






GUIDELINE		SAFE WORK AREA LAYOUT	
Team Name / Team Lead: SCHIPP Team, Regional Director Staff Development, Infection Prevention and Control	Approved By: Vice President – Planning, Innovation, Quality, Patient Safety and Risk	Issue Date: June 29 2016	Review Date: December 20 2017 Revised date: January 2 2018
<p>Potential Hazards:</p> <ol style="list-style-type: none"> 1) If guideline not followed, there is a risk for awkward bending, reaching and over-extension, which can lead to a musculoskeletal injury. 2) Depending on the workload, repetitive motions may be a factor. 3) Client or Caregiver may slip, trip and fall. 4) Client may grab or strike from reactive or defensive behavior. 5) Microorganism Transmission <p>Signs and symptoms of a musculoskeletal injury (MSI) can include pain, burning, swelling, stiffness, numbness/tingling, and/or loss of movement or strength in a body part. Report to supervisor.</p>		<p>Personal protective equipment / devices required / other safety considerations:</p> <ul style="list-style-type: none"> ➤ Assistive devices such as side rail, trapeze bar ➤ Appropriate Footwear for Caregivers ➤ Clothing that allows Caregivers movement ➤ Routine Practices; Additional Precautions as assigned <p>Training:</p> <ul style="list-style-type: none"> ➤ Initial Orientation and regular review ➤ Minimum of 3 year review or as required <p>Resources:</p> <ul style="list-style-type: none"> ➤ Follow Manufacturer's Instructions for equipment ➤ SCHIPP.M1.001 Module 1 	
<p>Supportive Information:</p> <ul style="list-style-type: none"> ➤ A safe work area is required to protect Caregivers from ergonomic risk factors, which are commonly present when insufficient space exists for Client handling tasks. These guidelines will help protect Clients and Caregivers from exposure to unsafe work conditions. 			
		<p>Client Rooms:</p> <ul style="list-style-type: none"> ➤ While it is encouraged that Clients personalize their rooms, there should be clear areas around the perimeter of beds of Clients who require two Caregiver assist with care and positioning. This space should exist so that Caregivers can use safe body mechanics to carry out Client handling techniques and easily maneuver mechanical lifting and standing devices. ➤ Layout of furniture and Client's personal effects is an important consideration to ensure a safe work space. The Care team, Clients and Families should be involved in achieving a safe work area. ➤ Any safe work issues can be referred to the care team and may be forwarded to the local Workplace Safety and Health committee. 	

 	<p>Furniture in Client Rooms:</p> <ul style="list-style-type: none"> ➤ If any safety concerns exist relating to the layout of the Client's room, the Nurse will consult OT/PT for recommendations if required. ➤ Chairs should be a correct height, (not too low or high) to enable Client to participate at their maximum ability. Chairs should have armrests that provide a stable surface to push off from when transferring and provide support when resting. Power lift chairs can be a good tool for promoting Client independence. Space on both sides of the chair is required if Caregiver assist or equipment is required. Swivel rocking chairs are not advised for Clients with impairments in transferring ability. ➤ Furniture should be arranged so that there is sufficient space around the bed for Clients who require two Caregiver assist with care. ➤ Unsafe items such as cords and rugs should be cleared from all mobility and transfer paths. ➤ If available, it is recommended that Clients who require two Caregiver assist for bed mobility have an electric bed so adjustments can be easily occur to use safe body mechanics. ➤ Bed should have a clearance of at least 15 cm to allow lift equipment to roll underneath, if applicable.
	<p>Client Bathrooms:</p> <ul style="list-style-type: none"> ➤ If bathrooms are small and inaccessible, making safe body mechanics and equipment use difficult, the Client should be transferred/lifted to a commode and then wheeled over the toilet or, if appropriate, use at bedside. The use of urinals and bed pans can reduce the amount of Client handling when appropriate. Long handled sponges, hand held showers, are tools to reduce over-reaching in tub areas. ➤ Minimum recommended space is required for Caregivers, Clients and equipment. ➤ A bathroom should have adequate grab rails/transfer pole/safety frame installed to assist the Client with transferring to/from the toilet/tub if required. ➤ Appropriate bath seat equipment allows for a safe transfer and bathing experience.
	<p>Hallway Space:</p> <ul style="list-style-type: none"> ➤ Equipment is stored so that clear mobility paths exist and are not impeded by Client handling equipment or linen and laundry carts. ➤ Lifts should be stored with brakes locked.
	<p>Layout Monitoring:</p> <ul style="list-style-type: none"> ➤ Caregivers need to perform periodic audits of room/bathroom layout. Any issues identified and brought forth by Caregivers should be forwarded to the Peer leader team to review at team meetings.

Employers must ensure that workers are trained and follow this guideline.
 This procedure may be monitored to ensure compliance and safety.
 Failure to follow this safe work procedure will increase use of manual lifting, awkward postures and forceful exertions.
 This increases the risk obtain, stiffness and injury to the back, neck and arms of Caregivers.
 REPORT ANY HAZARDOUS SITUATION TO SUPERVISOR

Work Area Recommendations in a Client's Room

