

Ingersoll Support Services Inc.

Policy: Safe Transfers and Lifts	Policy # HS 12 Section: Health and Safety
Reviewed and Effective: June 28 2017 Date of Origin: March 19 2009	Ministry requirement - OHSA
<i>ISSI recognizes the hazards to both persons supported and employees related to the activities of personal handling. The organization recognizes their responsibilities under the Occupational Health and Safety Act to take every precaution reasonable under the circumstance to protect workers and is committed to providing a safe and healthy working environment for both employees and persons supported. The organization is committed to developing an effective training program and providing necessary personal handling equipment.</i>	

Procedure:

Goals

- Promote and support service-user and employee safety
- Decrease employee physical demands related to personal handling tasks and associated musculoskeletal injury risk
- Prevent service-user and employee personal handling related injury

Objectives

- Ensure all persons supported are assessed for their mobility status and that safe personal handling procedures are selected
- Ensure the consistent application of safe personal lift, transfer and repositioning techniques
- Ensure all caregivers continually review all risk factors related to personal mobility
- Provide adequate personal handling program equipment
- Ensure provision of safe personal devices such as mechanical lifts, transfer and repositioning devices
- Ensure caregivers have the appropriate training and skills with respect to personal mobility assessment, personal handling techniques and use of all available assistive or mechanical devices

This policy and procedure applies to all management and employees who are responsible for persons supported that require application of routine or emergency personal handling activities such as personal transfers, lifts and repositioning.

This is a health hazard that is a result of exposure to musculoskeletal injury risk factors such as force, repetition, awkward and static postures related to personal handling activity.

Definitions:

Lift: A procedure used to support and carry the entire weight of a person from one surface to another. A lift is used to move a person who is physically unable to weight-bear through his/her arms or legs, and/or is mentally unable to co-operate in the procedure. A lift may be accomplished manually by at least two caregivers or mechanically using a lifting device.

Lateral Slide: A procedure used to move a reclined person from one flat surface horizontally to another flat surface. The person is unable to weight-bear through their arms or legs and/or is mentally unable to co-operate with the procedure. The person may not be able and/or permitted to sit or use a mechanical lifting device. Friction-reducing sliding devices such as slider sheets, slider boards, air mattress technologies, mechanized or powered platform devices should be used when appropriate.

Transfer: A procedure used to assist a person to move from one surface to another. The person must be able to weight-bear through at least one leg or both arms, and mentally able to co-operate and follow instructions. Assistive devices, such as a transfer belt, transfer board, transfer disk or sit-stand equipment etc. should be used when appropriate.

Repositioning: A procedure used to move a person to a new position on the same surface such as up in bed or in a chair. The person may or may not assist in the procedure. Friction-reducing devices such as repositioning sheets should be used when appropriate.

Assessment

Physical Demands Analyses (PDA) are to be completed for each person supported on an annual basis, or sooner as deemed necessary. Through this analysis, all persons supported will be assessed to determine whether and to what extent assistance is required to aid the individual in their everyday movement. When a supported individual is deemed to require a level of assistance which poses a health hazard to staff, he/she will be assessed by a competent person to determine safe personal handling procedures and techniques to move persons supported requiring assistance. Mechanical lifts or lateral slide devices shall be used for persons supported who are unable to weight bear and require a lift or lateral slide procedure to move from one

surface to another (i.e. commode to chair). Refer to definitions. Persons supported that are unable to weight bear shall not be manually lifted. Assistive devices are to be used where appropriate for personal transfers and repositioning (i.e. transfer boards, repositioning devices etc.).

All workplace parties are required to comply with the outlined policy and procedures.

Roles and Responsibilities:

Employer

- Ensure the development and maintenance of the personal handling program
- Provide necessary human and fiscal resources (i.e. equipment, training)
- Enforce the policy and procedures
- Annually evaluate and update the program
- Take every reasonable precaution for the protection of the worker and person

Supervisors/Managers

- Ensure all employees are trained at hire and ongoing on the following:
 - Personal handling policy and procedures
 - General prevention (i.e. risk factors, proper body mechanics etc.)
 - Safe personal handling techniques and assessment of change
 - Safe operating procedures of personal handling equipment including pre-use inspection of mechanical devices in accordance with manufacturer guidelines
- Ensure that a Physical Demands Analysis (PDA) is completed for all new persons supported within 24 hours of admission to services. A personal mobility assessment should be arranged as soon as practical if deemed necessary
- Ensure personal mobility assessments are conducted by a trained and competent person (i.e. Occupational Therapist or equivalent)
- Ensure reassessments are conducted when there is a change in mobility status
- Ensure appropriate technique is communicated in the personal profile and to employees responsible for personal handling activities
- Maintain equipment as outlined by the manufacturer that is under their authority
- Ensure pre-start up and pre-use inspections of equipment are conducted
- Enforce program through regular monitoring strategies (i.e. observation, management planned inspections, performance appraisal etc.)
- Conduct accident/incident investigations of personal handling
- Take every reasonable precaution for the protection of the worker and person

Employees

- Comply with policy and procedures at all times
- Participate in regular training as established by the organization
- Adhere to the designated lift/transfer status as identified on each person's care plan
- Report any unsafe acts, hazards, equipment problems, change in personal mobility status or any other untoward issue immediately to the supervisor and/or manager or health & safety representative
- Report any incidents, accidents and near misses to the supervisor and/or manager immediately and co-operate in the investigation as required by management

Joint Health and Safety Committee (JHSC)

- Review incident/accident data related to personal handling
- Inspect personal handling activities as part of the monthly workplace inspection process
- Review the personal handling policy and program annually
- Make recommendations in writing to management as required

Communication

Supervisors shall communicate the requirements of this standard to all newly hired and existing staff. This standard will be made available to all staff in the Health and Safety manual.

Training

Mandatory training will be provided to all new staff and existing staff that are required to perform personal handling activities and this will include:

- musculoskeletal disorder awareness and prevention
- policy and procedures and compliance expectations
- personal handling assessment and change in mobility status
- communication and documentation
- practical training on the organizations accepted personal handling techniques, pre-use inspections and the safe operation of equipment and devices

Staff will be trained in site specific personal issues and equipment by the Supervisor. Mandatory ongoing review training will be provided to all staff on a regular basis. Records of training will be documented and maintained by Human Resources or manager.

Personal handling Techniques and Equipment

- Employees performing personal handling must be trained and are required to follow the standard procedures outlined by the facility for personal transfer, lateral slide, lift and repositioning or other procedures to ensure safe and consistent performance of personal handling techniques
- The employer will obtain necessary equipment based on the Physical Demands Analysis and/or Personal Mobility Assessment and/or identified corrective actions after an investigation
- Staff using personal handling equipment must be trained and use the equipment as outlined in standard operating procedures and the manufacturers' guidelines

Pre-use Inspection of Equipment

Designated and trained employees will be responsible to:

- change the personal handling equipment batteries as outlined in the manufacturer guidelines
- conduct and document a pre-use inspection of mechanical equipment and the slings using a pre-use inspection form. Inspections must be completed and documented at least as often as at the beginning of each shift

Any unsafe equipment and/or sling shall be reported to the supervisor and/or manager, tagged defective and removed from service immediately. If required the equipment shall be locked out.

Preventive Maintenance of Equipment

All equipment will be maintained in safe operating condition.

- A designated manager will oversee the equipment preventive maintenance program. Complete and accurate documentation of the personal handling equipment preventative maintenance program will be maintained and available for review by internal and external authorities
- Preventive maintenance on all mechanical personal lift equipment shall be carried out as recommended in the manufacturer guidelines (i.e. annual load testing and inspection)

Infection Control and Cleaning

- Supervisors will ensure a process is in place that addresses the proper cleaning and where required disinfection of the mechanical lifts and devices. Also refer to

manufacturers' guidelines

- All slings shall be laundered as per manufacturers' guidelines
- Any soiled slings shall be removed from service until laundered
- Personal handling lifts and devices being used for persons with infection control precautions must be disinfected as per facility policy and procedure

Reporting and Investigation Hazards, Accident and Incidents

- All employees are required to report personal handling hazards, accidents and incidents promptly to their supervisor
- Supervisors shall investigate to determine immediate and root cause of the event, and implement appropriate and timely corrective actions
- The hazard, accident or incident will be reported on the appropriate reporting and investigation forms
- Supervisors will ensure that the reports and investigation documents are completed within the required reporting timelines and submitted to management
- Summary of personal handling hazards, accidents and incidents will be made available for review by the JHSC

Purchasing of Equipment and Devices

- The Manager will oversee the purchase of personal handling equipment and devices, once the purchase has been approved by the employer
- The type of equipment to be purchased will be based on the Physical Demands Analysis and/or Personal Mobility Assessment

Evaluation

This program will be evaluated annually, in consultation with the JHSC as well as stakeholders. Management will consider recommendations and approve the program revisions as required. Qualitative and quantitative program indicators will be collected in a timely manner by management. Indicators may include but are not limited to:

- Employee and service-user incidents/accidents related to personal handling
- Near misses/hazard reports
- Completion of pre-use equipment inspections, maintenance inspections etc.
- Planned monthly inspections – auditing of worker practice
- Training attendance and training evaluations, etc.

Any changes to the program will be documented and communicated to all affected staff and management in a timely manner.