

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 – 4th Edition, 2016)

Transfer

- a. Moving from one surface/location 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
Definition of weight bearing: Supporting one's own body weight, through part(s) of their body, effectively and efficiently with physical predictability.
- d. Most often requires a minimum of two staff

Lift (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
- d. Requires a minimum of two staff

Reposition

- a. Shifting, moving, or adjusting the student's entire body weight on the same surface or between two surfaces of equal height
- b. When repositioning a student, workers require aides such as repositioning sheets and may also require the use of mechanical equipment.
- c. Most often requires a minimum of two staff.

Primary TLR Worker

The lead who communicates directions and keeps eyes on the student at all times, must be TLR trained, is familiar with the student.

Secondary TLR Worker

The assistant who follows directions from the lead, operates/manages equipment, should be TLR trained at the next available opportunity.

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 Schools should have multiple EAs and/or SSTs TLR trained and familiar with the student who requires use of a mechanical lift or transfer. If the primary TLR worker is absent, a TLR trained staff would become the primary worker as one staff member must be TLR trained to use the mechanical lift. A substitute or untrained staff can be the secondary worker; however, it is preferred that both staff members are TLR trained.
- 1.6 Proper equipment is in place and safe at all times throughout the move.
- 1.7 Staff should not be manually lifting students.
- 1.8 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.
- 1.9 All transfers, lifts, and repositions must be first instructed by an Occupational Therapist.
- 1.10 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.
- 1.11 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 (i.e., emergency evacuations or breakdown of equipment).
- 2.2 Some students require specialized lifting, transferring, and repositioning techniques. These are assigned by Wascana Rehabilitation Centre Therapists or other similar service providers.