

PATHWAYS ABILITIES SOCIETY

POLICY: LIFT AND TRANSFER POLICY

Applies to: All Personnel, Volunteers and Individuals Receiving Service

Original Approval Date: September 10, 2018

Date Board Approved: September 19, 2019

Replaces Policy Dated: September 10, 2018

Board Member's Signature

PREAMBLE

Manual lifting may occur when workers lift, transfer or reposition individuals we support.

Definitions:

Lift refers to the lifting of the whole or a large part of the weight of the individual you are supporting.

Transfer refers to the lifting of the whole or large part of the weight of a person you are supporting from one surface to another.

Reposition refers to the movement of an individual you are supporting on the same surface.

Mechanical lifting equipment refers to equipment used to lift, transfer or reposition individuals supported. Examples include portable base lifts, ceiling lifts and stand assist lifts.

Handling aids refers to equipment used to assist with lifting, transferring, or repositioning tasks. Examples include gait belts with handles, stand assist aids, slide boards, and low-friction slide devices.

Handling tasks refers to the use of mechanical equipment and transfer procedures to lift and move individuals

POLICY

Pathways Abilities Society will ensure the safety of the people we support, while maintaining a safe work environment for employees. To achieve this, Pathways Abilities Society adopted a no-lift policy when supporting individuals. The aim of the no-lift policy is to eliminate manual lifting of people we support in all but exceptional or life-threatening situations.

To accomplish this, support workers must assess high-risk handling tasks in advance to determine the safest way to accomplish them. Approved mechanical lifting equipment and aids are available to staff and must be used to avoid the manual handling of individuals we support except when absolutely necessary (for example in a medical emergency). All mechanical lifts and transfers completed at the Activity Service requires two staff present.

Pathways Abilities Society will:

- Support the implementation of this policy.
- Supply sufficient mechanical lifting equipment and handling aids so workers have access to them when necessary to safely support individuals.
- Supply acceptable storage locations for mechanical lifting equipment and handling aids.
- Ensure that mechanical lifting equipment is maintained regularly and in proper working order.
- Seek assistance when necessary for new and updated lift and transfer protocols from Interior Health, Health Services for Community Living and/or other qualified health professional.
- Investigate all incidents in which injuries result from handling tasks.
- Maintain incident reports and supplemental injury statistics, as required by Commission on Accreditation of Rehabilitation Facilities (CARF) and WorkSafe BC.

Supervisors and/or Managers will:

- Ensure that handling tasks are assessed as soon as an individual enters our service and update periodically or when there is a change in the functional abilities of an individual we support.
- Ensure that handling tasks are assessed before transfers, lifting, and repositioning, and that these tasks are completed safely, using approved mechanical lifting equipment and handling aids and appropriate techniques where necessary.
- Ensure that mechanical lifting equipment and handling aids are available, maintained regularly, in proper working order, and stored conveniently and safely.
- Ensure that staff complete initial and ongoing training, as well as any training required if staff demonstrate need and/or non-compliance with this handling policy.
- Ensure staff have sufficient access to appropriate mechanical lifting equipment and handling aids.
- Ensure that lift and transfer protocols from Interior Health, Health Services for Community Living and/or other qualified health professionals are up to date and reflect any change in the functional status of the individuals we support.
- Investigate all incidents in which injuries result from handling tasks.
- Maintain incident reports and supplemental injury statistics, as required by CARF and WorkSafe BC.

Employees will:

- Comply with this policy.
- Complete training upon hire, and as required to correct unsafe work practices and ensure that they understand safe handling procedures when supporting individuals.
- Avoid hazardous support techniques (e.g. manual lifting) whenever possible, except when manual lifting is absolutely necessary (for example a medical emergency).
- Where necessary, assess individuals they are supporting before conducting handling tasks.
- Use approved mechanical lifting equipment and handling aids during performance of handling tasks in accordance with instructions and training.
- Notify supervisors as per policy and procedure of injuries sustained while performing handling tasks.

- Notify supervisors of a need for retraining in the use of mechanical lifting equipment, handling aids, and lifting or moving techniques.
- Notify supervisors of mechanical lifting equipment or handling aids in need of repair.
- Where applicable, adhere to lift and transfer protocols developed by Interior Health, Health and Services for Community Living and/or other qualified health professionals and inform supervisors if the protocol needs to be updated or does not reflect a change in functional ability in the individual they are supporting.

Individuals who require lifts or transfers will:

- Provide up-to-date protocols from Interior Health, Health Services for Community Living and/or other qualified health professional.
- Notify Pathways of any changes to mobility and/or lift and transfers needs.
- Provide handling aids specific to the person.