GUIDELINES and SAFE WORK PROCEDURES

Purpose:

To define SAFE acceptable transfer methods for tenants and employees.

Principles:

- Tenants may direct employees within the parameters of each transfer method.
- Tenants will direct transfers with the employees and their own safety in mind.
- Employees will perform all transfers with the tenant's and their own safety in mind.

Principles of Good Body Mechanics:

Bend hips and knees. The legs do the actual lifting; the arms are used to hold the tenant securely against the body.

Keep the spine straight. To provide support to the spine, tighten your abdomen and tilt the pelvis forward. Practice holding tummy in and breathe naturally. During your count of 1,2,3 – when you say 2, tighten your abdominal muscles until the task is completed.

Keep a wide base. Feet should be shoulder width apart side by side or in a walking stance.

Hold the tenant or object close to the body. To maintain control of the weight and to minimize stress on the arms and lower back, move/hold the tenant towards your center of gravity/body.

Position feet in the direction of the lift. Head, body, arms and feet always point in the same direction, toward the lift. To minimize use of the back and to maximize use of legs during lifting, remember to transfer weight from one leg to the other, either side to side or front to back, depending on the direction of movement. Moving your feet to turn will minimize strain on the knees and prevent twisting of the spine. (Your nose & toes should point in the same direction).

Appreciate your limits. If you do not feel you can safely perform a lift or transfer, ask if there is another safe way or suggest what you feel is a safe way. There are situations that will need to be evaluated on a case by case basis, for example:

- Style and height of furniture, i.e. beds, commode.
- Room arrangement.

Wherever possible, attempt to have your elbows in, chin in and shoulders back.

Terms of Relevant Terminology

Terms

Reposition – procedure where a tenant is moved to a new position on the same surface

→ e.g., repositioning in bed or while seated

Lift – procedure used to carry the entire weight of a tenant (attendants will never manually carry the entire weight of a tenant).

→ e.g., mechanical lift

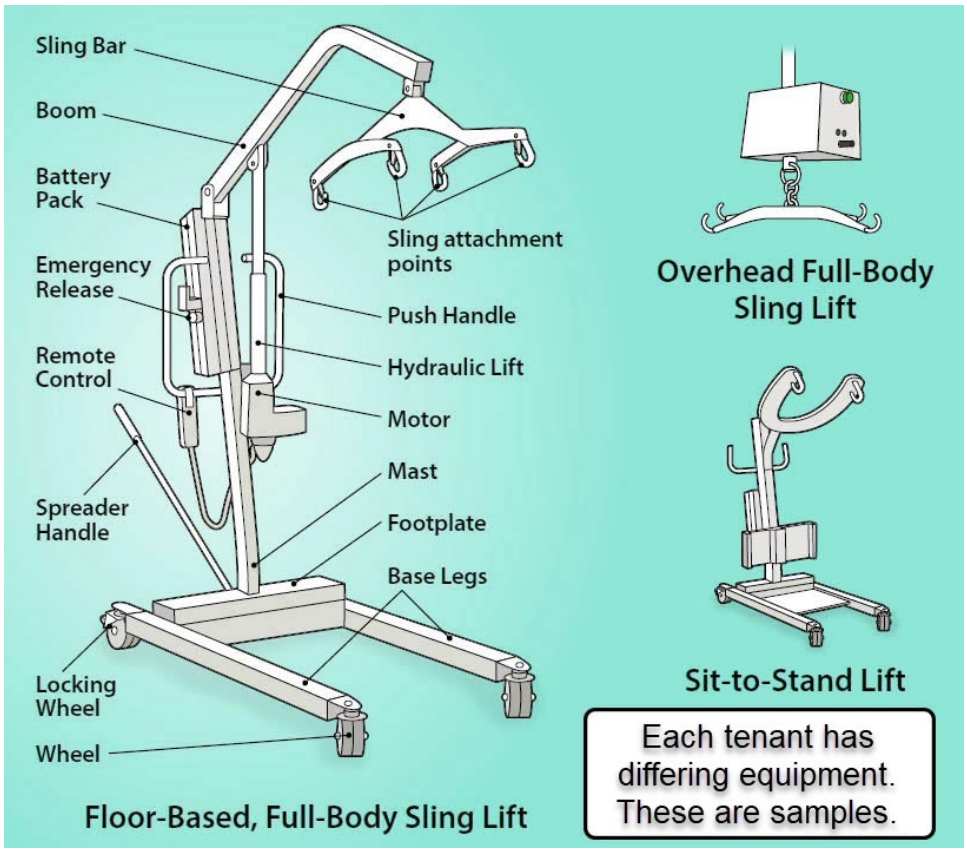
Transfer – procedure used to assist a tenant, from one surface to another.

→ e.g., bed to wheelchair

Mechanical Assisted Transfer (i.e. Hoyer/Sara/Ceiling)

The use of a mechanical device is indicated when:

- The tenant is unable to consistently or reliably bear weight through his/her upper and lower limbs in order to assist in the sit-to-stand portion of the transfer.
- The tenant is unable to consistently or reliably bear all or part of his/her weight when standing in the upright position and throughout the pivot portion of the transfer.
- Tenant requiring a lift from the floor.
- There is no other safe method of transfer.



Weight Bearing

For the purpose of transfer assessment, “weight bearing” is defined as the tenant’s ability to reliably and consistently:

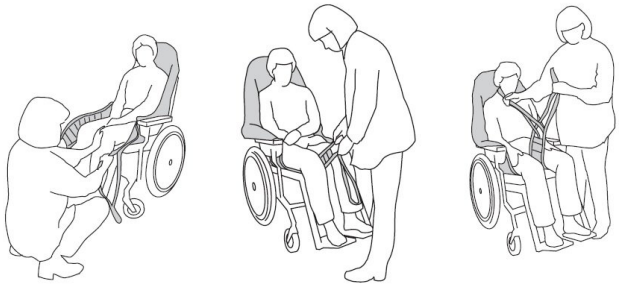
- Bear weight through his/her upper and/or lower limbs in order to assist from sitting to standing.
- Support body weight through his/her lower limbs when in an upright position.
- Maintain weight-bearing through the step around, shuffle, or sliding portion of the transfer.

Approved Transfer Methods

You can review the Ten Ten Sinclair Housing Training Videos for more detailed demonstrations.

Mechanical Assisted Transfer

1. Position the sling on the tenant by tucking and rolling the tenant to get the sling under their back. Make sure to flatten any creases in the material as this can cause the tenant discomfort.
2. Ensure leg straps are crossed. (Right side leg strap goes under the leg and connected to the left side of the sling attachment points).



3. With the legs of the open and locked, use the steering handle to push the tenant lift into position.
4. Lower the tenant lift for easy attachment of the sling.



- Using the steering handle, move the lift away from the bed or chair.
- When moving the tenant lift away from the bed or chair, turn the tenant so that he/she faces the attendant operating the tenant lift.
- Press the DOWN button lowering tenant so that his feet rest on the base of the lift, straddling the mast. Close the control valve.

SAFETY NOTE: When putting on the sling, ensure you have proper body stance including having your feet shoulder width apart. Ensure the bed is at the correct level so you do not need to bend over to reposition the tenant.

Two person transfer with mechanical device

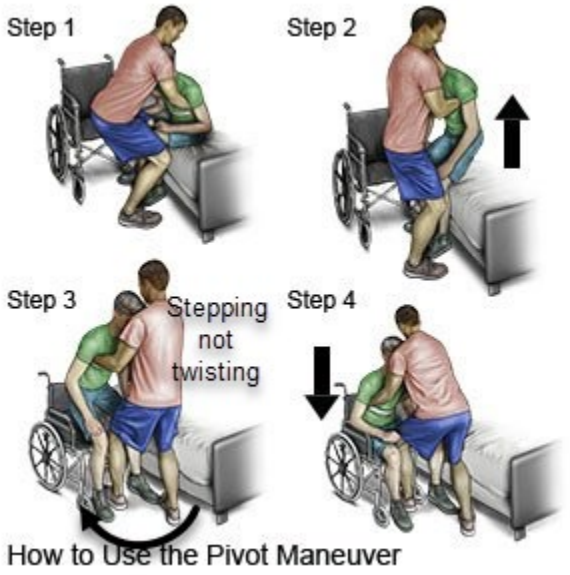
This transfer is done in a similar manner to the one person mechanical transfer. This transfer will have an attendant on either side of the tenant. Depending on the position of the tenant, they will be either on the right and left or in-front of and in-back of the tenant. The steps of the transfer are the same.

The Step Around Transfer (formerly the Pivot Transfer)

Physical assistance is provided by one employee throughout the transfer. The tenant is able to assist from sitting to standing. He/she is then able to maintain weight bearing when standing and throughout the stepping or shuffle portion of the transfer.

For the purpose of a transfer, the ability to pivot is described as the tenant being able to turn with assistance on one or both feet around a central point while reliably and consistently maintaining weight bearing. The step around transfer is usually toward the tenant's stronger side.

- Both feet are able to take small steps in a semi-circular pattern.



How to Use the Pivot Maneuver

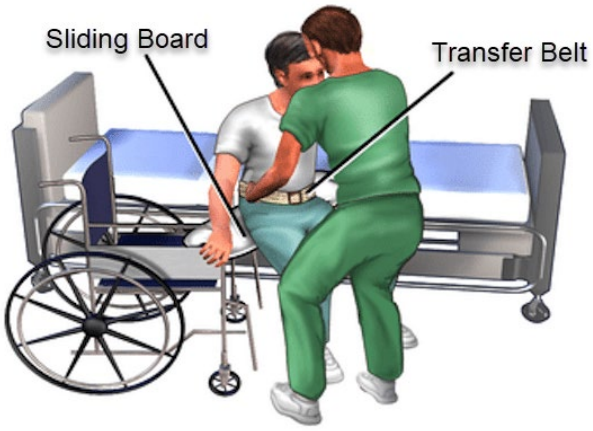
SAFETY NOTE: When performing this transfer, ensure you have proper body stance including having your feet shoulder width apart. Make sure you are stepping around by moving your feet in the direction of the transfer. Never twist your waist or back to perform the transfer.

Sliding Transfers

The environment must be set up so that both transfer surfaces are equal in height or lower than the surface they are coming from.

a) **With a board**: The tenant must maintain a sitting balance through the upper limbs in order to move the body across from one surface to another. The employee assists to move the hips up and over from one surface to another

b) **Without a board**: The tenant must weight bear through the upper limbs while the employee assists to move the hips up and over from one surface to another.



SAFETY NOTE: When performing this transfer, ensure you are moving your feet in the direction of the transfer. Never twist your waist or back to perform the transfer. Never use your back when lifting the tenant in the assistance of the transfer, lift with your legs.

Cradle Transfer

This method calls for the tenant to be cradled in the arms of the employee. This transfer can only be performed if assessed by the WRHA or other appropriate sources. See your supervisor for guidance if required.

This transfer is grandfathered in for one remaining tenant. This transfer will not be approved for any future tenants or current tenants requesting this transfer.

SAFETY NOTE: When performing this transfer, ensure you have proper body stance including having your feet shoulder width apart. Never twist your waist or back to perform the transfer. Never use your back when lifting the tenant in the assistance of the transfer, lift with your legs.

When is a Transfer Complete?

A transfer is not complete until the tenant is safely and securely in their new position. The appropriate positioning and draping (pillows, etc.) of the tenant must be completed. All necessary equipment (e.g., remote control, phone, door control, etc.) needs to be placed within the tenant's reach.

Transfers Summary

Always ask the tenant for direction on any of these transfers!

Provided the instructions are a safe method, follow their instructions.

These guidelines are general ones and exceptions may apply in certain situations. Rationale for any exceptions will be outlined clearly in the tenant's assessment. The goal of all recommendations is to ensure that the lifts and transfers performed are safe for ALL involved.

All transfers must be assessed by the WRHA or other appropriate sources.

There may be some variances on all transfer/repositioning techniques, always remember to use proper body mechanics when performing duties as directed for example – bend the hips and knees, straight back, elbows in, shoulders back, chin in, wide walking stance, tighten abdomen, pelvic tilt and wear proper shoes.

Videos on how to perform transfers can be found at:

https://tenten.mb.ca/safety