




SCHIPP.M5.002

| SAFE WORK PROCEDURE   |   | MECHANICAL FLOOR LIFT:<br>TWO MINIMUM ASSIST  |   |
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| Team Name / Team Lead:<br>SCHIPP Team, Regional Director<br>Staff Development, Infection<br>Prevention and Control  | Approved By:<br>Vice President –<br>Human Resources | Issue Date:<br>June 29 2016   | Review Date:<br>December 20 2017<br>Revised date:<br>January 2 2018 |
| <p><b>Potential Hazards:</b></p> <ol style="list-style-type: none"> <li>1) If procedure not followed, there is risk for awkward postures and overextension which can lead to musculoskeletal injury.</li> <li>2) Depending on the workload, repetitive motions may be a risk.</li> <li>3) Client or caregiver may slip, trip and fall.</li> <li>4) Client may grab or strike from reactive or defensive behavior.</li> <li>5) Microorganism Transmission</li> </ol> <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.<br/>Report these to your supervisor.</p> |   | <p><b>Personal protective equipment / devices required / other safety considerations:</b></p> <ul style="list-style-type: none"> <li>➤ Mechanical Floor lift and Manufacturer specific sling: ensure in working order, battery charged and aware of operation of buttons/manual controls.</li> <li>➤ Slider if required</li> <li>➤ Appropriate Footwear for Caregivers</li> <li>➤ Clothing that allows Caregivers movement</li> <li>➤ Open back clothing for Client to assist with care needs</li> <li>➤ Routine Practices; Additional Precautions as assigned</li> </ul> <p><b>Training / Reference Information:</b></p> <ul style="list-style-type: none"> <li>➤ Initial Orientation and regular review</li> <li>➤ Training on use of sliders and or slings for repositioning</li> </ul> <p><b>Resources:</b></p> <ul style="list-style-type: none"> <li>➤ Follow Manufacturer's Instructions for equipment</li> <li>➤ <a href="#">SCHIPP.M1.001 Module 1</a></li> <li>➤ Video <a href="#">SCHIPP.RES.847 Mechanical Floor Lift Two Minimum Assist</a></li> </ul>   |   |
| <p><b>Client Criteria and Supportive Information:</b></p> <ul style="list-style-type: none"> <li>➤ May be uncooperative and may not follow instruction.</li> <li>➤ May have poor arm, trunk and leg strength and may have limited ability to assist.</li> <li>➤ May have poor balance.</li> <li>➤ May be unable to weight bear or factors may make a weight bearing transfer unsafe or the use of a sit-stand lift.</li> <li>➤ Additional Caregivers may be required based on Client's assessment (e.g. weight, behavior, tone and/or pain).</li> </ul>   |   |   |   |
| <p><b>Steps to perform this task safely:</b></p>  |   |   |   |
|    |   | <p><b>Set Up</b></p> <ul style="list-style-type: none"> <li>➤ Position equipment (bed/ chair) so that there is enough room to move for both Caregivers. Apply brakes on bed. Remove footrests. Lower side rails if needed.</li> <li>➤ If possible, adjust height of bed to waist height of shorter Caregiver.</li> </ul> <p><b>Apply Sling in Bed:</b></p> <ul style="list-style-type: none"> <li>➤ Ideally and to reduce Caregiver force, Client is positioned on a slider, use slider to roll and position sling or insert sling between slider to avoid rolling if more than minimal force is required. To manually roll a Client, Client should be able to help.</li> <li>➤ First Caregiver weight shifts forward, elbows at sides, roll Client using minimal force, at hip and shoulder onto side. Second Caregiver holds Client while first Caregiver places sling halfway under Client at tailbone up to shoulders.</li> <li>➤ Repeat by rolling Client in opposite direction. Sling is straightened and centered. Leg straps are positioned as appropriate for Client, (looped through and crossed, or crossed if want opening to close up when lifted).</li> </ul> |   |



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|   | <p><b>Position Lift and Attach Sling:</b></p> <ul style="list-style-type: none"> <li>➤ Open floor lift base as wide as possible. An empty floor lift can be moved with one Caregiver, but when Client in the lift, two Caregivers move the lift together.</li> <li>➤ One Caregiver responsible for operating lift, other for supervising Client.</li> <li>➤ Raise head of bed, so Client's head is supported and distance is reduced between sling and hanger bar so it easier to attach straps.</li> <li>➤ Position hanger bar over Client's trunk. Attach sling to hanger bar as per care plan. Keep straps wrinkle free. Ask Client to cross their arms.</li> <li>➤ If lift has loops or clips, securely attach on hanger bar holder, same both sides.</li> <li>➤ Ensure any equipment (pump/tube etc.) attached to Client is moved to receiving surface with the lift during the transfer.</li> </ul> |
|   | <p><b>Lift Client:</b></p> <ul style="list-style-type: none"> <li>➤ Raise lift, once there is tension on loop straps, re-check, to ensure they are secure in base of holder and all the sling loops correspond on both sides.</li> <li>➤ Support Client's head as needed and ensure leg straps do not pull up on Client.</li> <li>➤ Raise Client/lower bed to clear buttocks and heels if possible.</li> <li>➤ Caregiver moves to side of bed with lift, to guide Client's legs off bed.</li> <li>➤ If legs are difficult to move, put a slider under to assist with sliding across bed.</li> </ul>   |
|   | <p><b>Move Lift to Destination:</b></p> <ul style="list-style-type: none"> <li>➤ Both Caregivers push and guide floor lift together to move Client away from one surface to receiving surface. Stand with a wide stance, elbows at sides, holding sides of lift and sling stepping with feet.</li> <li>➤ Position receiving surface under lift until front of chair seat is behind Client's legs and apply brakes.</li> </ul>   |
|   | <p><b>Lower Client with Lift:</b></p> <ul style="list-style-type: none"> <li>➤ When lowering to chair it may tip back, this corrects when Client comes close to seat. If Client is being lowered in a tilt chair, pre-position in tilt. For some chairs, lower Client from side of chair with armrest off.</li> <li>➤ Caregiver at front may guide Client to back of chair by pushing on leg straps or below knees. Caregiver at back may guide at sides of sling at Client's hips.</li> <li>➤ Ensure lift moves back slowly once Client's buttocks are on seat.</li> <li>➤ Lower Client until seated and until straps can be removed without difficulty.</li> <li>➤ Keep hanger bar away from Client's head, by moving lift back and/or wheelchair</li> </ul>  |
|   | <p><b>Comfort and Positioning:</b></p> <ul style="list-style-type: none"> <li>➤ If not positioned well, raise Client and together reposition so centered and at the back of the chair. Remove sling straps from hanger bar.</li> <li>➤ Remove sling from under Client as per care plan.</li> <li>➤ Ensure Client is comfortable and positioned properly.</li> <li>➤ Reverse procedure if lift is from wheelchair to bed.</li> </ul>   |
| <p><b>Managers/Supervisors:</b> ensure all duties are performed in accordance to training on the Safe Work Procedure, established health and safety regulations/guidelines, policies and procedures (e.g. following safe work procedures) to ensure the staff member, co-workers and clients are safe.</p> <p><b>Staff performing task:</b> perform task in accordance to training on the Safe Work Procedure and established health and safety regulations. Notify Manager or supervisors of all occurrences, injuries, illnesses or safety and health concerns which are likely to harm themselves or others. Ensure work is completed safely for co-worker, client and personal safety.</p> <p><b>Note:</b> this task will be monitored periodically to ensure compliance and safety</p> |   |