 3.9 The technique to be used for client moves shall be clearly visible to staff, and named appropriately and documented.

#### 4. ROLES AND RESPONSIBILITIES.

##### 4.1 Manager/Supervisor/Charge Nurse

- 4.1.1 Ensure all staff is trained in safe client moving and/or object handling.
- 4.1.2 Ensure compliance to TLR requirements.
- 4.1.3 Ensure any modified procedures/ techniques applicable to the program are in place.
- 4.1.4 Ensure unit/department has a designated trainer (may be shared between small units/departments/programs).
- 4.1.5 Ensure that staff is aware of the Safety Lead/Supervisor/Charge Nurse in the unit/department 24-7.
- 4.1.6 Ensure re-certification for all unit trainers every three years. Re-evaluations for staff are required every three years. This maybe achieved in several ways : completing one part of the required theory (either Part A,B or C)that is available on E-learning or with the TLR program lesson plan and demonstrating the practical required component annually or completing all 3 Parts (A,B,C) and demonstrating all applicable practical required components once every 3 years.)
- 4.1.7 Ensure all appropriate equipment is available and in working order.

## **4.2 All Staff**

- 4.2.1 Participate fully in training sessions and ensure certification is maintained.
- 4.2.2 Complete an assessment for each client and object prior to every move.
- 4.2.3 Comply with approved TLR procedures and techniques.
- 4.2.4 Perform equipment safety checks prior to use and report to the supervisor/safety lead any malfunctions.

## **4.3 Occupational Health and Safety**

- 4.3.1 Ensure Regional TLR Instructors provide training and recertification for regional trainers.
- 4.3.2 Ensure Regional TLR Instructors are participating members of the SASWH Provincial TLR Working Group
- 4.3.3 Provide TLR training for all new hires.
- 4.3.4 Conduct audits and evaluations for the TLR program
- 4.3.5 Provide resources for department specific modified procedure/techniques.
- 4.3.6 Recommend and approve equipment in consultation with the Occupational Health Committee, workers, and managers.
- 4.3.7 Provide analysis and reports of injuries to Departments and Occupational Health Committees.

## **4.4 Occupational Health Committee**

- 4.4.1 Review all injuries related to client and object handling; to be aware of TLR challenges in work areas when doing inspections and to provide recommendations for injury prevention
- 4.4.2 Participate with OH&S in equipment evaluation and trials.

## **5. POLICY MANAGEMENT**

The management of this policy including policy education and amendment is the responsibility of the Director, Worksafe and Employee Wellness and the monitoring and implementation of this policy is the manager/supervisor responsibility.

## **6. NON-COMPLIANCE/BREACH**

Non-compliance with this policy will result in a review of the incident. Repeated non-compliance may result in disciplinary action, up to and including termination of employment and/or privileges with SHR.

## **7. REFERENCES**

Saskatchewan Association for Safe Workplaces in Health, Resource Manual: TLR Transferring, Lifting, Repositioning 2011

The Occupational Health and Safety Act, 1993 and The Occupational Health and Safety Regulations, 1996. (Regulations: 17, 78, 81, 469.1 and 470)