

## **TRANSFERRING, LIFTING, REPOSITION GUIDELINES**

### **Background**

Prairie South School Division shall strive to ensure that each student and staff member is provided with a safe environment. To this end, Prairie South Schools has established procedures and guidelines for the use of transferring, lifting, and repositioning students. The following guidelines are adapted from the Transferring Lifting Repositioning (TLR®) program© which was developed by Saskatchewan Association for Safe Workplaces in Health. This program was designed to manage and eliminate risks for students and staff that are associated with lifting, transferring, and repositioning students.

**Definitions** (Transferring Lifting Repositioning (TLR®) program© Trainer's Guide – 4<sup>th</sup> Edition, 2016)

### **Transfer, pulling and pushing wheelchairs**

- a. Moving from one surface to another surface/location
- b. Dynamic, cooperative action between worker(s) and student
- c. The student can bear their own weight through part(s) of the body

### **Lift (Manual and Mechanical)**

- a. When moving from one surface/location to another surface/location
- b. The student cannot bear their own body weight
- c. Student is unpredictable with physical and/or cognitive performance

### **Reposition**

- a. Shifting, moving or adjusting the student's entire body weight on the same surface or between two surfaces of equal height
- b. Most often requires a minimum of two staff

When repositioning a student, workers require aides such as repositioning sheets and may also require the use of mechanical equipment.

### **Procedures**

#### **1. Expectations**

- 1.1 All staff use good posture and safe body mechanics during lifts, transfers, and repositions.

- 1.2 All staff must complete a risk assessment including a self risk assessment (e.g. physical status, emotional status, training and experience, communication skills, workload), environmental risk assessment (e.g. potential for violence/aggression, room, lighting, distractions, working surface), equipment risk assessment (e.g. accessibility, capacity, quality, design, manufacturer's intended use), and client mobility risk assessment (e.g. students' communication, cognitive, emotional, and behavioral, medical and physical and functional status).
- 1.3 The staff and student are safe at all times.
- 1.4 Two staff are near the student at all times when using a mechanical lift or when the student is unpredictable.
- 1.5 Proper equipment is in place and safe at all times throughout the move.
- 1.6 Staff should not be lifting students.
- 1.7 All staff that are required to transfer, lift, or reposition students are encouraged to attend a Transferring Lifting Repositioning (TLR®) program© when it is next offered.
- 1.8 All manual lifts must be first instructed by an Occupational Therapist.
- 1.9 A mechanical lift is used / assigned if:
  - i. The student cannot bear their own body weight and weighs over 35lbs
  - ii. The student is uncooperative or unpredictable with physical and/or cognitive performance
  - iii. The staff working with the student are not able to or are not comfortable using a manual lift.
- 1.10 School staff are expected to contact the Superintendent of Learning if:
  - i. A new student is enrolled in the school and requires assistance with transfers, lifts, or repositions.
  - ii. A current student's body weight increases to over 30lbs; this allows for adequate time for an Occupational Therapist to assess the student, choose the proper lift and recommend the proper equipment.
  - iii. A current student's medical or cognitive status changes, affecting the transfer, lift or reposition.
  - iv. A staff member has concerns regarding their or the student's safety during a lift, transfer, or reposition.

## 2. Exceptions

- 2.1 Students may need to be lifted manually in urgent situations (ie. emergency evacuations or breakdown of equipment).
- 2.2 A mechanical lift can be used for any student requiring assistance at any time if:
  - i. The physical status of the staff member changes and does not allow the staff member to manually lift (ie. injury, pregnancy, etc.).
  - ii. If the physical or cognitive status of the student changes, prohibiting the student from taking part in the moving process.
- c. Some students require specialized lifting, transferring, and repositioning techniques. These are assigned by Wascana Rehabilitation Centre Therapists or other similar service providers.

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